## **Twin Towers Correctional Facility Unit Orders**

- Chapter 1
- • 1-10-010 Unit Manual
- 1-10-020 Manual Organization and Numbering
- • 1-10-030 Facility Policy and Procedure Review
- 1-10-031 Procedures for Distributing Unit Orders
- 1-10-040 Maintenance of Departmental and Unit Manuals
- 1-10-041 Distribution of Manuals
- • 1-10-050 Unit Library
- Chapter 2
- 2-02-300 Responsibilities/Functions of Civilian Personnel and Support Services
- 2-03-300 Volunteer Organizations
- Chapter 3
- 3-02-300 Contact with Insubordinate Inmates
- • 3-05-020 Employee Absences
- 3-05-030 Subpoena Procedures
- • 3-05-040 Overtime / Draft Policy
- 3-05-045 Outside Overtime in Patrol
- 3-05-055 Punctuality Policy
- • 3-05-140 Employee Fund

- • 3-06-050 Handling Biological (Bio) Hazardous Waste
- 3-07-010 Module Doors and Sliders

- 3-09-300 Inmate Housing Searches
- 3-09-310 Inmate Searches
- 3-16-040 Emergency Response Team(s) Activation and Response
- 3-05-050 Scheduling Trades Vacation
- 3-05-060 Employee Paycheck Distribution
- • 3-05-070 Unit Training Policy
- • 3-05-080 Standards and Training for Corrections (STC) Training
- 3-05-090 Unit Performance Log
- 3-05-100 Employee Dress Code and Equipment
- 3-05-110 Portable Radio Equipment Care, Control, Inventory and Use
- • 3-05-140 Employee Fund
- 3-05-160 Sleeping Quarters
- 3-05-170 Staff Meals
- • 3-05-190 Parking
- 3-05-230 Use of Inmate Linens
- 3-05-320 Personnel Records
- • 3-05-330 Employee Evaluations
- • 3-05-340 Daily In Service Report
- • 3-05-350 Outside Employment
- 3-05-370 Injury and Illness Prevention Program (IIPP)
- • 3-06-010 Smoking Guidelines
- • 3-06-020 Module and Dormitory Cleaning
- • 3-06-300 Unit Recycling Program

- • 3-06-320 Locker Room Cleaning and Maintenance Protocol
- 3-07-010 Module Doors and Sliders
- • 3-08-045 Property/Gun Lockers
- 3-08-060 Kitchen Keys and Radio Inventory and Control
- 3-08-070 Sheriff's Security Officer Firearm Security and Transportation
- 3-09-300 Inmate Housing Searches
- 3-09-30 Personnel and Inmates of Opposite Sex in Out-of-View Areas
- 3-10-030 Wristband Maintenance
- 3-12-015 Out of Security Log
- 3-14-030 Air Pack Training
- 3-16-040 Emergency Response Team(s) Activation and Response
- • 3-17-300 Computer-Based Information Systems Manager
- • 3-17-310 Computer Applications and Management
- • 3-17-330 Computer Use Regulations
- 3-50-050 Equipment Manuals/Warranty Records
- • 3-50-070 Communication Systems and Repair
- • 3-50-090 Inventory Control
- • 3-50-100 Supply Requisitions
- • 3-50-120 Mandatory Duty Rotation for Custody Personnel
- Chapter 4

- • 4-01-010 Reporting Routing Procedures
- • 4-01-020 Tracking and Timely Submission of Administrative Reports and Projects

- 4-01-300 Deferred Reports
- 4-08-010 Court Orders
- • 4-08-300 American Civil Liberties Union Inquiry Log
- 4-08-310 Facility Log
- • 4-08-330 Uniform Report Number
- 4-08-340 Reference Number
- 4-08-350 Uniform Daily Activity Log
- 4-13-300 Document Control and Record Retention
- Chapter 5
- 5-02-310 Facility Tours
- 5-02-330 Public Information Plan
- 5-03-015 Use of Therapeutic Treatment Modules
- 5-03-025 Video Recording and Retention Procedures
- 5-03-030 Number of Inmates Gathered in a Common Area
- 5-03-040 Inmate Handcuffing
- • 5-03-041 Handcuffing of High Observation Housing (HOH) Inmates
- • 5-03-042 Facility Cleaning and Maintenance of Waist Chain and Restraints
- 5-08-130 COVID-19 (Coronavirus) Intake Procedures
- • 5-03-080 Inmate Line- Up
- • 5-04-300 Alleged Juveniles
- • 5-04-310 Juvenile Inmate Housing
- 5-04-320 Housing For Pre-Arraigned Inmates
- 5-06-030 Food Preparation

- 5-06-040 Kitchen Clean- Up
- 5-06-050 Inmate Food Service Workers Medical Screening and Housing
- 5-06-060 Correctional Treatment Center Kitchen Control Procedure
- 5-08-010 Medical Services Definitions/Procedures
- 5-08-040 Phencyclidine and/or Violently Mentally III Booking Procedures for Twin Towers Correctional Facility
- 5-08-050 Incompetent to Stand Trial Medication Administration Program
- • 5-08-060 Developmentally Disabled Inmates
- 5-08-070 Housing and Movement of Mental Observation Inmates
- • 5-08-080 Correctional Treatment Center Discharge Procedures
- 5-08-140 Safety Check Procedures For Inmates Housed in High Observation/High Suicide Risk Housing Locations
- 5-08-141 Morse Watchman Data Recorders
- 5-08-150 Archiving And Retention Period Of Movement Sheets For Mental Health Housing Areas
- • 5-08-180 Physicians' Orders
- 5-08-190 Pharmaceutical Deliveries
- 5-08-310 Hunger Strike/Prolonged Fast
- • 5-09-200 Temperature Screening
- 5-15-011 Disposition of Low Bail Warrants
- 5-15-021 Videotaped Depositions
- • 5-15-030 Justice Inmate Video Conferencing System (JIVCS)
- • 5-15-040 Inmate Marriage Procedures
- 5-16-010 Inmate Showers

• • 5-17-011 Administrative Segregation Module Operations

- 5-17-012 Housing For Protective Custody (Soft) Inmates
- 5-17-020
- 5-17-030
- • 5-17-040 Court Line Procedures
- 5-17-080 Outside Work Crew (OSWC) Procedures
- 5-17-300 Special Handling Inmates
- 5-17-310 SEXUALLY VIOLENT PREDATOR INMATE GUIDELINES
- 5-21-010 Evidence and Property Control
- • 5-21-310 Allowable Inmate Property
- • 5-21-315 Allowable Female Inmate Property
- • 5-22-010 Inmate Discipline Procedures
- 5-22-011 Minor Infraction Report
- • 5-22-015 Security Level 8's (General Population) and 9's (SHU)
- 5-22-040 Parolee Misconduct
- 5-23-010 Inmate Exercise and Recreation
- 5-23-011 HOH Unrestrained Out of Cell Time
- 5-23-020 Educational Programs
- • 5-23-040 Commissary
- • 5-23-070 TTCF Master Activity Schedule
- 5-24-020 TTCF Legal Unit
- • 5-24-300 Over-Detention
- • 5-26-010 Use of Safety Chair (S. C.)
- 5-50-010 Facility Control Operating Procedures

- 5-50-020 Facility Paging System
- 5-50-030 Tower II Control Operating Procedures
- 5-50-040 CTC Control Operating Procedures
- 5-50-080 Loading Dock Sally Port Slider Operations
- 5-50-100 Control Booth Security
- 5-50-110 Sally Port Gate and Control Booth Security
- • 5-50-120 Inmate Television Programming
- • 5-15-015 Merit Master Inmate Contact Visits
- Chapter 8 LCMC (No Longer in Use)

- Module and Dormitory Cleaning MPP 3-02/050.25; COM 3-06/020.00; 4-11/020.00; 5-11/020.00; 5-15/000.00
- Inmate Count/Inmate Welfare Check Procedures