

Chapter 1

• 1-10-010 Unit Manual

PURPOSE OF ORDER:

To establish the Twin Towers Correctional Facility's Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

The official manual of the Twin Towers Correctional Facility (TTCF) is hereby established and is entitled "Twin Towers Correctional Facility Unit Manual of Policy and Procedures." The short title shall be "TTCF Unit Manual." It is a consolidation of unit orders and written procedures governing the operation of Twin Towers Correctional Facility and LAC+USC Medical Center Jail Ward.

The TTCF Unit Manual shall be prepared, updated and distributed by Operations under the direction of the Operations Lieutenant.

Statements in this manual found to be in conflict with the Department or Custody Division Manuals shall be deemed invalid. However, any section or statement(s) in this manual found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

All personnel assigned to Twin Tower Correctional Facility shall familiarize themselves with the contents of the Departmental, Custody Division and the Twin Towers Correctional Facility Unit Manual of Policy and Procedures, as well as any regulations, orders, directives or memorandums affecting this unit.

Purpose of the Unit Manual

- To standardize policies, rules and procedures within the unit,
- To provide a ready reference of rules, policies, and procedures governing unit operations for all persons, both within and outside the unit,
- To comply with the Department Manual of Policy and Procedures, Custody Division Manual, California Code of Regulations Title 15 Minimum Jail Standards,
- To provide a written reference of Unit policies and procedures for Department personnel.

Revised Unit Orders

When a unit order is revised, a copy of the old unit order shall be filed in the Unit Order Archive file. TTCF Operations shall maintain an archived paper copy of all unit orders and retain them indefinitely.

- **1-10-020 Manual Organization and Numbering**

PURPOSE OF ORDER:

To organize, number and catalog all Unit Orders within the TTCF Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

The TTCF Unit Manual shall be subdivided into Chapters, Sections, and Subsections.

“Chapters” shall be designated by one (1) digit followed by a dash (-). “Sections” shall be designated by two (2) digits followed by a dash (-). Numbers of one digit shall be preceded by one zero. “Subsections” shall be designated by two (2) digits. Numbers less than 10 will be preceded by zero. The following is an example of the format:

Chapter Section Subsection

1. 03- 050

This number, 1-03-050, represents Chapter 1, Section 3, Subsection 5.

Each Unit Order shall be assigned to the appropriate Chapter and Section, and assigned a Subsection number in multiples of five in sequence. This allows other sections to be added as necessary. Prior to adding any section, the order’s subject/title shall be added to the Manual index as well as to the Alphabetical index.

Each page of each order shall be numbered on the bottom of the page centered, “_ of _”. Page one of all orders shall have the date on the upper left of the heading and the Unit Order number on the upper right of the heading. Subsequent pages shall have the date on the upper left hand corner of the page and the Unit Order number on the upper right corner of the page.

The Unit Manuals Coordinator shall make all revisions to the Unit Manual. All additions and revisions shall be underlined and the revision date noted in the upper left hand corner of each page.

- **1-10-030 Facility Policy and Procedure Review**

PURPOSE OF ORDER:

To facilitate updates, amendments and changes without compromising uniformity and integrity of the Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The Operations Deputy shall be responsible for conducting an annual review of the Unit Manual. This review shall ensure that all unit orders are relevant and are consistent with the Department Manual of Policy and Procedure and the Custody Division Manual. The review shall adhere to the following schedule:

January through February: Chapters 1 and 2

March through June: Chapter 3

July through October: Chapters 4 and 5

The Operations Deputy shall ensure all revised unit orders are approved and signed by the Unit Commander. Once approved at the unit level, the order shall be sent to the Custody Support Services (CSS) Unit for review and executive approval prior to publication. Upon receiving approval, the Unit Manuals Coordinator shall ensure the order is properly numbered, labeled, dated and indexed prior to being included in the manual. The Unit Manuals Coordinator shall properly archive the original version of the unit order. The Unit Manuals Coordinator shall also ensure the changes are properly disseminated to all personnel through unit briefings. Refer to Unit Order #1-10-031, Procedures for Distributing Unit Orders, Policies, and Procedures.

• **1-10-031 Procedures for Distributing Unit Orders**

PURPOSE OF ORDER:

To establish the process by which personnel are to be made aware of, receive instruction in, and be held accountable for information contained in Unit, Division, and Departmentally distributed material.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

Material which is deemed suitable and necessary for universal dispersal to all departmental personnel working within Twin Towers Correctional Facility shall be prepared by the Professional Standards Unit and distributed to all shift Watch Commanders for briefing. The material may include, but is not limited to newly created or revised Unit Orders, Training briefings, Unit level Directives, and Division Orders. Each shift Watch Commander shall review the material and assign appropriate supervisor to the instructional process. Subsequently, each employee shall be instructed at a formal briefing, in small group settings and, if necessary, through one-on-one contact with a supervisor.

Employees who discover subject matter which they believe is suitable from a training standpoint for

distribution to the entire unit may submit a memo with a brief description of and any available documentation to their Watch Commander or directly to the Professional Standards Lieutenant. No Watch Commander is to distribute any new Directives, Briefing, Procedure or Unit Orders without approval from the Professional Standards Unit.

The Professional Standards Lieutenant shall review the information and see that the concept, if approved by the Unit Commander, is assigned to the appropriate personnel for research and briefing development. Once completed, the material shall be disseminated to the Watch Commander for shift level distribution and subsequent briefing.

Each shift Watch Commander shall be responsible for personally reviewing the material. They shall discuss the briefing with the Sergeants and/or supervisors under his command in order to ensure that each understands the intent of the order and the spirit in which the Unit Commander would have the material delivered.

Each member of the shift shall in turn be **personally briefed** by a supervisor. One-on-one contact by a supervisor may be necessary in order to achieve 100% compliance. Supervisors shall ensure that the material is briefed and clearly understood by all those in attendance. The material may be demonstrated or designed for distribution as a handout. The optimum technique for instruction shall be determined by the Training Unit working in conjunction with Professional Standards personnel. The desired methods of instruction shall be indicated on the briefing packet.

Whichever method of instruction is adopted, it must be remembered that the goal of each session is **universal understanding**.

To meet this goal, supervisors shall ask questions, reiterate, and clarify confusing issues to reinforce training points. Consistent with the role of trainer and mentor, supervisors shall solicit comments from the group and encourage the open and free exchange of ideas and questions.

At the completion of the session, each member receiving the briefing shall sign his/her name to one of the rosters included within the briefing packet. The roster shall serve to document the session and accredit subject training hours to the individual. A record of each training session shall be recorded in the TRAPPERR system by the Training Unit.

Over the period of a week, shift Watch Commanders and their reliefs shall work together to ensure that as many of their personnel as possible are briefed by checking the rosters against the in-service sheets. At weeks end, the signed rosters and accompanying training material shall be collected by the shift Watch Commander and returned to the TTCF Professional Standards mailbox located in Tower I in the Administrative elevator landing.

• 1-10-040 Maintenance of Departmental and Unit Manuals

PURPOSE OF ORDER:

To provide direction to Twin Towers Correctional Facility (TTCF) personnel for the maintenance and accounting of Departmental Manuals, TTCF Unit Manuals and Manual Revisions.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

The Unit Commander shall designate a person to be the Unit Manuals Coordinator. The Unit Manuals Coordinator shall be responsible for the distribution and maintenance of the TTCF Unit Manuals, Departmental manuals, manual revisions and updates for the TTCF.

The Unit Manuals Coordinator shall receive all incoming manual revisions and updates. He is responsible for the distribution and updating of all assigned manuals including updating the computerized manual each time an update diskette is received.

The Unit Manuals Coordinator shall provide accounting and periodic audits as per section 1-01/090.15 of the Department Manual of Policy and Procedures.

The Unit Manuals Coordinator shall maintain a record of the number of manuals assigned, and where each manual is located within the unit, per section 1-01/090.20 of the Department Manual of Policy and Procedures.

• **1-10-041 Distribution of Manuals**

PURPOSE OF ORDER:

To establish the number and location of TTCF Unit Manuals and Departmental Manuals assigned to the Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

No unit copy of any manual shall be the personal property of an individual member of the unit. No copies are to be reproduced without the permission of the Unit Commander or designate.

No assigned copy of any manual shall be taken from one unit to another by a transferring employee. Assigned manuals shall not be removed from their designated locations.

The responsibility of the manuals shall be under the direction of the Operations Sergeant. When an update is received or an order is approved by the Unit Commander, the Operations Sergeant shall:

1. Note if additional distribution is required,
2. Forward a copy to the Unit Manuals Coordinator (the coordinator shall assure that the distribution is made and each manual assigned to TTCF is updated with the new/revised order),

3. Prepare a briefing to notify personnel of the new/revised manual update.

The Department Manuals of Policy and Procedures (MPP) are assigned by number and shall be kept in the following locations:

- Unit Commander's Office
- Operations Office
- Operations Sergeant's Office
- Watch Commander's Office - Tower I
- Watch Sergeant's Office - Tower I
- MSB/Clinic Sergeant's Office - Tower II
- Training Office - Tower II

Library copies of the MPP shall be located in the following offices:

- Operations Office (Unit Library) (2)
- Watch Commander's Office - Tower I (1)

Custody Division Manuals of Policy and Procedures shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

Library copies of the CDM shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

TTCF Unit Manuals of Policy and Procedures shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

Library copies of the TTCF Unit Manual shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

The Unit Manuals Coordinator shall forward a copy of the Unit Manual revisions to the Custody Support Services Unit, Custody Division Headquarters, as they occur.

Library copies of the Department Manual of Policy and Procedures contain the same volumes as the "formal" copies and are primarily assigned to units to be made available to unit employees who wish to borrow a copy for study purposes, etc.

The Unit Manuals Coordinator shall maintain a check out/check in system to record and control the location of all Library copies borrowed by Unit Personnel. Refer to Unit Order 1-10-050 (Unit Library) for additional manuals in the Unit Library.

- **1-10-050 Unit Library**

PURPOSE OF ORDER:

To establish policy and procedures for the maintenance and loaning of Department Manuals.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

All manuals in the Unit Library can be “checked out” through the Unit Manuals Coordinator. The Unit Library shall include, but not be limited to, the following manuals:

- Sheriff's Bulletins
- Basic Duties & Responsibilities
- Unit Commander's Letter
- Bonus Selection Manual
- Custody Division
- Manual of Policy and Procedures
- Captain Staff Meeting Notes
- Department Manual of Policy and Procedures
- Public Information Manual
- Department Emergency Operations Procedures Manual
- Detentions & Corrections
- Unit Level Administrative Investigations Manual
- Legal Sourcebook
- Title 15 & 24
- Law Enforcement Work Actions
- Personnel Administrative Handbook
- Personnel Issues
- TTCF Unit Manual
- Timekeeping Manual
- Sworn MOU's
- Civilian MOU's
- Unit Briefings
- Unit EOP
- Penal Code/Vehicle Code
- Correspondence Format
- TTCF Guidelines for Discipline
- Classification Specs. Manual
- Command Inspection Manual

The Unit Manuals Coordinator shall be responsible for the maintenance of all library manuals. A sign-out roster is located with the Unit Manuals Coordinator. He shall

supervise the checking in and out of all manuals. All personnel shall indicate on this form their name, employee number, the manual they are borrowing, the date, and the estimated date of return.

The Unit Library shall be located in the Operations Office on the Eighth Floor of Tower I.
