

## **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.