

## 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.

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