

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.
