

## **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.

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