

05-030/00 Recurrent Briefings

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| Unit Order: #05-030/00 | |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: | Recurrent Briefings |
| Reference: | None |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the maintenance and use of a Recurrent Briefing file.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

This facility shall, through the use of recurrent briefings, provide information to employees which is mandated by current Department policy and unit needs. Certain materials, such as sections from the Manual of Policy and Procedures, Custody Division Manual and Unit Orders are mandated by the Division to be briefed at specific intervals. These briefings have been indexed and shall be briefed as scheduled.

One copy of each recurrent briefing form will be placed in a master recurrent binder located in the Training Office. Every month a recurrent briefing book/binder will be placed in each Building, the Watch Sergeant's Office and the Vocational Shops. After reading the briefing contents, employees will sign their name, in the signature block area in the binder located in their assigned building.

Supervisors shall provide additional information or answer questions, as needed, to clarify topics and prevent misinterpretation.