

Chapter 1 - Inmate Reception Center Introduction

- **1-01/000.00 Inmate Reception Center Unit Manual**

PURPOSE OF ORDER:

The purpose of this order is to establish the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The official Unit Manual of IRC is hereby established and is entitled "Inmate Reception Center Unit Manual of Policy and Procedures." The abbreviated title shall be the "IRC Unit Manual." It is a consolidation of unit orders and duty statements governing the operation of IRC.

The IRC Unit Manual sets a minimum standard of performance for personnel assigned to IRC. The standard of performance shall not be less restrictive, nor shall it lower the standard of performance required by Department and/or Division policy.

The IRC Unit Manual shall be prepared, updated and distributed by IRC Operations under the direction of the IRC Operations Lieutenant. It is available to all IRC personnel through the IRC network shared folders.

Statements in this manual found to be in conflict with the Department's Manual of Policy and Procedures (MPP) and/or the Custody Division Manual (CDM) 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 IRC shall familiarize themselves with the contents of the Departmental, Custody Division and IRC Unit Manual, as well as any regulations, orders, directives or memorandums affecting this unit.

Purpose of the Unit Manual

- Standardize policies, rules and procedures within the unit
- Provide a ready reference of rules, policies, and procedures governing unit operations for all persons, both within and outside the unit
- Comply with the Department MPP, CDM, California Code of Regulations (CCR) Title 15 Minimum Jail Standards
- Provide a written reference of unit policies and procedures for Department personnel

Revised Unit Order/Duty Statement

When a unit order or duty statement is revised, a copy of the old unit order/duty statement shall be filed in the designated electronic archive file. IRC Operations shall maintain an archived copy of all unit orders and retain them indefinitely. All unit orders and duty statements archived shall be cross-referenced with their respective unit order/duty statement numbers, allowing for reference in the event unit orders or duty statements are renumbered.

• **1-01/002.00 Validity of Manual Content**

PURPOSE OF ORDER:

The purpose of this order is to establish the validity of the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Any section or statement in the IRC Unit Manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

Situations that arise wherein guidelines have not been established will require judgments predicated upon the circumstances, and commensurate with authority and responsibility. Omissions are not to be construed as either permissive or prohibitive. In the event that any section or statement in the IRC Unit Manual conflicts with the Department Manual of Policy and Procedures (MPP) or the Custody Division Manual (CDM), the respective Department or Division manual shall supersede the IRC Unit Manual.

Titles in the IRC Unit Manual shall not govern, limit, modify or affect the scope, meaning or intent of any chapter, section or subsection of the IRC Unit Manual.

• **1-02/000.00 Manual Organization and Numbering**

PURPOSE OF ORDER:

The purpose of this order is to establish the organization, numbering, and cataloging of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The IRC Unit Manual shall be subdivided into Volumes, Chapters, Sections, and Subsections.

“Volumes” shall be designated by one (1) digit, followed by a dash (-). “Chapters” shall be designated by two (2) digits, followed by a slash (/). Numbers of one (1) digit shall be preceded by one (1) zero. “Sections” shall be designated by three (3) digits, followed by a period (.). “Subsections” shall be designated by two (2) numbers. Numbers less than 10 will be preceded by zero.

The following is an example of the format:

1-03/050.20

| | <u>Volume</u> | <u>Chapter</u> | <u>Section</u> | <u>Subsection</u> |
|----|---------------|----------------|----------------|-------------------|
| 1- | 03/ | 050. | 20 | |

Each unit order and duty statement shall be assigned to the appropriate volume and chapter, and assigned a section number in sequence. Unit orders and duty statements closely related to existing unit orders and duty statements can be assigned a subsection for organizational clarity. 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, and formatted as: “__ of __.” (e.g. “1 of 2”) Page one of all orders and statements shall have the unit order or duty statement number on the upper right of the heading. Directly below the unit order or duty statement number the order or statement shall have the effective date, revision date, and review date of the unit order or duty statement.

When revising unit orders or duty statements, it is imperative to document the effective date of the policy, as well as the revision and review dates.

There are nine (9) volumes to the IRC Manual. Each *volume* contains information specific to the area listed below:

- Volume 1 - Introduces and defines the structure of the IRC Manual
 - Volume 2 - Defines the organization of IRC and areas of responsibility
 - Volume 3 - Performance requirements, scheduling and training
 - Volume 4 - Emergency operations
 - Volume 5 - Inmate processing requirements
 - Volume 6 - Cashiering, property and evidence, and mail processing
 - Volume 7 - Arrest and court document processing requirements
 - Volume 8 - Miscellaneous line procedures
 - Volume 9 - Duty statements
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- **1-02/002.00 Manual Review and Updates**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the review and update of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

It is critical to the operation of IRC that the contents of the manual be reviewed and updated on a routine basis. Therefore, whenever a policy is either implemented or changed at the Department, Division or Unit level, IRC operations shall review and update the manual as required.

The operations deputy and/or unit manual coordinators shall ensure all new or revised unit orders are reviewed by the following personnel as part of a management review:

- Access to Care Sergeant (if the content is applicable to access to care)
- Operations Sergeant
- Operations Lieutenant
- Unit Commander

After the management review is completed the order shall be sent to the Custody Support Services (CSS) unit for review and executive approval. Upon receiving approval, the unit commander or his designee will sign the final approved version. The Unit manual coordinator shall ensure the order is properly numbered, labeled, dated and indexed prior to being included in the manual. The unit manual coordinator shall properly archive the original version of the unit order. The unit manual coordinator shall also ensure the revised orders are properly disseminated to all IRC personnel.

• 1-02/003.00 Grammatical Construction

PURPOSE OF ORDER:

The purpose of this order is to establish the grammatical rules of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The content of the IRC Unit Manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include past and future
 - The masculine gender also includes the feminine
 - The singular also includes the plural
 - “Shall,” “will,” and “must” are mandatory, “may” is permissive
 - References to “employees,” “members,” and “personnel” include all personnel of IRC, both sworn and civilian
 - “Signature” shall refer to both written and electronic (i.e. scanned) signature
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• **1-05/000.00 Employee Manual Revisions**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for employees to submit proposals for additions and/or revisions to the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

If an employee believes a revision and/or update is required to any existing policy or procedure contained within the IRC Unit Manual, they can submit their suggestions to the IRC Operations Sergeant on an office correspondence (SH-AD-32A). The memorandum should contain the reason for the change, the specific section to be changed, and a draft of the proposed addition and/or revision to the order. If upon reviewing the memorandum the IRC Operations Lieutenant deems the changes to be appropriate, he shall direct the Operations Sergeant and/or manual coordinator to begin revising the IRC Unit Manual (Refer to ***Unit Order (UO) 1-02/002.00 Manual Review and Updates*** for additional information).

This unit order 1-05/000.00 Employee Manual Revisions was previously titled “Manual Modifications.”

- **1-06/000.00 Manual Archive**

PURPOSE OF ORDER:

The purpose of this order is to establish the procedures for archiving all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Previous IRC Unit Manual versions shall be stored in the Manual Archive Folder, which is stored electronically in the IRC network shared folders. As existing manual sections are revised, those sections shall also be placed, in full content, in the Manual Archive Folders, stored chronologically by year. IRC Unit Manual sections may be revised more than once. The date of each revision and replacement shall be noted on the copy to be archived and stored in the appropriate electronic folder by year.

When revising unit orders or duty statements, it is imperative to document the effective date of the policy. If the date is not listed on old IRC policy and cannot be determined, the effective date shall be reflected as "Unknown." If unit orders or duty statements have their number changed for organizational purposes, the Manual Coordinator shall keep a record of the old number, the date it was changed, and the new number.

Previous copies of the IRC Unit Manual or any section contained in the Manual Archive may be obtained by submitting a written request to the IRC Operations Sergeant.
