

## **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.

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