

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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