

## 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.

