

## **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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