

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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