1-05/000.00 Employee Manual Revisions

PURPOSE OF ORDER:

The purpose of this order is	to establish proce	dures for employees	to submit proposals fo	r additions and/or
revisions to the Inmate Rece	eption Center (IRC) Unit Manual.		

SCOPE OF ORDER:

Printed: 4/3/2025 (WEB)

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

If an employee believes a revision and/or update is required to any existing policy or procedure contained within the IRC Unit Manual, they can submit their suggestions to the IRC Operations Sergeant on an office correspondence (SH-AD-32A). The memorandum should contain the reason for the change, the specific section to be changed, and a draft of the proposed addition and/or revision to the order. If upon reviewing the memorandum the IRC Operations Lieutenant deems the changes to be appropriate, he shall direct the Operations Sergeant and/or manual coordinator to begin revising the IRC Unit Manal (Refer to *Unit Order (UO) 1-02/002.00 Manual Review and Updates* for additional information).

This unit order 1-05/000.00 Employee Manual Revisions was previously titled "Manual Modifications."
