

## 1-05/000.00 Employee Manual Revisions

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for employees to submit proposals for additions and/or revisions to 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:

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 Manual (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."

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