

1-06/000.00 Manual Archive

PURPOSE OF ORDER:

The purpose of this order is to establish the procedures for archiving 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:

Previous IRC Unit Manual versions shall be stored in the Manual Archive Folder, which is stored electronically in the IRC network shared folders. As existing manual sections are revised, those sections shall also be placed, in full content, in the Manual Archive Folders, stored chronologically by year. IRC Unit Manual sections may be revised more than once. The date of each revision and replacement shall be noted on the copy to be archived and stored in the appropriate electronic folder by year.

When revising unit orders or duty statements, it is imperative to document the effective date of the policy. If the date is not listed on old IRC policy and cannot be determined, the effective date shall be reflected as "Unknown." If unit orders or duty statements have their number changed for organizational purposes, the Manual Coordinator shall keep a record of the old number, the date it was changed, and the new number.

Previous copies of the IRC Unit Manual or any section contained in the Manual Archive may be obtained by submitting a written request to the IRC Operations Sergeant.
