

## 01-010/00 Unit Library

### Los Angeles County Sheriff's Department

<b>CUSTODY SERVICES DIVISION</b>		<b>Unit Order: #01-010/00</b>
<b>GENERAL POPULATION</b>		<b>Effective Date: 01-01-1998</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	<b>Revision Date: 10-13-2016</b>	
		<b>Review Date:</b>
<b>Subject: Unit Library</b>		
<b>Reference: None</b>		
<b>Unit Commander Signature:</b>	<b>Date:</b>	

**PURPOSE OF ORDER:** The purpose of this unit order is to establish policy and procedures for the maintenance and loaning of Department Manuals.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

**ORDER:** All Department manuals are maintained on the Sheriff's Data Network (SDN) and accessible via the LASD Intranet page.

The NCCF unit manual is maintained on the SDN and accessible via the NCCF website located on the LASD Intranet.

NCCF maintains a virtual unit library on the NCCF website with links to departmental and unit manuals, forms and files. All personnel are encouraged to notify Operations when an additional item is needed in the unit library or an existing item is out of date.

**Revision Date XX/XX/XXXX**

**Revision Date 10/13/2016**

**01/01/1998 NCCF**

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