

## 1-10-050 Unit Library

### **PURPOSE OF ORDER:**

To establish policy and procedures for the maintenance and loaning of Department Manuals.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### **ORDER:**

All manuals in the Unit Library can be “checked out” through the Unit Manuals Coordinator. The Unit Library shall include, but not be limited to, the following manuals:

- Sheriff's Bulletins
- Basic Duties & Responsibilities
- Unit Commander's Letter
- Bonus Selection Manual
- Custody Division
- Manual of Policy and Procedures
- Captain Staff Meeting Notes
- Department Manual of Policy and Procedures
- Public Information Manual
- Department Emergency Operations Procedures Manual
- Detentions & Corrections
- Unit Level Administrative Investigations Manual
- Legal Sourcebook
- Title 15 & 24
- Law Enforcement Work Actions
- Personnel Administrative Handbook
- Personnel Issues
- TTCF Unit Manual
- Timekeeping Manual
- Sworn MOU's
- Civilian MOU's
- Unit Briefings
- Unit EOP
- Penal Code/Vehicle Code
- Correspondence Format
- TTCF Guidelines for Discipline
- Classification Specs. Manual

- Command Inspection Manual

The Unit Manuals Coordinator shall be responsible for the maintenance of all library manuals. A sign-out roster is located with the Unit Manuals Coordinator. He shall

supervise the checking in and out of all manuals. All personnel shall indicate on this form their name, employee number, the manual they are borrowing, the date, and the estimated date of return.

The Unit Library shall be located in the Operations Office on the Eighth Floor of Tower I.

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