

## 3-05-160 Sleeping Quarters

### PURPOSE OF ORDER:

To establish guidelines for the use of the staff bunk rooms.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Twin Towers Correctional Facility bunk rooms, one each for male and female employees, are located in [REDACTED TEXT] Personnel, due to working hours, travel time to their residence, or inclement weather, may use a TTCF bunk room when off duty. For emergency purposes, personnel shall notify the Facility Control Watch Deputy prior to utilizing the bunk room.

Employees using the bunk room shall adhere to the following:

- Minimum dress code - Gym shorts and T-shirt
- No smoking
- No firearms
- No radios without headphones
- No loud talking
- No food or drinks
- Appropriate gender personnel in each bunk room

No employee shall sleep on duty without the permission of the Unit Commander or his designee.

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