

## 3-06-300 Unit Recycling Program

### PURPOSE OF ORDER:

To establish procedures for the administration of the Unit Recycling Program.

### 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 (TTCF) participates in a recycling program per California State Law, which requires all cities in California to divert 50 percent of their waste from landfills by the year 2000. Unit management supports the program and considers recycling a high priority. The watch commander shall be the program coordinator, and the logistics staff shall be responsible for the operation of the program. The job classifications directly affected by the implementation of the recycling program are as follows:

- Logistics Deputy (AM)
- Logistics Custody Assistant (AM)
- Kitchen Custody Assistant (All shifts)
- Module Prowler Deputy (All shifts)
- Dock Custody Assistant (AM, PM)
- Trash and Freight Custody Assistant (AM, PM)
- Module Custody Assistant (All Shifts)
- Custodian Supervisor (AM, PM)
- Custodian (AM, PM)
- Perimeter Security Officer (All shifts)

It is the responsibility of all TTCF personnel to participate in the Unit Recycling Program. All proceeds generated from the recycling program shall go into the Unit Fund. Along with helping conserve landfill space, the program will also help save natural resources.

### Placement of Recycle Bins

Floor collection bins shall be placed throughout the facility, especially in areas of high paper usage (i.e., next to computer printers, photocopy machines and in inmate housing areas for the collection of newspapers).

Outside recycle containers are located adjacent to Tower I and Tower II Loading Docks. Each receptacle is labeled for a specific recyclable material.

### Items to Be Recycled

The items to be collected and recycled by TTCF are as follows:

- Aluminum Cans

- Cardboard
- Glass
- Newspaper
- Pallets
- Paper (white, computer, colored)
- Plastic
- Tin Cans

#### Collection of Recycled Materials

Line supervisors shall ensure recycled items will be gathered from the floor collection bin, separated and placed into the designated outside recycle container.

All recyclable items in TTCF collection bins are the property of Los Angeles County. Removal of items from collection bins constitutes theft and shall result in a criminal investigation.

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