

3-50-050 Equipment Manuals/Warranty Records

PURPOSE OF ORDER:

To establish procedures for the handling and storage of equipment manuals.

SCOPE OF ORDER:

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

ORDER:

All original equipment manuals shall be stored in the Logistics Office. Copies shall be placed in required work areas.

Original manuals shall not be removed from the Logistics Office without the permission of the Logistics Deputy.

The Logistics Deputy or his designee shall maintain the equipment manuals and a log book to track manuals removed from the Logistics Office.
