

1-01-020 Distribution of Unit Orders



PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the distribution of unit orders.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

ORDER:

Unit orders approved and signed by the unit commander, or their designee shall be forwarded to the MCJ Legal Unit. The Legal Unit shall forward the approved unit orders to Custody Support Services (CSS) for Division level approval. Approved unit orders from CSS shall be placed in the Unit Order Manual, as well as updated to the MCJ web page.

The distribution of unit orders shall be assigned to the Legal Unit sergeant who shall designate a staff member to act as the unit order coordinator. The unit order coordinator shall ensure the appropriate manuals are updated with new or revised unit orders and placed in the proper numerical location within these manuals. The coordinator shall also see that the appropriate changes are reflected in the manual's table of contents and appendix.

Along with the current Unit Order Manual, the Unit Order Coordinator shall maintain historical unit orders as outlined in CDM section 4-13/000.00, "Retention of Records." The updating process of revised unit orders shall be completed concurrent with the order sent to custody personnel via e-mail. **Unit orders shall be uploaded on the MCJ web page and all new orders and revisions of unit orders shall be noted as such.**

New unit orders and revisions of unit orders will be routed to all MCJ personnel.

Revision Date 04/03/23

Revision Date 08/26/20

Revision Date 11/20/08

