

## **5-04-020 Unit Commander Designee of the DRB and IRTS Process**

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**Effective Date:** 03-07-14

**Reviewed Date:** 04-07-22

**Reference:** CDM 5-09/030.00, CDM 5-09/040.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines and procedures regarding the responsibility and oversight of approving and monitoring the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB) processes at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order shall apply to the EM Shift Watch Commander, at the minimum rank of lieutenant.

### **ORDER:**

All discipline recommended by the DRB shall be reviewed by the unit commander or his designee, pursuant to the Custody Division Manual (CDM) section 5-09/040.00. The designee at South Facility shall be the EM Shift Watch Commander, at the minimum rank of lieutenant.

### **PROCEDURES**

The lieutenant responsible for the collateral duty of approving the IRTS and DRB reports shall access, review, and update the IRTS/DRB "Unit Commander Approved" section, at a minimum of once every ten days, to ensure adherence to Department policy and DRB guidelines.

**Revision Date 04/07/22**

**SOUF 03/07/14**

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