

## **3-05-039 MODULE AND DORM LIGHTS**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish scheduled hours of Module and Dormitory lights within Men's Central Jail (MCJ).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working at MCJ.

### **ORDER:**

Module and dorm personnel shall keep the lights on for inmates housed within their work areas between 0800 hours and 2200 hours. Lights should not be covered or altered in any way.

Module and dorm personnel shall submit a service request through the Maximo Maintenance Request form in the e-UDAL for any inoperable lights. During weekends and holidays, an emergency work order shall be filled out, signed by the watch commander, and turned into Main Control.

**10/21/24, MCJ**

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