

## 3-07-040 Module Lights

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for all module lights located within the Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the TTCF.

### ORDER:

The module booth officer or deputy assigned to the module control is responsible for the following:

- **Staging and Indoor Recreation lights shall remain on throughout all shifts.**
  
- The module booth officer or deputy assigned to the module control booth shall turn on the following lights as described:
  - - **Pod and Cell/Dorm lights:**
      - During AM count and until the conclusion of court movement.
      - Beginning at 0700 hours until 2100 hours or at the conclusion of EM wristband count.
  
- The module booth officer or deputy assigned to the module control booth shall submit a service request to the logistics office for any inoperable lights via the electronic-Uniform Daily Activity Log (e-UDAL).
  
- - Module personnel shall note in the e-UDAL any lights that are pending repairs and notify the floor

sergeant.

- Personnel shall not cover or alter lights in any way.
- Sergeants are responsible for ensuring compliance with this order and taking immediate corrective action for any non-compliance.

**REVISED 02/04/2025**

**10/02/2024 TTCF**

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