

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
