

## **1.100. DISTRIBUTION OF MANUAL**

**100.05. LOCATIONS:** A current copy of the Type I Facility Manual shall be maintained electronically and is therefore available on Starlink to all staff.  
(Rev. 05/2019)

## **1.200. TYPE I POLICY MANUAL**

**200.05. NUMBERING SYSTEM:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**215.00. MANUAL REVIEW AND UPDATE:** Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years.  
(Rev. 05/2019)

**220.05. ROUTING:** Any change to Type I facility policy must first be proposed to and approved by representatives from each Type I facility, then submitted to the Administrative Support Unit (ASU) for review. A Temporary Operating Procedure (TOP) developed by a Type I facility shall not remain in effect longer than 60 days. If, during the time span of the TOP, the policy is determined to be needed permanently, the policy shall be proposed and routed as described above.  
(Rev. 05/2019)

## **1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE**

**400.05. MINIMUM JAIL STANDARDS REQUIREMENTS:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**410.00. PUBLIC INFORMATION PLAN:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)

**410.01. PUBLIC INFORMATION PLAN AND TITLE 15: INMATE USE POLICY:** An inmate may request to review the facility's Public Information Plan and/or Title 15 at any time. Staff shall make every effort to accommodate the inmate's request at the time made. The inmate's access to the Public Information Plan and/or Title 15 may be delayed, if the inmate's request conflicts with a critical jail functions (such as inmate feeding, transportation marshalling, intake/booking procedures, etc.).  
(Rev. 05/2019)

**410.02. PUBLIC INFORMATION PLAN: REVIEW BY THE PUBLIC:** A member of the public may request to review the facility's Public Information Plan at any time during normal business hours of the station/division.  
(Rev. 05/2019)

Staff shall make every effort to accommodate the request at the time made. If the request cannot be granted within a reasonable time period, arrangements shall be made to reschedule the viewing at a mutually agreed date/time.  
(Rev. 05/2019)

**1.500. SEXUAL ABUSE OR SEXUAL HARRASSMENT REPORTING**

**501.00. SEXUAL ABUSE OR SEXUAL HARRASSMENT REPORTING:** Detention and Corrections Bureau policy shall be followed without amendment.  
(Rev. 05/2019)