

DATE:	MARCH 29, 2017
NUMBER:	I.35
SUBJECT:	HOUSING UNIT SPECIAL EQUIPMENT
RELATED SECTIONS:	

PURPOSE

To identify special equipment used by the inmates or staff, which must be accounted for and kept in good working order.

POLICY

Deputies, at the beginning of each shift, will check all special equipment and appropriate log entries will be made to document the presence and condition of the equipment.

PROCEDURE

- I. Each housing unit will be equipped with special items to be used by the inmates or staff. Examples of these items are nail clippers, hair scissors, hair ovens or pressing irons, razors, Survivair, stretcher, oxygen tank, fire extinguisher, etc. (Specific equipment will be identified at each facility.)
- II. At the beginning of each shift, the deputy assigned to housing units will account for each item of issued equipment and record it in the Jail Information Management System Area Checklist. If a particular item of equipment is in need of repair or replacement the deputy will contact the administrative deputy. If possible, the administrative deputy will provide either a temporary or permanent replacement of the item. All emergency equipment will be examined or tested at the beginning of each shift.
- III. The shift sergeant will be notified of any missing or damaged equipment.