

DATE:	MAY 9, 2022
NUMBER:	I.35
SUBJECT:	HOUSING UNIT SPECIAL EQUIPMENT
RELATED SECTIONS:	

PURPOSE

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

POLICY

At the beginning of each shift, deputies will check all special equipment and log the presence and condition of the equipment.

PROCEDURE

- I. Each housing unit will be equipped with special items to be used by the incarcerated persons or staff. Examples of these items are nail clippers, hair scissors, hair ovens or pressing irons, razors, self-contained breathing apparatus, stretcher/gurney, 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 an item of equipment needs 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, inoperable or damaged equipment.
- IV. Sheriff's detention facilities shall identify designated storage locations and the special equipment available in a facility Green Sheet.