

UNIT INVENTORY AND CHECK-OUT SYSTEM FOR EQUIPMENT

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1326
- RESCINDS:** Procedure Manual Item 3-2-023, dated 8/12/13
- FORMS:** Special Incident Report (F057-7081)
Juvenile Hall Monthly Security Equipment Inventory
(Computer Form)
- PURPOSE:** To standardize the inventory, storage and check-out system for all potentially dangerous unit equipment.

I. GENERAL INFORMATION

- A. Each unit will have a lockable and secure area in which extra operating equipment such as keys, flashlights and potentially dangerous equipment may be locked and secured. Each medical and equipment drawer shall remain locked at all times unless being immediately used.
- B. Each unit will keep an inventoried list of all potentially dangerous equipment items with specific identifying descriptions and storage locations on an inventory card in the drawer containing the equipment. For example note, "One pair of steel surgical scissors and one pair of plastic security scissors (lower equipment drawer)."
- C. Each month the Supervising Juvenile Correctional Officer (SJCO) will review the equipment inventory and evaluate the need for each item listed. The unit SJCO shall also complete the "Monthly Security Equipment Inventory" form and forward it to their respective Assistant Division Director. The ADD will forward the completed forms to an Institutional Security Unit (ISU) supervisor for follow-up.

II. PROCEDURES

- A. Unit staff will use the following check-out system in each unit as directed by the Supervising Juvenile Correctional Officer.
 1. When a **youth** requests to use an inventoried item, the staff member writes the **youth's** name and the description of the item on a slip of paper attached to the counselors' desk with tape.
 2. When the **youth** returns the item, the staff member crosses off the **youth's** name to indicate its return.
 3. When all items are returned, discard the list.
- B. Each staff will account for all of the inventoried items as listed on the inventory card at the beginning and the end of each shift. Make a log book or Integrated Case Management System (ICMS) entry verifying the equipment check.

- C. Account for any items not in their designated storage area by cross-checking the check-out system and personally locating each item.
- D. If an inventoried item cannot be located, immediately notify the unit supervisor or Duty Officer and proceed as directed.

REFERENCES:

Procedures:	3-1-001	Care and Use of County-Owned Facilities/ Equipment
	3-1-007	Labeling and Storing Goods and Materials
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-303	Special Incident Reports
	3-6-017	JCWP Work Site Guidelines
Policies:	D-1	Threats, Harm, Danger to Employees and others
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff.
	G-7	Distribution and Use of County Services, Supplies and Equipment.

C. Lopez

APPROVED BY: