

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: APA Equipment Policy	PAGE <u>1</u> OF <u>4</u> NUMBER: 104-TAW-04
RULE/CODE REFERENCE:	SUPERSEDES: 104-TAW-04 dated 06/26/12
RELATED ACA STANDARDS: 4-APPFS-3A-23; 3D-11	EFFECTIVE DATE: July 26, 2013
	APPROVED:

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to outline Adult Parole Authority issued equipment and the inspection requirements.

III. APPLICABILITY

This policy applies to all persons employed with Adult Parole Authority (APA).

IV. DEFINITIONS

Authorization - The written approval by the Chief of the APA for an employee to carry a firearm.

Body Armor - Bullet resistant vest.

Certified In Firearms - The meeting of all statutory requirements, the satisfactory completion of the APA basic firearms course, an acceptable score on the unarmed self-defense proficiency test within the past year, and an acceptable score on the firearms proficiency test.

Firearms Instructor - An employee who is currently certified by DRC to train employees in the use of firearms.

Oleoresin Capsicum (OC) Spray - Oleoresin Capsicum pepper spray in the standard unit/canister authorized by the Division of Parole and Community Services.

Safety Equipment - Equipment issued to APA employees to facilitate their personal safety and the safety of others, including, but not limited to, a badge, handcuffs, OC spray, a firearm, a holster, body armor, duty ammunition magazines, shooting glasses, etc.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to issue Adult Parole Authority employees safety equipment and other equipment for use in the performance of their duties including, but not limited to, state employee identification and badge, handcuffs, firearms, magazines, holster, cellular phones, body armor, OC spray, computers etc. Employees are prohibited from carrying or using any equipment that is not state-issued while performing their official duties, unless the equipment is otherwise approved by the Regional Director/ designee.

VI. PROCEDURES

A. Authorization

1. Prior to receiving authorization to carry a firearm and being issued a state firearm, holster and duty ammunition magazines, authorized employees must meet the unarmed self-defense, OC, and firearms training requirements as set forth in Department Policy 39-TRN-15, APA Firearms Training.
2. Prior to being issued OC or pepper spray, authorized APA employees must receive APA training in its proper use, and appropriate decontamination procedures pursuant to Department Policy 104-TAW-03, DPCS OC (Pepper Gas) Spray in Use of Force Continuum.
3. All APA senior parole officers, parole officers, unit supervisors, and Division of Parole Community Services (DPCS) firearm instructors shall be issued body armor. Body armor shall be ordered for new, authorized APA employees during their probationary period. Replacement body armor shall be ordered for authorized APA employees pursuant to the replacement schedule utilized by the Regional Director/designee as specified by the body armor manufacturer. All DPCS employees authorized to participate in firearms training shall wear his/her state issued body armor while on the firing range.
4. All other APA equipment including badges, computers, handcuffs, cellular phones, etc. shall be issued to APA employees pursuant to the employees' job duties and the operational needs of the APA as defined by Regional Director, the Parole Board Chair, and the Chief of the APA.

B. Access to Safety Equipment

All APA employees assigned safety equipment shall wear the equipment as stated in Department Policy 104-TAW-01, APA Firearms Policy, while performing their official duties unless exempted by the Chief of the APA.

C. Equipment Inventory and Inspections

1. The Managing Officer/designee is responsible for maintaining an accurate inventory of all state-issued equipment issued to their employees. The inventory shall be conducted annually and reviewed to identify staff needs. The inventory information shall be maintained in accordance with all DRC asset management policies and procedures.

2. The Managing Officer/designee shall conduct annual equipment inspections for all employees. The results of each inspection shall be recorded on APA Firearms, Pepper Spray, & Other Safety Equipment Inspection Form (DRC3473) and submitted to the Regional Director/designee. The Managing Officer/designee has the discretion to announce the inspection in advance. Employees shall be required to produce all state-issued equipment at the time of the inspection. Employees who fail to produce all state-issued equipment at the time of the inspection are subject to disciplinary action.
3. The Regional Director/designee shall conduct an annual equipment needs assessment to identify the equipment needed by staff to perform their assigned duties and determine if those needs are within the scope of available resources. The Regional Director/designee shall also identify staff equipment purchasing priorities.

D. Weapons Inspections

1. The Regional Administrator or designee shall order unannounced annual weapons inspections for APA employees who are authorized to carry a firearm and/or carry OC spray. The inspection shall be conducted pursuant to the requirements of Department Policies 104-TAW-01, APA Firearms Policy, and 104-TAW-03, DPCS OC (Pepper Gas) Spray in Use of Force Continuum.
2. The result of the unannounced inspections shall be provided to the appropriate Managing Officer, Investigations Coordinator, and APA Chief. Employees who fail the inspection are subject to disciplinary action.

E. Maintenance of Equipment

1. All state-issued equipment shall be accounted for, properly maintained, and routinely inspected for operability by the employee assigned the equipment. If an employee finds the equipment in need of repair or replacement, the employee shall notify his or her immediate supervisor who, in turn, shall notify the Managing Officer/designee.
2. Any damage, loss or breakage of state-issued equipment shall be reported to the employee's supervisor through an Incident Report (DRC1000) with copies to the appropriate Division staff and the Investigations Coordinator. If damage, loss or breakage of state issued equipment is found to have been caused by an employee's carelessness or negligence, the employee may be subject to disciplinary action and/or reimbursement to the state.

F. Retrieval of Equipment

1. Before an APA employee leaves APA service, the Managing Officer/designee shall:
 - a. Retrieve all state-issued equipment from the employee;
 - b. Inspect the state-issued equipment and if the equipment is damaged complete an Incident Report (DRC1000);
 - c. Update the appropriate equipment inventory in accordance with all DRC asset management policies and procedures;

- d. Notify the appropriate DPCS authorities (e.g. Information Technology staff, etc.) of the receipt of the state-issued equipment and, if necessary, deliver the equipment to the authorities.

G. Documentation of the Issuing and Retrieval of APA Equipment

All equipment issued to an APA employee or retrieved from an APA employee shall be documented by the Managing Officer/designee with the Equipment Issue & Retrieval Documentation Form (DRC3143e). Copies of the completed form shall be retained by the employee's supervisor and the regional staff member responsible for maintaining the region's OAKS Inventory.

Related Department Forms:

Incident Report	DRC1000
Equipment Issue & Retrieval Documentation Form	DRC3143e
APA Firearms, Pepper Spray, & Other Safety Equipment Inspection Form	DRC3473