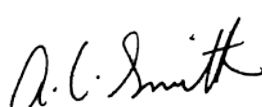




SUBJECT: <b>APA Equipment</b>	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: <b>104-TAW-04</b>
RULE/CODE REFERENCE:	SUPERSEDES: 104-TAW-04 dated 11/27/17
RELATED ACA STANDARDS: 4-APPFS-3A-23, 3D-11	EFFECTIVE DATE: <b>September 23, 2019</b>
	APPROVED: 

**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**II. PURPOSE**

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

**III. APPLICABILITY**

This policy applies to all persons employed with the 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 to carry a firearm in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms and DT/SC for purposes of recertification.

**Firearms Instructor** - Any ODRC employee who is currently certified by OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions.

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

**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, and magazines, etc.

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to issue Adult Parole Authority (APA) employees safety equipment and other equipment for use in the performance of their duties including, but not limited to, ODRC employee identification card, 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 APA superintendent/designee.

## **VI. PROCEDURES**

### **A. Authorization**

1. Prior to receiving authorization to carry a firearm and being issued a state firearm, holster, duty ammunition and magazines, authorized employees must meet the Defensive Tactics/Subject Control (DTSC), OC, and firearms training requirements as set forth in ODRC policy 39-TRN-15, APA Firearms Training.
2. Prior to being issued OC, authorized APA employees must receive APA training in its proper use and appropriate decontamination procedures pursuant to ODRC policy 104-TAW-03, DPCS OC Spray.
3. All APA, parole officers, senior parole officers, unit supervisors, and DPCS firearm instructors shall be issued body armor. Replacement body armor shall be ordered for authorized APA employees pursuant to the replacement schedule utilized by the APA superintendent/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 the APA superintendent, 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 ODRC policy 104-TAW-01, APA Firearms Policy, while performing their official duties unless exempted by the chief of the APA.

**C. Monthly Inventory**

1. At least once per month, the designated APA manager shall conduct an inventory of the following items: firearm, body armor, MARCS radio and Narcan, for all staff members assigned any of those items. The results shall be documented on the APA Safety Equipment Inventory form (DRC3038).
2. The APA manager conducting the inventory shall notify all APA employees subject to the inventory of the date, time, and location of the inventory at least one business day prior to the inventory being conducted.
3. Each APA employee shall have all the safety equipment required for the inventory. Each APA employee shall enter their OAKS number and sign the APA Safety Equipment Inventory form (DRC3038).
4. The APA manager conducting the inventory shall review the APA Safety Equipment Inventory form (DRC3038) to ensure the form contains all the information.
5. The APA Safety Equipment Inventory form (DRC3038) shall be provided to the designated asset processor who will verify the information on the form with the information in the Asset Management System pursuant to the requirements of ODRC policy 22-BUS-08, Inventory Control of Property, Supplies, and Other Assets. The asset processor shall sign the APA Safety Equipment Inventory form (DRC3038) indicating the information was verified in Asset Management System. The forms shall be maintained locally and submitted to the APA superintendent/designee.
6. The APA manager shall complete an Incident Report (DRC1000) when an employee does not have the required safety equipment at the time of the inventory.

**D. Annual Equipment Inventory and Needs Assessment**

1. The regional administrator/designee is responsible for maintaining an accurate inventory of all state-issued equipment issued to their employees. The inventory shall be reviewed annually to identify staff needs. The inventory information shall be maintained in accordance with all DRC asset management policies and procedures.
2. The APA superintendent/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 APA superintendent/designee shall also identify staff equipment purchasing priorities.

**E. Weapons / Equipment Inspections**

1. The regional administrator/designee shall order an unannounced weapon inspection annually for APA employees who are authorized to carry a firearm and/or OC spray. The

inspection shall be conducted pursuant to the requirements of ODRC policies 104-TAW-01, APA Firearms Policy, and 104-TAW-03, DPCS OC Spray.

2. The result of the unannounced inspections shall be provided to the regional administrator. The regional administrator shall forward to the investigation coordinator information on any staff who fail the inspection. Employees who fail the inspection are subject to disciplinary action.

#### **F. 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/her supervisor who, in turn, shall notify the regional administrator/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 DPCS 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.

#### **G. Retrieval of Equipment**

When an APA employee is off work (e.g., disability, administrative leave, etc.), the regional administrator/designee shall:

1. Retrieve all state-issued equipment from the employee;
2. Inspect the state-issued equipment and if the equipment is damaged complete an Incident Report (DRC1000);
3. Update the appropriate equipment inventory in accordance with all ODRC asset management policies and procedures;
4. 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.

#### **H. Documentation of APA Equipment**

1. All state issued equipment (excluding handcuffs) shall be documented in the asset management system.
2. The regions shall have at least one designated staff to enter and verify equipment in the asset management system.
3. All equipment issued or retrieved from an APA employee shall be documented by the regional administrator/designee on the Equipment Issue & Retrieval 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.

4. If there are discrepancies in asset management system that cannot be resolved locally, the ODRC asset management administrator shall be notified.

**Related Department Forms:**

Incident Report	DRC1000
APA Safety Equipment Inventory	DRC3038
Equipment Issue & Retrieval Documentation Form	DRC3143e
APA Firearms, Pepper Spray, & Other Safety Equipment Inspection	DRC3473