


Chapter:	Training	Classification:	Public Document
Subject:	Storage and Inventory of Training Equipment		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 All training equipment retained at Correctional Facilities and Community Corrections offices will be stored in a secure area or lockers.

2. Definitions

- 2.1 **Training Equipment:** Equipment that is exclusively used for Correctional Services training, and includes
- 2.2 use of force posters, intervention equipment and laptops.
- 2.3 **Inventory Control System:** A complete list of all training equipment stored in each location, controlled through a sign out system, and maintained by the training contact or senior probation officer in each location.

3. General Requirements

- 3.1 Each location will maintain an inventory of all equipment and utilize the inventory control system approved by the Manager, Training and Development.
- 3.2 Training equipment will be
- 3.2.1 stored separately from operational equipment
 - 3.2.2 only used for training purposes
 - 3.2.3 secured when not being used for training purposes
 - 3.2.4 signed in and out of secured storage for each course
 - 3.2.5 inventoried by the instructor before and after each course
 - 3.2.6 missing or damaged equipment must be reported in writing to the designated training contact for that site
- 3.3 Training equipment may only be removed from a
- 3.3.1 correctional facility in accordance with Policy and Procedures Subject 41.00.00, [Approved Security Equipment – General](#)
 - 3.3.2 Community Corrections office with the approval of the senior probation officer

Page 1 of 1	Dated Issued: March 1, 2008 Date of Last Revision: October 2, 2020 Current Revision Date: July 6, 2022	Subject No. 11.06.00
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