

POLICY

SUBJECT AREA
301-329 Facilities & Equipment

EFFECTIVE: 2/27/80

UNITS AFFECTED: Department of
Corrections

5 INTRODUCTION

6 Effective tool and equipment control is essential to provide for
7 efficiency, safety, and security of correctional offenders and staff both
8 in the facilities and the field.

9 OBJECTIVE

10 To provide for the control, accessibility and safety of tools and
11 equipment.

12 GROUP SERVED

13 The Department of Corrections, field units and correctional facilities.

14 POLICY DESCRIPTION

15 All units are responsible for maintenance of tools and equipment. All
16 tools and equipment should be kept in a secure area and must be accessible
17 to appropriate staff. Each facility will develop procedures describing who
18 has accessibility to such tools and equipment.

19 Tools and equipment include all equipment used in work programs, all
20 culinary equipment, fire extinguishing equipment, all firearms, ammunition
21 and chemical agents, related security devices, keys and facility vehicles.

22 Facility Maintenance Equipment

23 All facility and maintenance equipment will be kept in a secure place.
24 Its availability to inmates will be strictly controlled by facility personnel.

25 An inventory of such equipment should occur after each use, excluding routine
26 housekeeping equipment in minimum security areas. All equipment will be
27 returned to the secure area at the end of its use. No equipment should be
28 left unattended within any facility or on facility grounds.

29 In instances where maintenance crews from outside the facility perform
30 work either on facility grounds or in the facilities themselves, a review
31 of all tools and equipment used by such crews will be taken previous to such
32 maintenance work occurring, and again will be taken when the crews finish
33 work and are ready to leave the facility and its grounds.

34 Work Program Equipment

35 All tools and equipment used for work programs by offenders shall be
36 strictly controlled by correctional staff. Its dispensation will be under
37 staff supervision, and will be inventoried previous to and following each
38 work assignment. Maintenance of such equipment will be the Department of
39 Corrections' responsibility.

40 Culinary Responsibility

41 All culinary equipment will be available only to facility personnel
42 and those inmates assigned to kitchen duty. Its accessibility will be
43 strictly controlled, with no equipment allowed to leave the kitchen area
44 without express consent of the facility staff. Culinary equipment will be
45 inventoried periodically.

46 Firearms, Ammunition, Chemical Agents and Related Devices

47 Firearms will only be available to a facility through the express
48 consent of the Commissioner of Corrections. Any facility dealing with this
49 equipment will develop very stringent procedures guaranteeing the safety
50 of the facility staff and inmates. Developed procedure should ensure inmates

do not have access to any of this equipment at any time. Control of access
52 to such equipment will be delegated to the Superintendent of the facility,
53 and staff authorized to deal with this equipment will be delegated by the
54 Superintendent. Each facility and field unit shall have an inventory of
55 each of these items. Copies of these inventories will be supplied to the
56 central office, which will incorporate those inventories into a master list.

57 Key Control

58 Each facility and field office will develop a procedure for monitoring,
59 assigning, and controlling keys. Key control is essential to the security
60 of both facilities and field offices, and should be strictly controlled. Keys
61 should be maintained in a secure area when not in use, but should remain easily
62 accessible to Corrections staff in case of emergency. All adult facilities
63 should develop written procedures to ensure that all incoming personnel will
64 leave their keys in a secure place to be returned on their departure.

65 Facility Vehicles

66 Each facility will develop procedures providing for the control and
67 access of their vehicles. These procedures will include key control of such
68 vehicles, the establishment and maintenance of security records, establishment
69 of fleet license requirements and maintenance of travel log records and
70 directives to keep vehicles locked when not in use.

LEGAL REFERENCES

28 V.S.A. 601(2)(3)(4)(5)(7)

Commissioner of Corrections
(Acting)