

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: **HARDWARE MANAGEMENT**

C-800

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	07-11-24	9-30-99	07-11-24

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Title 15, Section §1029

POLICY

Hard restraints, such as handcuffs, waist chains and leg irons are a costly and necessary part of Detention Bureau equipment. Recognizing that the safety of our staff and the public is directly related to an adequate supply of hardware, bureau personnel will ensure that bureau hardware is managed in a manner that contributes to the overall efficiency and wellbeing of the entire bureau.

No department employee will take, acquire, procure, borrow, or otherwise possess, any article of Detention Bureau hardware for exclusive use of himself, his workstation, section or division, without the express written approval of the Detention Bureau Chief Deputy.

All broken hardware will be returned to the Lerdo Inmate Services Section Warehouse Supervisor for repair. No other Division will discard hardware for any reason.

It will be the policy of the Detention Bureau that bureau hardware will be allocated, accounted for, maintained, and procured in accordance with the following procedures.

Procedure A. Hardware Management

The Lerdo Inmate Services Section Warehouse Supervisor will:

- Act as the Hardware Manager.
- Establish facility allocation levels based on average daily needs and reasonable reserve.
- Distribute hardware as needed to maintain allocated levels.
- Regularly check hardware counts to ensure that an adequate supply of hardware is in circulation.

- Investigate shortages of hardware, specifically when hardware counts fall short of the known allocation level.
- Maintain records as to Bureau-wide counts, route any broken hardware for repair.
- Maintain records of hardware discarded as unrepairable.
- Ensure that adequate reserves are on hand at the Warehouse secure storage.
- Deliver new hardware to the Maintenance Section for marking and painting.
- Designate locations within the Warehouse for the storage of hardware.
- Ensure that all Bureau hardware is stored in the designated areas with the exception of hardware specifically assigned in accordance with this policy.

Procedure B. Hardware Inventory, Facilities**The Administrative Sergeant at each facility will designate an officer to:**

- Conduct weekly inventory of all Hardware.
- Count all Detention Bureau hardware in the facility (including special allocations) according to category (handcuffs, leg irons, waist chains).
- Forward the completed iron inventory to the Inmate Services Section Warehouse Supervisor.
- Ensure all broken/defective hardware is sent to the Lerdo Warehouse.

The Court Services Division (Transportation, Municipal, Superior Courts) will:

- Account for hardware allocated to their respective units.
- Return iron in excess of allocated amounts to the Inmate Services Section Warehouse.

Maintenance staff will:

- Repair, when possible, any broken hardware delivered to them.

DIRECTIVE #1

All Detention Bureau hardware will be distinctively marked as Detention Bureau property.

Procedure C. Marking Hardware**Maintenance Staff will:**

- Receive new hardware from the Hardware Manager.
- Permanently mark each handcuff and leg cuff with the letter □KCJ□.
- Return all new hardware to the Hardware Manager.

DIRECTIVE #2

Facilities may loan hardware to the Operations Bureau on an emergency basis only. All non-emergency requests for hardware loans will be directed to the Hardware Manager.

Procedure D. Emergency Hardware Loans**The Facility Shift Supervisor will:**

- Honor requests only from the Department Watch Commander, Division Commanders, Assistant Sheriffs or Sheriff.
- Document the loan of hardware and identify the person making the request.
- Notify the Division Commander of any hardware still outstanding at the end of the shift.
- Monitor the status of outstanding hardware.
- Notify the Detention Bureau Assistant Sheriff of any hardware not returned to the facility at the end of the emergency operation.
- If necessary, contact the Hardware Manager for a temporary allocation increase.
- Notify the Hardware Manager of all loans of Bureau hardware.