

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**DUTY BELTS IN JUVENILE DETENTION AND ASSESSMENT CENTERS (JDACs) AND  
TREATMENT FACILITIES (TFs)**

Title 15, Section 1326

**Purpose:**

For the safety of employees and youth in Juvenile Detention and Assessment Centers (JDACs), Treatment Facilities (TFs), and Detention Corrections Bureau (DCB) employees who expect to work on a unit, have contact with youth in a custodial situation, and/or respond to critical incidents, shall wear duty belts.

**Definitions:**

Duty Belt: A Department issued belt supported with belt keepers and connected with a multi-release buckle.

Department Issued Duty Belt Accessories:

Keepers: A duty belt accessory with snap closers that secures the duty belt to a black belt worn in belt loops of the department issued duty pants. Keepers prevent the duty belt from moving around the wearer's waist in the event of a physical altercation and secure the belt to the pants.

Hand Cuff Case: A case that provides support and durability for handcuffs.

Oleoresin Capsicum (OC) Canister Holder: A molded nylon case that provides support and durability for pepper spray canister.

Multi-Use Pouch: A case used for storage of miscellaneous items.

Radio Holder: A case that provides support and durability for the handi-talkie (HT)

Glove Pouch: A case that provides support and durability for gloves.

**Responsibilities:**

- I. Probation Correction Officers/Probation Corrections Supervisor I (PCO/PCSI):
  - A. Shall wear duty belts during all work hours. Attached to the duty belt is safety equipment that is necessary to ensure the safety of staff and youth.
  - B. A duty belt shall be attached to the wearer's pant belt with "keepers".
  - C. Position OC on dominant side and Handi-Talkie (HT) on the opposite side of the duty belt.
  - D. Wear department issued handcuffs on dominant side.
- II. All other employees:
  - A. Shall wear duty belt when responding to a critical incident.

**Guidelines:**

- A. Institutional keys shall be secured using a department approved multi-use pouch attached to the duty belt or in the officer's pants pocket.

- B. Equipment can be obtained from the Safety Officer of each facility. As with all department issued equipment, the employee is responsible for replacement costs if the equipment is lost or stolen.
- C. Additional handcuff key should be worn separately from institution keys, but not in plain view of the youth. Possessing an additional handcuff key is optional and can be purchased by the employee and has to be approved prior to its use as outlined in this procedure. Staff should use great care when choosing where to secure the additional/optional handcuff key and shall immediately report if the handcuff key is lost to a supervisor and complete an Incident Report.
- D. Duty belts are required at all Force Options training and when an employee is assigned to work overtime away from their primary assigned JDAC.
- E. Duty belts shall be stored in a facility locker.
- F. The PCO may take their duty belt with them only when attending training or if they are working another assignment away from their regularly assigned area.
- G. OC shall be stored in a locker and not leave the facility when off duty, unless PCO's are working at or assigned to multiple institutions or facilities (including overtime at another facility). Staff shall comply with O.C. Spray (Oleoresin Capsicum) Procedure.
- H. Optional equipment must be department approved (for example: mini light holder, handcuff key etc.)
- I. Probation Corrections Supervisor II, Directors, Managers, Deputy Chiefs, Assistant Chief and Chief Probation Officer are exempt from wearing a duty belt in the JDACs and TFs.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**References:**

O.C. Spray (Oleoresin Capsicum)  
Key Control in Juvenile Detention and Assessment Centers (JDACs)  
Gateway Phase II Key Process TDO# 60

Issued by:

  
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