

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**EQUIPMENT RESPONSIBILITY**

**Authority:**

Tracy Reece, Chief Probation Officer

**Purpose:**

To establish guidelines regarding the safety, security, and responsibility for approval, use, storage, care, etc., of any Probation Department approved and/or issued equipment.

**Definitions:**

Department Issued Equipment: All equipment provided to staff by the Probation Department, which assists them in performing their job duties. There shall be no distinction regarding origin of issuance (Training Unit, Safety, Automated Systems, etc.) or type (clothing, identification, electronics, etc.).

Personally Issued Equipment: The equipment issued to staff that remains with them regardless of position, such as portable electronics, duty equipment, identification cards, etc. Examples of non-personally issued equipment would be equipment issued to a specific vehicle or the equipment issued to a specific position.

Department Issued Duty Equipment: Any duty/safety equipment provided/issued to staff by the Probation Department for use in the performance of their duties.

Non-Department Issued Duty Equipment: Any duty/safety equipment not provided/issued to staff by the Probation Department.

**Responsibilities:**

I. All Staff shall:

- A. Be issued the equipment necessary to perform their job duties.
- B. Use, care for, store, secure, maintain, etc. all issued/approved equipment in a safe and responsible manner.
- C. Not store personally issued equipment in any vehicle (personal or county) overnight.
- D. Report broken, damaged, malfunctioning, lost, stolen, etc. equipment immediately via their chain of command. The initial report shall be verbal to the immediate Supervisor. The verbal report shall be followed by a memo and/or Incident Report to be completed and submitted as directed.
- E. Be held responsible for the replacement of department issued equipment when it has been determined that the staff was negligent in caring for and/or securing equipment.
- F. Surrender any and all equipment issued/provided on demand of the Chief Probation Officer or their designee, or upon termination, resignation, etc.
- G. Not carry/use any safety/duty equipment not issued by the Probation Department without obtaining specific written approval for use through the required process.
- H. Not use privately bought/acquired magazines. Department issued magazines are the only magazines authorized for use.

II. All Supervisors shall:

- A. Ensure staff have been issued the necessary equipment to perform their job duties.
- B. Provide staff with direction on equipment care, maintenance, security, storage, etc.

- C. Ensure staff complete a memo or Incident Report in all instances of damaged, lost or stolen equipment.
- D. Ensure staff do not carry/use non-Probation Department issued duty/safety equipment while in the course of their duties without obtaining prior approval through the required process.
- E. Be responsible for assessing their staff's equipment requests and subsequent use/proficiency of said equipment.

III. Approval for Use of Non-Department Issued Duty/Safety Equipment:

Staff shall not carry/use any safety/duty equipment not issued by the Probation Department without obtaining specific written approval for use of the non-department issued duty/safety equipment using the following process:

- A. Community Corrections Bureau (CCB) and Administrative Services Bureau (ASB) staff shall:
  - 1. Confer with their respective supervisor about the need/request to use such equipment.
  - 2. If approved by the supervisor, both the staff and the supervisor shall consult with the Use of Force Supervisor/Range Master or their designee.
  - 3. Following consultation, the requesting staff shall submit a justification memo via their chain of command to the Training Division Director II (DDII).
  - 4. The memo shall include, but is not limited to: a) the make/model and a photo of the requested item, b) the date the Use of Force Supervisor/Range Master or their designee was consulted and c) the recommendation of the Use of Force Supervisor/Range Master or their designee. If there is supporting documentation (e.g. email conversations, etc. those shall be attached as appropriate).
  - 5. If an armed officer is requesting to carry additional magazines, the officer should consult their respective supervisor before requesting the equipment from the Use of Force Supervisor/Range Master or their designee. The issuance of additional magazines will be evaluated on a case by case basis with the final decision resting with the Use of Force Supervisor/Range Master or their designee. Use of privately bought/acquired magazines is prohibited. Department issued magazines are the only magazines authorized for use.
- B. Detention Corrections Bureau (DCB) staff shall:
  - 1. Utilize the memo/chain of command approval process for DCB staff.
  - 2. Once approved by the Superintendent/DDII, the memo should be forwarded to the facility Safety Officer for processing.
  - 3. If the equipment is non-standard, not stocked, not previously approved by Administration, or officer purchased, the request memo shall be forwarded via the chain of command to the Training DDII.
- C. Training DDII:
  - 1. Shall review the approval request memo and seek preliminary approval from the DCPO/ACPO/CPO.
  - 2. If preliminarily approved, forward the memo to the Use of Force Supervisor/Range Master or their designee for evaluation/qualification, etc.
  - 3. Final approval will be documented on the approval memo and placed in the Range file stored at the Training Center.
- D. Following Approval for Use:
  - 1. Depending on the equipment, the staff may be required to qualify/show proficiency with the approved equipment quarterly or as directed.
  - 2. Staff are responsible for maintaining, cleaning, and servicing any approved equipment.
  - 3. Once specific equipment has been approved, all staff in classifications approved by the Use of Force Supervisor/Range Master or their designee are authorized to use the

EQUIPMENT RESPONSIBILITY

- equipment, unless the equipment has been specifically designated for a specialized assignment.
4. Staff requesting subsequent authorization for use shall contact the Use of Force Supervisor/Range Master, or designee, for appropriate documentation and qualification before using said equipment.
  5. The Chief Probation Officer, or their designee can, at any time, for any reason, withdraw approval of use of said equipment.
  6. If it is determined staff is/has become non-proficient with said equipment, the staff will no longer be permitted to carry/use said equipment until exhibiting proficiency through qualification or demonstration as directed by the Use of Force Supervisor/Range Master or their designee.
  7. Once a year, officers will be required to document any approved non-Probation Department issued equipment. The forms will be reviewed and placed in the officer's Range file stored at the Training Center.

**Guidelines:**

- A. All units responsible for issuing equipment shall maintain a log/database. The documentation shall include, but is not limited to: the date of issuance, to whom issued, type of equipment, and identifiers/serial number(s).

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

Issued by:



Tracy Reece, Chief Probation Officer

Original Issue Date: November 19, 2012

Revised: August 14, 2014

Revised: July 3, 2018

Revised: July 9, 2021