

UNIT INVENTORY AND CHECK-OUT SYSTEM FOR EQUIPMENT

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1326
- RESCINDS:** Procedure Manual Item 3-2-023, dated 09/11/15
- FORMS:** Special Incident Report (F057-7081)
- PURPOSE:** To standardize the inventory, storage and check-out system for all potentially dangerous unit equipment.

I. GENERAL INFORMATION

- A. Each unit will have a lockable and secure area in which extra operating equipment such as keys, flashlights and potentially dangerous equipment may be locked and secured. Each medical and equipment drawer shall remain locked at all times unless being immediately used.
- B. Each unit will keep an inventoried list of all potentially dangerous equipment items with specific identifying descriptions and storage locations on an inventory card in the drawer containing the equipment. For example note, "One pair of steel surgical scissors and one pair of plastic security scissors (lower equipment drawer)."

II. PROCEDURES

- A. Unit staff will **hand the item to the youth and supervise them while using it. If the youth will be using the item for along period of time, they are to log it in ICMS when given and when returned.**
- B. Each staff will account for all of the inventoried items as listed on the inventory card at the beginning and the end of each shift. Make a log book or Integrated Case Management System (ICMS) entry verifying the equipment check.
- C. Account for any items not in their designated storage area by cross-checking the check-out system and personally locating each item.
- D. If an inventoried item cannot be located, immediately notify the unit supervisor or Duty Officer and proceed as directed.

REFERENCES:

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| Procedures: | 3-1-017 | Care and Use of County Owned Facilities, Keys, And Equipment |
| | 3-13-009 | Labeling and Storing Goods and Materials |
| | 3-11-002 | Integrated Case Management System (ICMS)
Automated Logbook and Manual Logbook |

3-15-001 Special Incident Reports/Routing SIR and DHO
Paperwork

Policies:

D-1 Threats, Harm, Danger to Employees and others
G-1 Appropriate Use of Facilities Occupied by
Departmental Staff
G-7 Distribution and Use of County Services, Supplies
and Equipment

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APPROVED BY: