

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 **08/18/23**

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 facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to key control, equipment, and staff training.**
- B. Each unit will have a lockable and secure area in which 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.**
- C. A detailed inventory list of potentially dangerous equipment shall be kept in each unit. This inventory should include a description of each item, its storage location, and its specific identifying features. Inventory cards will be stored in the drawers containing the equipment (e.g., "One pair of steel surgical scissors and one pair of plastic security scissors (lower equipment drawer)").**

II. PROCEDURES

- A. Unit staff are responsible for handing items and supervising their use when in use. If the youth will be using the item for an extended period of time, they are to document this in the Integrated Case Management System (ICMS) when the item is 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. Staff shall document the equipment check in ICMS.**
- C. In the event that any items are found to be missing from their designated storage areas, staff must cross-reference the check-out system and personally search for the missing equipment.**
- D. If an item cannot be located after following the appropriate steps, staff must immediately notify the unit supervisor or Duty Officer and follow their instructions for further action.**

REFERENCES:

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

P. Suzuki

APPROVED BY: