Minnesota Department of Corrections

Division Directive:	**301.065**	**Title: Security Equipment**
Issue Date:	**7/19/16**	
Effective Date:	**8/2/16**	

AUTHORITY: Minn. Stat. §241.01

PURPOSE: To provide procedures governing non-weapon portable security equipment. For weapons control, see Policy 301.100 "Weapons Control." For access control devices, see Policy 301.060, "Access Control Devices (Key Control)."

APPLICABILITY: Minnesota Department of Corrections (DOC); all facilities

DIRECTIVE: Facilities may write security instructions detailing specific procedures, as appropriate, for non-weapon portable security equipment.

DEFINITIONS:
Non-weapon portable security equipment - restraints, flashlights, metal detectors, and similar items used by security staff.

PROCEDURES:
A. Facility security instructions must include:
   1. Storage, security, and access;
   2. Location outside security perimeter;
   3. Which staff may authorize access; and
   4. The designated staff responsible for monthly/daily inventory, care, and maintenance of non-weapon security equipment (such as regular tests and inspections).
   5. Inventories must be retained by the lieutenant/designee in charge of security equipment.

B. All staff must be responsible to know the procedures for non-weapon portable security equipment issuance and accountability.

C. Staff receives training in the use of non-weapon portable security equipment. Training records are maintained according to Policy 103.420, “Pre-Service and Orientation Training”.

D. All staff must be responsible to know repair/replacement procedures for non-weapon portable security.

INTERNAL CONTROLS:
A. Security equipment inventories are retained by the lieutenant/designee in charge of security equipment.

B. Security equipment training is electronically retained in the approved agency training system.

REVIEW: Annually

REFERENCES: Policy 103.420, "Pre-Service and Orientation Training"

SUPERSESSION: Division Directive 301.065, "Security Equipment," 8/18/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Assistant Commissioner, Facility Services