 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;"><b>310.00</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> <b>Institutional Operations</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §49-2-903; ACA 3-JTS-3A-26 thru 3A-30 and ACA 3-JDF-3A-26 thru 3A-29</b></p>	
<p><u>SUBJECT:</u> <b>Security Equipment</b></p>		
<p><u>DATE:</u> <b>July 1, 2015</b></p>		

**PURPOSE**

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that governs the availability, control, and use of chemical agents and other related security devices and specify the level of authority required for their access and use.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 310.00 dated April 1, 2012.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services' Facilities/Centers.

**PROCEDURES**

1. Certain staff authorized by the Division Director will be allowed to carry chemical agents in the official performance of their duties outside of the secure confines of juvenile centers. See Policy #306.01 – Chemical Agents.
2. All facilities will have at least two (2) working hand held video cameras. Extra batteries will be kept with all cameras. Cameras will be checked each shift for operational capability.
3. All security equipment will be accounted for on a master security equipment inventory list.
4. Security equipment shall be inventoried by the chief correctional officer or designee monthly to determine their condition and expiration dates and to compare against the master security equipment inventory for accountability of all items. The master security equipment inventory list will be forwarded to the Facility Superintendent/Director or designee upon completion.

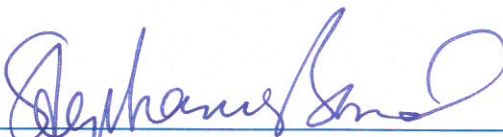
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5. Security equipment identified for everyday use, such as mechanical restraints, video cameras, radios, flashlights, etc. shall be:
  - a. accounted for at the change of each duty shift,
  - b. stored in a manner to identify any missing components, and
  - c. signed out to the individual requesting the item for use.
  
6. Possession of firearms or dangerous/deadly weapon/chemical weapons is not permitted in any facility and/or office, including any individual who possesses a license to carry a concealed weapon. Only federal, state, or local law enforcement personnel who, because of the nature of his or her work, are duly authorized by his or her appointing authority to possess a firearm while engaged in his or her official capacity. In a non-emergency situation, a system of receipts for the temporary safe storage of firearms or dangerous/deadly weapons is required if a lockbox is available; otherwise the official is to secure the firearm in the trunk of his/her vehicle.
  
7. No employee is permitted to bring into the facility any type of security equipment, to include handcuff keys, that has not been purchased by the Division of Juvenile Services or contracted facility.
  
8. Each facility/center will have in place an operational procedure to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
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**Director**

7/1/15  
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**Date**