



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 180-1	Subject: <b>EQUIPMENT AND MATERIAL USE</b>
Reference: 46-23-1004, MCA	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 09/10/01; 11/06/09; 03/14/14
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for use of State of Montana equipment and materials. The use of state property for personal use is strictly prohibited.

### II. DEFINITIONS:

Bureau – The Montana adult Probation & Parole Bureau.

### III. PROCEDURES:

The Bureau will issue or assign equipment and/or materials to Bureau employees to assist with performance of duties. Equipment/materials are not to be used for non-duty related activities. Employees will not purchase their own equipment/materials.

All clothing items will be purchased through Montana Correctional Enterprises; exceptions for good cause may be granted by the Bureau Chief.

It is expected that these items shall be properly maintained and immediately reported if lost, stolen or damaged using *P&P 180-1(C) Notification of Lost Equipment/Materials*. Employees shall be responsible for reimbursing the state of Montana for the cost of equipment/materials that are damaged or lost through an act of negligence. Employees who terminate employment will be charged for equipment/materials that are not returned.

The equipment/materials purchased by each region for its employees will be a priority and will depend upon the availability of funds from that region's supervision fee fund. Regional Administrators (RA) will maintain an inventory of the equipment/materials issued or assigned using *P&P 180-1(B) Inventory of Equipment/Material*. Replacement items may be purchased as needed, and additional items beyond those listed may be purchased by RAs after conferring with the Bureau Chief.

The following is a list of authorized equipment/materials that may be issued or assigned.

#### A. Newly Hired Probation & Parole Officers (Officers) and PO Techs

New Officers and PO Techs will be issued an equipment bag containing the following:

- 1 Gear Bag
- OC holder
- Flashlight and charger
- First-Aid kit
- Search gloves
- Badge holder\*
- Holster \*
- Electronic ear protection\*
- Magazine holders \*
- Handcuffs\*
- Handcuff case\*
- Handcuff key\*

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- Flex cuffs\*
- Gun cleaning kit \*
- Pistol lockbox \*
- Shoot/safety glasses \*

\* These items will not be issued to PO Techs.

After hiring a new Officer, the RA/POII will complete and submit *P&P 180-1(A) Request for Equipment Bag* to the Bureau Chief's Administrative Assistant as soon as possible to provide the appropriate size and gender information. The equipment bag with the necessary gear will be delivered to the local P&P office for use by the new Officer. The Region will be billed for the bag to ensure current stock is maintained.

#### B. Additional Items

Regions may purchase the items listed below if funding allows:

##### 1. Officers/PO Techs

- All items in equipment bag
- DOC ID
- Badge/Patches
- Phone
- Pager (ISP) if required
- Chair and mat
- Computer desk
- Offender's chair
- File cabinet
- Bookshelf
- Duty belt, OC Spray
- Vehicle/Radio
- 2 additional casual shirts/sweatshirts
- Vests/Light-weight jackets
- 2 Polo shirts with P&P logo
- 1 Baseball cap with P&P logo
- 1<sup>st</sup> Choice Body Armor level 2
- 5.11 Tactical 5-in-1 jacket
- TAS 3 Carrier
- Leg irons\*
- Cell phone\*
- Duty weapon \*
- Magazines \*

\* These items will not be issued to PO Techs

##### 2. Administrative Support:

- DOC ID
- 4 casual shirts/ sweatshirts
- OC/Carrier

#### IV. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator.

#### V. FORMS:

- P&P 180-1(A) Request for Equipment Bag
- P&P 180-1(B) Inventory of Equipment/Material
- P&P 180-1(C) Notification of Lost Equipment/Material