



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 180-1	Subject: EQUIPMENT AND MATERIAL USE
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
- 1st 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