



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.1.103 USE OF DEPARTMENT-ISSUED EQUIPMENT
Effective Date:	11/25/2020 Page 1 of 3
Revisions Date(s):	
Reference(s):	DOC 1.3.41; DOC 1.3.42; 46-23-1004 MCA;
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

To establish procedures for Probation and Parole Division staff in the use of Department-issued equipment. The use of state property for personal use is strictly prohibited.

II. DEFINITIONS:

Department-Issued Equipment – Includes clothing, duty weapons, badges, and other items needed for probation and parole duties and to ensure the safety of officers, offenders, and the community.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices and interstate transfers.

III. PROCEDURES:

A. GENERAL GUIDELINES:

1. PPD will issue or assign equipment to staff to assist with their performance of duties.
 - a. Equipment is not to be used for non-duty related activities; and
 - b. Staff will not purchase their own equipment.
2. All clothing and office furniture will be purchased through Montana Correctional Enterprises; exceptions are outlined in *DOC Policy 5.2.3, Department/MCE Product Sales*.
3. It is expected the equipment shall be properly maintained and immediately reported if lost, stolen, or damaged using *PPD 6.1.103(C) Notification of Lost Equipment*. Staff shall be responsible for reimbursing the Department for the cost of equipment that is damaged or lost through an act of negligence.
4. All Department-issued equipment, clothing, or other items with the DOC logo embossed on them, must be returned to the regional office upon termination of employment and staff may be charged for equipment that is not returned.
5. The equipment purchased by each probation & parole (P&P) region for its staff will be a priority and depends upon the availability of funds from that P&P Bureau's supervision fee fund.
 - a. Regional designees will use a PPD-approved inventory program to maintain an inventory of the equipment issued or assigned:
 - 1) The program must be kept current by entering equipment assignments in a timely manner, as well as updating to return equipment no longer being used.

- b. Replacement items may be purchased as needed, and additional items beyond those listed may be purchased by Deputy Chiefs (DC) after conferring with the P&P Bureau Chief.

B. CLOTHING:

1. In the interest of presenting a professional image to the public and serving as a positive role model for offenders, all PPD staff will wear appropriate clothing and observe good habits of grooming and personal hygiene for normal working hours, training, and court appearances. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of staff in their work areas.
2. Jewelry worn by employees must be appropriate to the work setting.
3. Fragrances may be worn pursuant to *DOC Policy 1.3.42, Fragrance-Free Workplace*.

C. BADGES:

1. P&P Officers will be issued a badge upon hiring and placement in a work location.
2. Each regional office will keep an accounting of all badges issued to current officers, awarded to a former officer, or in storage.
3. Permanently Awarded Badges:
 - a. P&P Officers must complete a minimum of 10 years of service and be in good standing with the P&P Bureau in order to be permanently awarded his/her badge upon retirement from the Bureau.
 - b. Consideration of the Officer's performance and qualities such as integrity and dedication/commitment to the Bureau, will determine his/her standing.
 - c. The Officer or a supervisor may submit a written request to the DC for a permanently awarded badge.
 - d. DCs will make a request for their badge to the P&P Bureau Chief.
 - e. Exceptions may be allowed at the discretion of the Bureau Chief.
 - f. If the Officer has years of service at different Department facilities that equal 10 years or more, and those years have been determined to be in good standing, the P&P Bureau Chief and Officer will determine which badge is received. In the event of disagreement, the Bureau Chief will make the final decision.
 - g. The awarded badge must be affixed to a plaque so that it can no longer be used as a functional badge.

D. DUTY WEAPONS AND WEAPON-RELATED EQUIPMENT:

1. Firearms: Requirements for Department-issued firearms and related equipment are provided in *P&P 200-2 RD Firearms*.
2. TASERS: Requirements for the Department-issued TASER are provided in *PPD 3.1.802 RD Use of TASERS*.
3. Chemical Agents: Requirements for the Department-issued chemical agent are provided in *PPD 3.1.801 RD Use of Chemical Agents*.

E. DEPARTMENT-ISSUED EQUIPMENT:

1. All P&P staff will receive a Department identification card and approved apparel after hiring.
2. After hiring a new P&P Officer, a supervisor will complete and submit *PPD 6.1.103(A) Request for Equipment Bag* to the Operations Program Specialist as soon as possible and provide the appropriate size and gender information.
 - a. The equipment bag with the necessary gear will be delivered to the P&P office for the new hire.
 - b. The region will be billed for the bag to ensure current stock is maintained.
 - c. The equipment bag will contain the following:
 - Duty belt
 - OC holder
 - Flashlight/holder/batteries/charger
 - First-Aid kit
 - Holster
 - Electronic ear protection
 - Magazine holders
 - Search gloves
 - Badge holder
 - OC spray
 - Gun cleaning kit
 - Handcuffs/case/key
 - Shooting/safety glasses
 - d. If funding allows, P&P regions may purchase additional items to include, but not limited to:
 - Badge
 - Cell phone
 - Flex cuffs
 - Duty weapon lockbox
 - Radio
 - Body armor
 - Approved apparel
 - Leg irons
 - Ammunition
 - Naloxone
 - Duty weapon and case
 - Magazines

IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief or Probation & Parole Bureau Chief.

V. FORMS:

- PPD 6.1.103 (A) Request for Equipment Bag
PPD 6.1.103 (C) Notification of Lost Equipment