


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Inventory and Control of Restraint Equipment</b>		<b>Policy Number:</b> <b>4</b>
<b>Number of Pages:</b> <b>3</b>		<b>Section:</b> <b>VII</b>
<b>Attachments</b> Pepper Spray Protocol Form VII.1.A	<b>Related Standards &amp; References</b> ACA 3-JTS-3A-27, ACA 3-JTS-3A-28, ACA 3-JTS-3D-08	
<b>Effective Date:</b> 02/23/07	<b>Approved:</b> 	
<b>Revised Date:</b> 09/12/11		

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that guidelines be established to address staff responsibilities for the secure storage, control and perpetual inventory of restraint equipment used by staff at Oakley Youth Development Center to maintain security and control. These restraints are outlined in Policy VII, Use of Force. The availability, control, use and storage of restraint equipment are the responsibilities of the Facility Administrator/designee. A perpetual inventory of stored restraint equipment must be maintained by each shift, by the shift supervisor. Restraint equipment on the shift inventory is available for issuance only to shift supervisory staff, and security-related staff authorized for use of restraints. Only trained staff, authorized by the Facility Administrator/designee, may be issued restraints for use. Staff shall be trained in approved restraint equipment inventory and control procedures, annually. In no event shall restraint devices be issued for purposes of discipline or punishment. Restraint equipment in will be stored in a locked secure area.

In-service training needs related to Inventory and Control of Restraint Equipment will be determined annually through the training needs assessment process.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

- A. Mechanical Restraints: Mechanical restraints shall be defined as plastic or metallic handcuffs or wristlets, chains or anklets, or any other approved or authorized device used to limit the movement of the juvenile's body.
- B. Shift Supervisor: The campus shift supervisor is the person designated to be in charge of the facility in the absence of the Facility Administrator.
- C. Closed Storage Inventory: Inventory that is maintained as re-supply restraint equipment and equipment for use during unusual and extreme population control or transportation situations, such as riot or evacuation. Authorization for use of the Storage Inventory must be approved by the Facility Administrator/designee.

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- D. Shift Inventory: Inventory that is Approved Restraint Equipment to be used for the safety and control of youth. This equipment is likely to be issued every shift. This equipment shall be counted at the beginning and ending of each shift and documentation made in the Security and Restraint Equipment Log Book.

### III. PROCEDURE

- A. The availability, control, use and storage of restraint equipment are the responsibilities of the Facility Administrator/designee. The perpetual inventory log of the *Facility Inventory of Approved Restraint Equipment* has two parts;
1. Closed Storage Inventory is Approved Restraint Equipment. All items on the Storage inventories are numbered for tamper-proof individual identification. The inventory is reviewed quarterly by the Facility Administrator/designee and revised as needed.
  2. Shift Inventory is Approved Restraint Equipment. All items on the Shift inventory are numbered for tamper-proof individual identification.
    - a. All Shift Inventory restraint equipment is counted at the beginning and conclusion of each shift by the shift supervisor, duty administrator or designee. Counts are documented in bound Security and Restraint Equipment Logbook.
    - b. Items in this inventory are issued by shift supervisors and documented via the Facility Inventory of Approved Restraint Equipment Sheet, listing date/time, staff name, position, and the equipment inventory number and is notated with staff initials and the signature of the issuing supervisor/designee. This same procedure is used to sign the equipment in at the end of the shift.
    - c. This inventory is reviewed every shift to ensure that all equipment signed out was signed back in an operable condition. The items contained in this inventory are reviewed quarterly with the Facility Administrator/designee and revised as needed. The Shift Inventory is provided for shift-to-shift use and is comprised of the following approved devices:
      - i. Handcuffs -issued at the beginning of each shift to Shift Supervisors, and staff with security related duties and authorized for use of Mechanical Restraints,.
      - ii. Leg Cuffs (maintained in the Security Station).
      - iii. Restraint Belts (maintained in the Security Station).
      - iv. Chemical Agents (Pepper Spray) (maintained in the Security Station).
        - Containers of Chemical agents are weighed at the beginning and conclusion of each shift by the shift supervisor, duty administrator or designee.

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- Containers are numbered and weights are documented at the beginning of each shift and again at the end of the shift in the bound Security and Restraint Equipment Logbook.
  
- B. Approval for issuance of Closed Inventory restraint equipment must be obtained from the Facility Administrator/designee.
  1. Issuance of restraint equipment shall be documented on the Facility Inventory of Approved Restraint Equipment Sheet, listing date/time, staff name, position, and the equipment inventory number and is notated with staff initials and the signature of the issuing supervisor/designee.
  2. Collection of restraint equipment shall be documented on the Facility Inventory of Approved Restraint Equipment Sheet, listing date/time, staff name, position, and the equipment inventory number and is notated with staff initials and the signature of the issuing supervisor/duty administrator or designee.
  
- C. Missing restraint equipment shall be immediately reported to the shift supervisor, who will notify the Head of Security/designee and Facility Administrator/designee and will organize a facility-wide search.
  
- D. Restraint equipment shall be inspected routinely.
  1. Restraint equipment is visually inspected each time it is issued and collected by the Shift Supervisor/designee.
  2. Equipment found to be inoperable shall be reported to the shift supervisor immediately. Inoperable restraint equipment is removed from the Shift Inventory and replaced with equipment from the Storage Inventory.
  
- E. Handle with Care and Core Curriculum training, either initial or refresher, shall be attended annually. Documentation of aforementioned training shall be updated on a monthly basis. Any further training shall be conducted by the department head as needed.