4-11/030.05 Title 15 Scanner

It is the responsibility of the Correctional Innovative Technology Unit (CITU), to issue the Title 15 scanners and provide training to staff members at each facility.

Title 15 scanners shall be used to record inmate safety checks. After each round of inmate safety checks is complete, the scanner shall be returned to the docking station. All bar codes within an operational housing location shall be scanned during inmate safety checks regardless if inmates are housed within that cell or module.

Problems with Scanner

If a Title 15 scanner is not functional due to equipment/network failure, staff from the respective area shall:

- Immediately notify a sergeant
- Enter the issue and notification into the assigned electronic Uniform Daily Activity Log (e-UDAL).
- Submit a request through the Title 15 Support Website via the intranet, Custody Information Portal, or by using the following web address[REDACTED TEXT]

If there are no available scanners, staff shall still conduct inmate safety checks and properly record them in the e-UDAL. If the Title 15 scanner has not been used for more than 24 hours, notification shall be made to the watch commander. The watch commander shall then make entry into the Watch Commander's Log.

If a Title 15 scanner becomes inoperable due to damage, whether accidental or intentional, a work order shall be submitted and a SH-R-49, "Damage to County Property" report shall be written. The inoperable Title 15 scanner as well as a copy of the report shall be sent to CITU. If a Title 15 scanner cannot be repaired and needs to be replaced, the respective unit commander shall write a memorandum to the division chief explaining the reason for the replacement.

Problems with Bar Codes

If a bar code is missing or damaged such that an inmate safety check is not documented by the Title 15 scanner, staff from the respective area shall:

- Immediately notify a sergeant
- Enter the issue and notification into the assigned electronic Uniform Daily Activity Log (e-UDAL)
- Submit a request through the Title 15 Support Website via the intranet, Custody Information Portal, or by using the following web address[REDACTED TEXT]

Make a manual entry in the "Additional Information" section of the electronic or paper version of the UDAL documenting the completed inmate safety check. For issues regarding the documentation of safety checks, refer to Custody Division Manual Section 4-11/030.00, "Inmate Safety Checks."