2-06/030.25 Handling of Damaged Waist or Leg

Effective immediately, whenever waist or leg chains are cut, a Damaged Chain Report shall be filled out, signed by a supervisor, and returned to CST along with all of the parts of the damaged chain and handcuffs. A copy of the completed form shall be provided to the Branch Supervisor and Area Lieutenant. Except in extreme emergencies, lockup personnel shall notify the Branch Supervisor prior to the cutting of Branch or CST chains.

Branch Supervisors shall ensure that all personnel are aware of this order and trained in the completion of the Damaged CST Chain Report.