

## 7-02/010.00 Chain Control

An adequate number of chains is essential for the safe and secure movement of inmates. The rate of loss, due to carelessness, theft and malfunction is significant. To control the rate of loss, the following procedures are to be observed:

- Do not drop chains or drag them on the ground
  - All chains used by Bureau personnel must be returned to the chain locker prior to returning the vehicle keys to the front desk.
  - Chains shall not be left at a facility outside Transportation Bureau Headquarters and/or Transportation Bureau North except for an immediate and present need. Court lockups and Sheriff's stations have their own chains, however, if there is a request from a Court Lockup Deputy to leave extra chains, the Transportation Bureau Deputy will complete a "Transportation Chains Receipt" (Appendix III). The Transportation Chains Receipt will include the number of chains left at that particular court, and the name of the Court Lockup Deputy requesting the chains. The Transportation Chains Receipt is to be turned into the Watch Sergeant at the end of the shift. The Watch Sergeant shall be responsible for recovering the chains.
  - Transportation Bureau personnel shall at all times maintain control of chains. Chains may be draped over cell bars and secured by one or more locked handcuffs on the chains, but under no circumstances will handcuffs or chains be left lying around in cardboard boxes, on furniture, in court lockups and/or at Inmate Reception Center.
  - It is the responsibility of the Operations Sergeant to maintain a minimum inventory of 700 chains in good working order and a reserve inventory of 500 chains.
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