

## **3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment**

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**Effective Date:** 10-20-92

**Revision Date:** 02-26-18

**Review Date:** 02-26-20

**Reference:** CDM 3-06/050.00, 3-06/110.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the regular maintenance, inspection, and control of the emergency response equipment at Pitchess Detention Center (PDC) South Facility. Additionally, it establishes procedures to ensure the armory and its equipment is fully accounted for and maintained in proper working condition.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

### **ORDER:**

The armory sergeant shall be responsible for a monthly inventory and inspection of the emergency response equipment. The emergency response equipment includes, but is not limited to: [REDACTED TEXT]

The armory sergeant shall prepare a monthly inventory and inspection report and forward a copy of the report to the armory lieutenant.

The equipment for the Emergency Response Team (ERT) shall be checked out by the ERT sergeant to the team members identified on the appropriate shift's in-service roster. [REDACTED TEXT] Serial numbers shall be recorded on the ERT roster. Upon the return of the ERT to the armory, the ERT sergeant shall inventory each team member's equipment. The sergeant will **shall** note any weapons used by the team in a memo.

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Copies of the ERT roster and completed memo shall be forwarded to the armory lieutenant and armory sergeant.

[REDACTED TEXT]

No personnel are allowed in the armory without the PDC South Facility watch commander's approval.

No Departmental supply requests shall be submitted for armory items without the approval of the armory lieutenant.

No factory-issued rounds [REDACTED TEXT] shall be used for training without the approval of the armory lieutenant/sergeant.

**Revision Date 02/26/19**

**Revision Date 06/28/08**

**10/20/92 SOUF**

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