Purpose: To establish and communicate to all staff proper procedures for the use and maintenance of rescue tools in the Monroe County Jail (MCJ) and Monroe Correctional Facility (MCF).

Policy: All staff will be aware of and act on their responsibilities with respect to the location, proper maintenance, control and use of rescue tools in the event of an emergency.

Definition: Rescue Tool – An instrument used to aid staff in emergency situations involving inmate self-harm attempts. It is a retractable sharpened knife-like object that can be used to quickly and safely cut through materials.

I. Locations, Control and Use in the Jail Correctional Facility

A. A rescue tool will be stored in each of these locations. Unless otherwise indicated, the locations will have only one tool.

Monroe County Jail

1. Central Booking (2) - in the equipment locker
2. Reception Unit - in the locked razor box
3. City 2nd Floor - in the locked razor box
4. City 3rd Floor - in the locked razor box
5. PSB A&B - in the equipment locker
6. 2nd Floor - in the equipment locker in the electrical closet.
7. 3rd Floor - in the razor box in the electrical closet
8. 4th Floor - in the locked deputy's closet
9. 5th Floor - in the equipment locker in the deputy's closet
10. Mezz A-D - in the cell release cabinet
11. Mezz Dorm - in the locked razor box
12. 4th Floor (2) - west side – office equipment locker
   east side - in the locked razor box on east side
13. 4th mezzanine (2) - west side – in the locked razor box
   east side - in the locked hallway razor box
14. Plaza South - in the equipment closet
15. Plaza North - in the equipment closet
16. Two South - in the equipment closet
17. Two North - in the equipment closet
18. Three South - in the equipment closet
19. Three North - in the equipment closet
20. Four South - in the equipment closet
21. Four North - in the equipment closet
22. Street Plaza - in the locked gray cabinet
Monroe Correctional Facility

1. 300 Unit - in razor cabinet in the equipment closet
2. 400 Unit - in razor cabinet in the equipment closet
3. 500 Unit - in razor cabinet in the equipment closet
4. Modular A - in equipment locker in the equipment closet
5. Modular B - in equipment locker in the equipment closet
6. 600 Unit - in equipment locker next to the deputy's station
7. 700 Unit - in equipment locker next to the deputy's station
8. 800 Unit - in equipment locker next to the deputy's station
9. 900 Unit - in equipment locker next to the deputy's station
10. Gymnasium - in the office equipment locker

B. The locations where rescue tools are kept will be locked at all times. Staff will maintain keys for access to the tools while on-duty in the immediate area.

C. The tool will not be removed from its place of storage for any purpose other than use during an emergency for which is designed or for inspection by a sergeant or above.

D. If the rescue tool is utilized during an emergency situation, it will be documented in the incident report. Documentation will include but not be limited to a description of the incident, remarks about specific circumstances under which the tool was used, deputy utilizing the tool and its effectiveness.

E. After use, the rescue tool will be returned to its original location as soon as possible after the emergency.

II. Staff Responsibilities for Inspection and Replacement

A. Staff will inspect the rescue tool at the beginning and end of each shift and account for the tool with all other equipment logged.

B. If a tool is broken, it will be turned in to the duty sergeant. Care will be taken to return all broken parts. The duty sergeant will immediately replace the tool with a spare.

1. At the MCJ, spare tools are kept in the equipment locker in Central Booking.

2. At the MCF, spare tools are kept in the property locker in the inmate property area.

C. The supervisor of jail maintenance will be notified of any rescue tools needing to be sharpened. The duty sergeant will ensure that a spare tool is made available while service is provided by jail maintenance.

By Order of the Sheriff

Todd K. Baxter