



BRAINTREE POLICE DEPARTMENT Policy and Procedure

2019-86

Holding Facility and Booking Area

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Chief Paul Shastany

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Accreditation Standards: **72.1.3; 72.4.4; 72.5.6**

Optional Accreditation Standards: **72.4.6; 72.6.4; 72.8.2**

Policy
72.8.1

The proper operation of the police lockup is critically important to the safety of police personnel and the well-being of detainees. It is the policy of the Braintree Police Department to process and house all detainees in a safe and efficient manner, and in compliance with all local, state and federal laws and regulations. The Department is committed to operating a safe and sanitary lockup facility.

The designated Holding and Booking Area is the only authorized area for the detention of detainees. The Department does not maintain any temporary detention areas outside the Booking/Holding Area. Any detainee brought outside this area for any reason shall remain under the direct control of an officer(s). This would include the Interview Room in BCI. (Detective Bureau), review department policy on ***In Custody Questioning***. [72.8.1]

Administration

The Chief shall assign a Supervisor as the **Building Facilities Manager**, who will have overall responsibility for the management and administration of the Holding Facility, and shall be responsible for its maintenance oversight.

All reports from Department personnel regarding the Holding Facility shall be directed to the **Building Facilities Manager**. Reports shall be submitted on a **BPD Holding Facility and Emergency Generator Inspection Report Form** which is located in the BPD forms file.

Training 72.1.1	Employees shall receive appropriate training on the operations of the Holding Facility as part of their initial training. The types and levels of training will be consistent with the employee's assignment and responsibilities in the holding facility. Employees shall receive documented refresher training every three years. [72.1.1]
Sworn Officer Training	<p>Newly hired Officers shall receive trainings as part of the FTO program. Documented training for all newly hired sworn officers through the FTO program shall include: [72.1.1]</p> <ol style="list-style-type: none"> 1. Policies and procedures concerning the operation of the Holding/Booking Area. 2. Fire suppression equipment, and other equipment provided for use in the Holding/Booking Area to include: <ol style="list-style-type: none"> i. Fingerprint scanner ii. Booking procedures iii. Booking camera iv. Cell check recorders v. Audio and video monitoring equipment vi. Breathalyzers vii. Restraint devices 3. Any other appropriate equipment or programs relevant to the safety and control of detainees.
Dispatcher Training	Dispatchers shall be trained on the Holding Facility and Booking Area Policy to include training on the audio visual monitoring system and the panic alarm system. [72.1.1]
Matron Training	Matrons shall be trained on the Holding Facility and Booking Area Policy. Specific attention shall be directed in the areas of the evacuation routes, fire extinguisher/blanket location, panic button system and location of phones. Training in suicide prevention shall be a condition of employment. [72.1.1]
Supervisor Training	The Training Supervisor will ensure that this training is provided. Suggested, is training by roll call and walk through demonstration and live training on shift. [72.1.1]

All Supervisors shall also be trained in suicide prevention, in accordance with M.G.L. c.40 § 36c. Completion of a refresher seminar in suicide prevention shall be a condition of promotion for all police officers affected by the provisions of this act. [72.1.1]

Nonessential Personnel and Cell Area Maintenance and Tools
72.1.2
72.4.7

Nonessential personnel are not allowed access to the Holding Facility except in response to a legitimate need. Nonessential personnel are prohibited from the Holding / Booking Area while the booking process is being conducted, detainees are not secured, or in non-emergency situations. Legitimate or emergency need examples may include, but not be limited to, a medical emergency, assist an officer down, assist an officer with a detainee of the opposite gender, evacuation of detainees due to fire or other building emergencies. [72.1.2]

Maintenance or construction work done in the cell area will be performed when the cells are empty. All tools and equipment will be accounted for prior to leaving the cell area. The **Building Facilities Manager** will oversee the work. In his/her absence the Shift Commander or designee will monitor the work and inspect the area for any tools left behind, safety issue, or debris that needs to be addressed prior to the workers leaving the building. [72.4.7]

Members of the media and tour groups are not allowed access to the Cell Area and Booking Area while occupied by detainees.

Holding and Booking Area Inspection
72.2.1 a-e
72.3.1 b
72.4.5
72.4.6
72.4.8
72.6.2
72.8.1

The Massachusetts Department of Public Health annually inspects the holding areas within the Department. If the **Building Facilities Manager** or the Deputy Chief of Administration is not available a sworn member of the department shall accompany them. Any concerns or failures cited by them shall be forwarded to the **Building Facilities Manager** and Deputy Chief of Administration for compliance. [72.2.1] A copy of the inspection form shall be provided to the **Building Facilities Manager** and the **Accreditation Manager**.

The Shift Commander or his/her designee in the event of exigent circumstances, shall at the start of duty inspect the cells and booking area to include:

1. Condition and count of detainees. [72.8.1]
2. Checking security items and working conditions of doors, windows, locks, ventilator coverings, light fixtures, toilets, sinks, drinking water, audio/ visual equipment, bedding and beds for operational wear or detainee tampering. [72.2.1a-e] [72.4.5]

3. Search for, inspect, remove any weapons, trash, food wrappers, or objects that may be used as weapons, or contraband. **[72.4.6]**
4. Testing the cellblock emergency alarm system and cell check recording system. **[72.4.8]**
5. Inspecting all emergency medical equipment designated for use in the Holding Facility, including the first aid kit and Naloxone, and replenishing them as necessary. The town contracted Ambulance Company will replenish medical supplies, not including Naloxone and Defibrillator pads. **[72.6.2]**
6. Check presence of a first aid kit and access to an Automatic External Defibrillator (front desk) **[72.6.]**
7. Check presence of Fire suppression equipment (fire extinguishers, blankets). **[72.3.1 b]**

The Shift Commander shall take necessary steps to rectify any concern. Any holding cell deemed unsafe or unsanitary shall be put out of service by securing the door and placing a sign on the door stating that it is “Out of Service”. A **BPD Holding Facility and Emergency Generator Inspection Report Form** shall be forwarded to the **Building Facilities Manager**. **[72.4.6]**

The **Building Facilities Manager**, in order to ensure that the facility is secure and is being maintained in a sanitary manner, will conduct an inspection of the Holding Facility *weekly*. The results will be documented on a **BPD Holding Facility and Emergency Generator Report Inspection Report Form** for compliance purposes. **[72.4.6]**

Fire, Heat,
and Smoke
Detection
Systems and
Automatic
Fire Alarm
Systems
72.3.1 a

The facility shall be equipped with both an automatic fire alarm and a heat and smoke detection system that are approved by state or local fire officials.

The Braintree Fire Department will be responsible for checking the automatic heat, smoke, and fire alarm system semiannually. The fire extinguishers will be taken out of service and replaced as needed and an annual inspection by Gorham Fire Appliance Company. **[72.3.1 a]**

The **Building Facilities Manager** shall maintain records of these tests, and shall include information on any defects or disorders, and actions taken to correct them. He will provide copies to the **Accreditation Manager**.

Posted
Evacuation
Plan
72.3.2

In the event of a fire or other situation that presents a hazard or danger to those being held in the Holding Facility, it is the responsibility of the Shift Commander, with the assistance of other personnel as needed, to oversee the safe evacuation of detainees.

Detainees will be taken out of the cells and handcuffed, if time and the situation allow, before being evacuated. The Department will utilize a route that is the safest and secure for detainees and personnel.

Evacuation Route from the Holding Facilities:

- From the Cell Area, through the Secure Hallway and through the Wagon Bay. (Indicated by red lettered exit signs)
- Alternate secondary route, from the Cell Area, through the Secure Hallway and out the Employee Entrance on the North side of the building. **[72.3.2]**

Detainee Security After Evacuation -

Detainees will be guarded by a sufficient number of Officers as determined by the Shift Commander, until the emergency is over. This would include calling Officers in on overtime and the use of mutual aid when necessary.

Detainees shall be escorted to the back parking area or another designated area, for their safety. The detainees shall, as soon as possible, then be secured in secured vehicles. Detainees shall be kept in separate vehicles according to like gender, adult status and juvenile status. **[72.3.2]**

If a return to the cellblock area is not possible within a reasonable period following the emergency, the Shift Commander shall make arrangements with neighboring police departments and the Norfolk County Sheriff's Office to temporarily house our detainees.

If a detainee requires medical treatment following evacuation, the Shift Commander or his/her designee shall arrange care according to established procedures.

Security and
Control

In order to provide for the proper security and control of the Holding Facility, all Department members shall strictly adhere to authorized security procedures. Any concerns shall be addressed as soon as practical and reported in writing to the **Building Facilities Manager** and Deputy Chief of Administration.

Securing
Firearms
72.4.1

No firearms are allowed in the Booking Area or Cell Areas. Officers shall secure their weapons in appropriate gun lockers prior to entering these areas. **[72.4.1]**

The exceptions to this requirement shall be made if a situation occurs where the use of lethal force may be appropriate or if Officers are responding to an emergency situation, such as an officer-in-trouble, fire or an evacuation, and any delay in securing the weapon may cause harm to the occupants.

Once such an emergency has been rectified, Officers shall secure their weapons immediately.

Detainee
Checks and
Entry into
Occupied
Cells
72.8.1
72.4.2

The officers shall monitor (24 hour monitoring) detainees while in the custody of the department. Detainees are physically checked (face to face) every *30 minutes* or less unless there are extenuating circumstances. Suicidal or Q-5 positive detainees shall be physically checked every *15 minutes*. Review department policy: ***Detainee Booking and Processing***. **[72.8.1]**

Officers may enter an occupied cell when accompanied by another Officer or employee or for any legitimate police purpose. **[72.4.2]**

An Officer may enter an occupied cell alone in order to remove the detainee from the cell or to provide him/her a meal or supervise their taking of a prescribed medication, but shall only do so after advising personnel in Communications of such activity. Personnel (Shift Commander, dispatcher, or station officer) shall then monitor the Officer's activity by the cell video and/or audio surveillance equipment.

Officers who must enter an occupied cell due to an emergency circumstance such as a medical emergency or to extract a detainee from the cell should activate the emergency alarm or utilize a portable radio prior to such entry. Civilian staff members are not allowed to enter an occupied cell alone at any time, and may only enter a cell in conjunction with an Officer to perform an official function. **[72.4.2]**

Building,
Cell Doors
and
Key Control
72.4.3
72.4.4

Any door or entrance door on the exterior of the building that would be a breach of security and allow an unauthorized person to enter the secure areas (working areas) of the Department shall be secured at all times. Any malfunctioning door shall be reported immediately, to the Chief of Police and the **Building Facilities Manager**, by phone or email. A **BPD Holding Facility and Generator Inspection Report Form** shall also be filled out. **[72.4.4]**

The Wagon Bay doors and corridor doors (interior booking area entrances) shall be secured at all times unless extenuating circumstances occur. All doors leading into the holding facility/booking area have electronic locks. Fobs must be used for access into this area and fob and employee number must be used to exit this area. There are combination key boxes at these doors with keys inside in case of a power failure. Any employee who loses an electronic fob shall immediately notify the Shift Commander and reduce the loss in writing to the Chief of Police. The Deputy Chief of Administration will be notified to deactivate the fob. **[72.4.4]**

Additionally there is an emergency door open button in booking in case of emergency and immediate entry is needed. These two inner doors will stay unlocked until the button is reset. **[72.4.4]**

Cell doors shall be left open when not occupied. If a cell door is malfunctioning or the cell is unsafe or unsanitary, it shall be closed and a note attached to the cell door. A **BPD Holding Facility and Emergency Generator Inspection Report Form** shall be filled out and sent to the **Facilities Manager**. **[72.4.4]** Cell doors are manually opened and secured with a key. The cell door key shall be kept at the booking desk when not in use. A spare key shall be kept in the utility/key box located in the Supervisors' Office in Communications. **[72.4.3]**

Cell Security
Checks
72.4.5

The Shift Commander shall ensure that a security search of the cell is performed, including searching for weapons and contraband prior to placing and after removing a detainee in an unoccupied cell. **[72.4.5]**

Any unusual conditions or contraband that is found shall be promptly reported to the Shift Commander and a **BPD Holding Facility and Emergency Generator Inspection Report Form** shall be filled out and forwarded to the **Building Facility Manager** and the Deputy Chief of Administration. Whenever a detainee is released from custody, a security search of the cell that he/she occupied shall be conducted after the detainee vacates the cell.

Safety Alert Systems and Video Audio Monitoring Systems
72.4.8
72.4.9
72.8.1
72.8.2

The booking area has a safety alert button affixed to the wall (red button) for increased Officer safety. Whenever a detainee is taken into custody, and enters the confines of the building, the Dispatcher and/or Officer shall monitor the alarm and video system while a person is detained. Personnel having a problem with a detainee should activate the alert button alarm for immediate assistance or an Officer's portable radio panic alarm button may also be used. **[72.4.9] [72.8.1]**

The detainee booking area contains a video and audio (audio activated by button upon start of booking to end of booking) monitoring system. Individual cells contain both video and audio monitoring systems which can be utilized to alert personnel. **[72.4.8]** Signage will be posted in the cell areas to alert the detainees. Continuous monitoring shall be required until the detainee is released from custody. It shall be the detainee's responsibility to take the necessary steps in securing their privacy such as covering their exposed area with a blanket while using the toilet facility or to alert the matron or officer to address any concerns. The Shift Commander, Station Officer, and Dispatchers shall monitor these areas while detainees are in custody. **[72.4.8] [72.8.2]**

Detainee Escape and Threats Made to Personnel or Facility
72.4.10
72.4.11

In the event of an escape of a detainee from the Station the following procedures shall be followed: **[72.4.10]**

The first Officer aware of the escape will notify the Shift Commander, who shall immediately broadcast to all units the name and description of the escapee, the estimated time of escape, and any possible direction of travel and any other pertinent information. Officer(s) will begin an immediate search and attempt to regain custody of the detainee.

The Shift Commander will deploy additional Officers as necessary including a K-9 Officer. The Chief of Police and Deputy Chiefs shall be notified.

Dispatch shall broadcast the escapee information to area Police Departments by radio system and phone. The Shift Commander shall request mutual aid at that time if needed.

Dispatch shall enter pertinent information into the LEAPS system. Copies of the most recent photo of the escapee shall be made and dispensed as needed.

The Shift Commander may utilize media if there is a risk to the public's safety. It is preferred that the Chief of Police and Deputy Chief of Operations (Media) be contacted prior to release.

If the escapee is captured, the Shift Commander or Dispatcher shall cancel all broadcast messages.

The Officer responsible for the detainee who escaped or any other involved officer shall, prior to end of shift, submit a written report to the Shift Commander detailing the circumstances leading to the escape. This will include any additional criminal charges. The Shift Commander shall notify the Chief of Police and/or Deputy Chiefs. The Shift Commander shall also submit a detailed report and file all reports to the Chief of Police and the Deputy Chiefs. In the event that the suspect is not captured a warrant shall be sought. If the court is not in session a temporary warrant shall be sought by this agency. **[72.4.10]**

All threats, indicated or perceived, against the structure of the department building, property or any person therein, shall be reported immediately to the Shift Commander. Upon being notified of the threat, the Shift Commander shall take whatever action he/she deems necessary to negate the effect or consequences of the threat and shall file a written report of the incident to the Chief of Police. **[72.4.11]**

Detainee
Cells
72.5.3
72.5.6
72.7.1 d, e

Detainees shall be held in properly designated areas. Males, Females, and Juveniles shall remain separated from each other. Juvenile detainees shall remain sight and sound separate from others. Review department policy: **Juveniles. [72.5.3]**

1. Adult males cell area 1-4
2. Adult females cell area 6-7
3. Juveniles cell area 8-9

Detainee cells contain a non-recorded phone for detainee use. **[72.7.1 d, e]**

If overcrowding exists, in the male cell area, the female and juvenile cells may be used as long as there are no females or juveniles in custody. If overcrowding exists in the female cells, the juvenile cells may be used as long as no juveniles are in custody. **[72.5.6]** Review department policy: **Detainee Booking and Processing.**

If males, females and/or juveniles are detained at the same time, their holding areas shall be separated from each other by sight and sound. **[72.5.3]** Under no circumstances shall an adult and a juvenile, or a male and a female, be held in the same cell or cellblock area. Juvenile

detainees shall always be separated from adult detainees while in the Booking Room.

Medical
Attention
70.3.1
72.6.1
72.6.2
72.6.4

A first aid kit shall be maintained in the Booking Room and an automatic external defibrillator (AED) shall be available at the front desk for use in the Holding Facility. Naloxone is stored inside the AED case as well as a dose secured to the Booking room wall. **[72.6.2]**

Procedures for detainees seeking to gain access to medical services shall be posted in the Booking intake area and shall be explained to detainees unable to read. **[72.6.4]**

The Town contracted Ambulance company shall be requested to assess, care and transport to a medical facility, if necessary, any detainee needing medical attention. This will include from the scene of the incident or at the police station. This includes, but is not limited to, the sick, injured or disabled. **[70.3.1]** In matters of extreme need a department member will provide medical treatment consistent with the scope of training in administering to the emergency medical needs of a detainee. The level of emergency medical training received by the individual (i.e. CPR, First Responder, etc.) determines this level. **[72.6.1] Note:** Waist chain or leg irons are recommended for use on hospital transports.

Any activity of care whether first aid, transport and dispensing medication shall be documented and retained in the PAMET system. Review department policy: ***Detainee Booking and Processing***

Receiving
Mail, Items or
Packages
72.8.4 a-d

Detainees shall not be allowed to receive mail or packages while in custody. They may receive, including but not limited to, the following items, prescription eyeglasses, prescription medications, clean clothing, money for bail, and clothing or legal documents necessary for court appearances. **[72.8.4 b]**

All items shall be inspected and no items that may potentially threaten the security of the facility will be accepted. **[72.8.4 a, b]** Subsequent to inspection, items will be distributed to the detainee when appropriate, such as clothing for court prior to detainee transport. **[72.8.4 d]**

Cases and cleaners for contact lenses may be dropped off for a detainee, but they may only be used at the booking desk for either cleaning lenses or removing them, and will then be stored in the property locker. **[72.8.4 d]**

All received items will be recorded on the detainee's Property Form. **[72.8.4 c]**

Detainees of
Opposite Sex
72.8.3

It shall be the practice of this Department, when practical, to have Officers of the same gender control and care for detainees while in the custody of this Department. **[72.8.3]**

Whenever a female is detained and a female officer is working, she will assist with the booking until a matron arrives to assist with the booking procedure. **[72.8.3]**

The Department shall video monitor all detainees while in custody until release. If no matron or female officer is available to conduct a physical cell check of a female detainee, another employee should accompany and monitor any contact with the detainee made by any male Officer. **[72.8.3]**

Employees will not open or enter a cell occupied by a detainee of the opposite sex unless they are being monitored by the Station Officer; video and accompanied by a second employee, or alone if an emergency situation exists. **[72.8.3]**

If a detainee claims to be transgender, please refer to department policy ***Interacting with the Transgender Community*** with regards to determining their cell placement and, if practical, the gender of the searching officers.

Visitation
and Attorney
Visits
72.8.5
72.7.1 c

The department does not allow regular non-attorney visitation of detainees. Any exceptions shall be at the discretion of the Shift Commander. **[72.8.5]** If granted, a CAD entry will be made including the visitors name. Visitor shall be searched prior to entry to the cell area. No items will be allowed in the cell area. The visit will be limited in time and shall be supervised by an officer. No contact will be allowed between the detainee and visitor. Refusal to comply with the above conditions will void the visit. The visit shall be away from other detainees. The female or juvenile cells may be used if unoccupied, or the Booking Room may be utilized. **[72.8.5]**

A detainee is entitled to converse or visit with their Attorney during the lockup in total privacy as an absolute right. An attorney visiting a detainee shall be required to present a bar membership card and one other piece of government identification with a photograph on it. The department shall provide the Attorney and Client as much privacy as is safe and avoid eaves dropping in on privileged conversations. The designated area for the attorney visit will be the booking room. The attorney will be searched prior to being admitted. Attorney and detainee/client physical contact shall be limited. Direct physical contact will be at the discretion of the Shift Commander. An attorney will be

allowed only those materials necessary to properly conference with his/her client. These items will be inspected and approved by the Shift Commander. Any exception to this shall be at the discretion of the Shift Commander. Attorneys may not be allowed to converse with their client before the booking process is completed. **[72.7.1 c]**

Meals,
Cutlery
and Tools
72.4.7
72.7.1 f

Meals will be provided on a daily basis to detainees. Three meals shall be provided within a 24 hour period. Any special diet required by a detainee will be granted if possible. **[72.7.1f]**

No metal, glass or other breakable containers, culinary equipment, utensils or tools will be allowed in the cellblock. **[72.4.7]**

Records
72.1.3
82.1.1 b

Access to detainee records is limited to legitimate law enforcement purposes and is subject to the provisions of the Public Records Law M.G.L. c. 66 § 10(a), and other applicable federal and state statutes. **[72.1.3]**

As detainee records are primarily computerized, they are password protected. Employees are required to log off after each session involving access to the records, to ensure that they remain secure. All detainee records shall be filed with the records department, stored in the central files and secured. Juvenile Records and Sexual Assault records will be filed and secured separately. **[72.1.3]**

The Records Clerk shall provide copies of central file paper reports to department employees during his/her working hours. Paper records may not be obtained when the Records Clerk is not working. The Court Prosecutor or Deputy Chief of Administration can provide reports in the absence of the Records Clerk. **[82.1.1] [72.1.3]**

Electronic records are available to authorized personnel at all times through the department's Information Systems

BRAINTREE POLICE DEPARTMENT
HOLDING FACILITY AND EMERGENCY GENERATOR
INSPECTION REPORT

Shift Commander _____ **Inspection Date** _____

Certification Standard **72.3.1; 72.4.6**

FIRE DETECTION & SUPPRESSION EQUIPMENT

- Inspect all smoke/heat detectors and fire extinguishers in Holding Facility. Items must be in proper location and appear in good working order.

Inspection satisfactory Deficiencies noted: _____

- Annual inspection of the Automated Fire Alarm by Braintree Fire Department

Inspection Up to Date Deficiencies noted: _____

- Annual Inspection of Fire Suppression Equipment (extinguishers) by Gorham Fire Appliance Co.

Inspection Up to Date Deficiencies noted:

<p>Emergency Generator 81.3.2</p> <p>Monthly and or Self-test weekly</p> <p>Dates:</p>	<p><input type="checkbox"/> OK <input type="checkbox"/> Other</p> <p><input type="checkbox"/> OK <input type="checkbox"/> Other</p> <p><input type="checkbox"/> OK <input type="checkbox"/> Other</p>
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Full Load test annually(FM Generator or Power loss and generator power is utilized)	
Test Date:	

GENERAL INSPECTION

- Check all doors, windows, locks, ventilator coverings, light fixtures, toilets & beds for wear/tampering
- Check each cell for running water
- Search for any weapons, items that could be used as weapons, or contraband
- Inspect area for presence of lice, vermin, pests or other foreign substances

	Status
Male cell #1	<input type="checkbox"/> OK <input type="checkbox"/> Other
Male cell#2	<input type="checkbox"/> OK <input type="checkbox"/> Other
Male cell #3	<input type="checkbox"/> OK <input type="checkbox"/> Other
Male cell #4	<input type="checkbox"/> OK <input type="checkbox"/> Other
Female cell #6	<input type="checkbox"/> OK <input type="checkbox"/> Other
Female cell #7	<input type="checkbox"/> OK <input type="checkbox"/> Other
Juvenile cell#8	<input type="checkbox"/> OK <input type="checkbox"/> Other
Juvenile cell#9	<input type="checkbox"/> OK <input type="checkbox"/> Other

Matron's Area	<input type="checkbox"/> OK <input type="checkbox"/> Other
Booking Room	<input type="checkbox"/> OK <input type="checkbox"/> Other
Restraint Chair	<input type="checkbox"/> OK <input type="checkbox"/> Other
Finger Print Machine	<input type="checkbox"/> OK <input type="checkbox"/> Other
Wagon Bay	<input type="checkbox"/> OK <input type="checkbox"/> Other
Gun Lockers	<input type="checkbox"/> OK <input type="checkbox"/> Other

Test of cellblock emergency alarm system	<input type="checkbox"/> OK <input type="checkbox"/> Other
Cellblock Audio/Visual equipment working	<input type="checkbox"/> OK <input type="checkbox"/> Other
Inspect First Aid Kit, AED (Front Desk) and Nalaxone supply	<input type="checkbox"/> OK <input type="checkbox"/> Other
Clean blanket supply in cabinet	<input type="checkbox"/> OK <input type="checkbox"/> Other
Glove Supply	<input type="checkbox"/> OK <input type="checkbox"/> Other

Additional Notes:

Inspectors Signature _____ Date _____