



Administrative Policies and Procedures: 27.36 DOE

Subject:	Use of Chemical Agents (Mace)
Authority:	TCA 37-5-106
Standards:	ACA: 2-9193
Application:	To all employees at Youth Development Centers.
Policy Statement:	
Mace shall be issued as standard security equipment only at Taft Youth Center. Mace shall be used only in emergency situations involving an immediate likelihood of serious bodily injury to a student, visitor, and/or staff member. Mace shall be used only by trained personnel who have been authorized for such use by the Superintendent. Mace shall be used only as a last resort and its use shall be preceded by an oral warning of the intended action.	
Procedures:	
A.	Employees shall not possess or use chemical agents except as specifically provided in this policy.
B.	Prior to the employee being issued mace, he/she shall be trained in the proper use of chemical agents, and this shall be documented on the employee's training record.
C.	A written record of the issue of mace canisters, including the name of the employees and the date, shall be maintained by the Children's services manager of Security. Its issue at other juvenile facilities shall be limited to emergency situations and then only at the discretion of the Commissioner or designee.
D.	Mace shall be used only when there is an immediate likelihood of serious bodily injury to a student, visitor, and/or staff member, and only after less severe measures to bring the situation under control have been determined to be ineffective. Examples of situations where the use of mace would be acceptable are as follows: <ol style="list-style-type: none"> 1. To break up a fight between or among students who do not respond to an oral order to discontinue, and with whom physical intervention by staff is ineffective or clearly ill advised. 2. To repel a student who is out of control of normal supervision and presents an

	immediate danger to himself/herself or the overall functioning of the facility.
E.	An oral warning of the intention to use mace must be given prior to its use.
F.	Any person exposed to mace shall be given immediate medical attention by the medical staff. Such cases shall be documented in the student's medical records.
G.	A staff member who has used mace shall submit a <i>Facility Incident Report</i> (Form CS-0311) to the Children's services manager of Security prior to the end of their shift.
H.	The Children's services manager of Security shall submit the <i>Facility Incident Report</i> (Form CS-0311) for the Superintendent's review within 24 hours following the incident.
I.	The Superintendent or designee shall report any use of mace on the Department of Children's Services <i>Facility Incident Report</i> (Form CS-0311). The use of mace report shall be attached to the critical incident report.
J.	When it is not in use, the Children's services manager of Security shall ensure that the mace is stored in a locked, secure area that is inaccessible to students. Such area shall be designated by the Superintendent.
K.	The Youth Services Manager of Security shall be responsible for ensuring that and old canisters of mace are disposed of in a manner which prevents them from becoming accessible to students. He/she shall also be responsible for ensuring that an accurate inventory of mace is maintained and for making a monthly report to the Superintendent concerning such inventory.
L.	Inappropriate use of mace shall be grounds for possible disciplinary action up to, and including, termination of employment. When a staff member becomes aware of a misuse of mace, he/she shall report immediately such misuse to his/her supervisor, who shall report such misuse to the Superintendent within 24 hours after receiving the report. After receiving such report, the Superintendent or designee shall investigate the incident promptly and take whatever action he/she deems appropriate. The results of the superintendent's investigation and any action taken shall be in writing and shall be maintained on file for a period of three (3) years at a central location designated by the superintendent.

Forms:	<u>CS-0311 Facility Incident Report</u>
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(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)