

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO: DISTRIBUTION**

**FROM: CHARLES L. RYAN, DIRECTOR**

**DATE: July 7, 2015**

**SUBJECT: Director's Instruction # 336, Accountability of Department Issued Identification**

This Director's instruction is effective immediately and will remain in effect until incorporated into Department Order #515, Employee Identification System.

**PURPOSE:**

This Director's Instruction is being implemented to improve staff and contractor accountability of their Department issued equipment (i.e., handcuffs, Oleoresin Capsicum (OC) spray, etc.) and identification.

**PROCEDURES:**

Staff and contractors are responsible for any equipment (i.e., handcuffs, Oleoresin Capsicum (OC) spray, etc.) and identification provided to them by the agency both on and off duty. During off duty times, assigned equipment and identification shall not be left in personal vehicles. These items are to be maintained within the residence of the individual until such time as they are returning to their assigned work location.

If in the travel between home and work location the individual staff member or contractor must stop and leave these items in their vehicle for a short amount of time, then the items are to be stored as securely as possible and out of sight from those outside of the vehicle.

{Original Signature on File}