PURPOSE: To describe the procedure for manual wheelchair repair and maintenance.

POLICY: Offenders that are assigned to the Assistive Disability Services program (ADS) and require permanent or extended use of a wheelchair will be provided scheduled wheelchair repair/maintenance to assure the safety of wheelchair usage.

PROCEDURE:

I. ADS offenders who are identified as wheelchair users will be scheduled by the ADS wheelchair technician every six months for a thorough inspection and service of their assigned wheelchair. They will also be instructed on how to care for and clean their wheelchairs.

II. ADS offenders that require wheelchair repair in between their scheduled inspection will advise their ADS caseworker during their case management interview or by sending their assigned ADS caseworker an I-60. The ADS wheelchair technician will provide wheelchair repair service within 10 working days after receiving the request.

III. ADS offenders that require emergency wheelchair repairs (broken wheelchair frame, torn seat, etc.) may contact unit medical staff which in turn, will contact the ADS department at (936) 291-4200 ext 3867.