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Tool Control Standards	ACA Standards: 2-CO-1B-08, 5-ACI-3A-23M, 4-ACRS-2D-01M, 4-ACRS-2D-02M		
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Tool Control Standards

To promote safe and orderly operations, the following procedures establish the process governing the control, inventory and use of tools, culinary equipment and medical/dental instruments, and supplies (e.g., syringes, needles, and other sharps). (5-ACI-3A-23M b#1, b#2, b#3, b#4, b#5, 4-ACRS-2D-01M, 4-ACRS-2D-02M)

Civilian work supervisors and trained volunteers are considered as staff when supervising inmates.

I. General Procedures

A. Control of Tools (5-ACI-3A-23M b#1, b#2, b#3, 4-ACRS-2D-01M)

All tools/instruments brought into the facility/unit, including but not limited to Oklahoma Correctional Industries (OCI), Agri-Services, Career Tech, health services, and all other entities at the facility/unit will be received by the tool control officer and processed into the inventory appropriately.

A tool control officer will be designated at each facility/unit to control tools and ensure accountability. Duties will include:

1. Maintaining a master inventory of tools used within the facility/unit to include Construction and Maintenance, Information Technology, and private contractors working at the facility. The master inventory will be updated by the last working day of each month;
2. Ensuring that the supervisor of each shop/work location maintains a current inventory of tools under the supervisor's control; and
3. Reconciling inventories from each area, making the needed changes to the inventories, and reissuing new inventories as needed.

B. Disposal of Tools (4-ACRS-2D-01M)

The tool control officer is responsible for the disposition of tools, to include those that are obsolete, broken, or otherwise unusable. The tool control officer will maintain documentation of all tool dispositions, utilizing the "Tool Disposal Request Form" ([Attachment C](#), attached), with a copy submitted to the facility/unit head. The only new tools added to an inventory will be to replace a broken tool unless authorized by the facility head. The method of disposal for each tool's category is defined below:

1. If the tool's original purchase price was more than \$500, disposition will be in accordance with procedures detailed in the Procedures Manual, Office of State Finance, 1982, and [OP-120801](#) entitled "Asset Management."
2. If the tool's original purchase price was \$2,500 or less, the facility's tool control officer, with the facility head's approval, will render the tool inoperable prior to disposal. The facility/unit will utilize "Tool Disposal Request Form" ([Attachment C](#), attached) and document the disposal.
3. Once a tool is disposed, the shadow board or other storage area will be updated to reflect change in the inventory.
4. A replacement tool shall not be issued unless the broken tool has been turned in to the tool control officer.

C. Audits

To ensure tool control standards are followed, the facility/unit head will ensure the tool control officer conducts monthly audits and the assistant facility head conducts biannual audits. Audits will include but not be limited to; ensuring all tools are present, all tools are legibly marked, an accurate inventory is maintained locally, and a correctly filled out log is used. Findings will be reported in writing and submitted to the facility/unit head for review and appropriate action. (2-CO-1B-08)

II. Tool Classification and Supervision Requirements (4-ACRS-2D-01M, 4-ACRS-2D-02M)

A. Classification of Tools

All tools used within facilities/units are classified into three levels. The “Designated Tool Classification” ([Attachment A](#), attached) lists the type of tool and its classification level.

1. Class A

Tools that pose a serious security risk if mishandled or not properly supervised.

2. Class B

Tools that are hazardous and could be used as a weapon or could pose a serious security risk if allowed to be introduced into the general population.

3. Class C

All other tools.

B. Supervision Requirements (5-ACI-3A-23M b#3)

The level of supervision required is determined by the classification level of the tool.

1. Class A

Class A tools are issued only by employees and only to employees. Employees taking control of Class A tools are accountable for those tools. The employee will ensure the tools are used only for the designated purpose. Inmates using Class A tools will be under the direct supervision of an employee at all times.

2. Class B

Class B tools require the supervisor to be present in the general work area. Class B tools may be checked out by an inmate or to an inmate with staff oversight.

3. Class C

The supervisor may instruct in the use of Class C tools; however, direct supervision is not required when the tool is used. Class C tools may be issued by and to inmates. The tool will be accounted for at the end of the shift/work schedule.

III. Tool Management (4-ACRS-2D-01M, 4-ACRS-2D-02M)

A. Storage of Tools

When assigning locations for the storage of tools, the physical plant layout of the facility will be considered.

1. Tools will be stored on shadow boards in shops or work areas where tools are issued or used.
 - a. Class A tools will be stored on a separate shadow board from Class B or C tools. Those tools not adaptable to shadow boards will be secured in a locked metal cabinet, or locked tool room.
 - (1) If other classes of tools are stored in the same tool room, the Class A tools will be separated by a wall or metal screen/expanded metal.
 - (2) If a locked room or storage cabinet is not available, the shadow board will be covered with a heavy wire screen or expanded metal that can be locked into place.
 - b. Class B and C tools will be maintained on a shadow board or stored in a locked tool room or metal storage cabinet.
2. Tools from a shadow board that are broken or being repaired will be noted on the shadow board to reflect their status.
3. Stationary grinders and sanders at minimum security and above will be locked at the source of power. Metal covers, capable of being padlocked, will be installed over the emery wheel to prevent access to the wheel when not in use at medium security and above.
4. Rope, cable, chain, extension cords, and garden hoses at medium and maximum-security levels will bear a tag indicating their length and the individual tool number. Regardless of the length, the item will be treated as a Class B tool. Verification will be made to ensure the length of the item returned is the same length it was when checked out.
5. Tools may be left in tool pouches or in other approved containers/boxes. Each pouch/cabinet/box will have an inventory listing the tools contained to include tools, number of each tool and tool number, on a card or tag affixed to the pouch/container. At the end of each workday, all tools in each pouch/container will be accounted for, with a notation made in the tool control log.

6. Portable equipment at medium and maximum security, which can be readily used to cut security fencing, will be secured by lock and chain, or stored as a Class A tool.
7. Surplus tools will be kept in secure storage, in a locked cabinet/area accessible only to the tool control officer(s).

B. Tool Identification (4-ACRS-2D-01M, 4-ACRS-2D-02M)

1. The facility/unit head or designee will establish and assign identification symbols for tools.
 - a. All new or added tools will include the complete initials of the facility/unit followed by the number "1." If there is more than one of the items in question, subsequent numbers will follow. (Example: if there are five 9/16 inch open-end wrenches, the number will be "OSP-1, OSP-2, OSP-3, OSP-4 and OSP-5").
 - b. If an item is broken, and it is determined that the tool needs to be replaced, the replacement item will be assigned the number of the tool it replaced. If the tool is not replaced the tool control officer will make the needed adjustments to the inventories as part of the disposal process.
2. Each work location or shop will have the assigned identification symbol engraved or stamped on every tool so it may be easily identified. Each tool will have a unique individual identification number assigned specifically for that tool similar to "Example of Unique Numbering System for Tools" ([Attachment B](#), attached). Tool control numbers will be reapplied as needed to ensure identification numbers are legible.
3. Tools/instruments which are not adaptable to marking or which cannot be marked without damaging or compromising the integrity of the tool, are exempt from marking. The tool control officer determines exemptions.
4. The only staff authorized to possess any tool capable of engraving are the property officer, key and lock control officer and the tool control officer.

C. Inventory of Tools (2-CO-1B-08, 5-ACI-3A-23M b#2, 4-ACRS-2D-01M, 4-ACR- 2D-02M)

1. The supervisor of each work location or shop will maintain an inventory of all tools within their operation or assigned to them by the tool control officer. (5-ACI-3A-23M b#2) Each supervisor will notify the tool control officer, in writing, of any circumstances that would

affect their tool inventory. The work/shop supervisor and the tool control officer will maintain copies of the inventory.

- a. Supervisors are responsible for the care and maintenance of all tools under their control. In accordance with [OP-040103](#) entitled "Standards for Maintaining Logs," the supervisor will sign and date the log daily at the beginning of each workday, acknowledging accountability and control of all tools. The supervisor will make a notation at the end of each day on the tool log indicating, "All tools accounted for." The supervisor conducting the inventory will sign the log.
 - b. Supervisors, as assigned by the facility/unit head, will ensure that all tools within their operation, or assigned to them by the tool control officer, will be inventoried by the last working day of each month.
 - c. Staff will not assume an unopened box is full. Each item will be counted individually.
2. Kitchen/culinary utensils and tools will be maintained as defined in Section II. items A. and B. of this procedure and will be inventoried at least daily by security/food service personnel or, in their absence, by other designated staff. The tool control officer will be notified immediately of any inventory changes. (5-ACI-3A-23M b#4, 4-ACSR-2D-02M)
- a. The use of knives in kitchens at minimum, medium and maximum security facilities is prohibited. However, the facility head may approve the use of a knife(s) that has been purchased by the facility for special events/occasions.
 - b. Knife/knives purchased for special events are to be stored in the armory and only removed or used with the written permission from the facility head.
 - c. Flatware/silverware utilized for administrative events outside the secure facility will be inventoried monthly and after each event. It will be secured in a locked, controlled area and only used with the facility head's authorization. Flatware/silverware is exempted from engraving.
3. Medical Instruments/Tools (5-ACI-3A-23M b#5, 4-ACRS-2D-01M)
- a. A perpetual inventory of medical instruments and tools will be maintained by Health Services. The inventory will be conducted each work schedule/shift.

- b. Log entries will be made of all inventories/counts and each time items are removed or added to the inventory.
 - c. A monthly report will be forwarded to the tool control officer, reflecting any changes on the medical instrument and tool inventory.
 4. All blades (i.e., knives, straight saw blades) will be measured and the measurements recorded on the inventory. When broken blades are replaced, all pieces will be turned in and will equal the original measurements.
- D. Accountability and Disposal of Syringes and Sharps (5-ACI-3A-23M b#5)
 1. Health Services and Agri-Services personnel will maintain a perpetual inventory of hypodermic needles and syringes (with/without needles attached).
 - a. An inventory will be conducted each work schedule/shift with a notation made at the beginning and end of each shift in accordance with [OP-040103](#) entitled "Standards for Maintaining Logs."
 - b. Log entries will be made of all inventories/counts and each time items are removed or added to the inventory.
 2. Laundry and hobby shop supervisors and/or any area maintaining sharps/needles will secure and maintain a perpetual inventory on sewing machine needles and any other supplies that are sharp.
 3. A record of accountability when disposing of sharps containers will be maintained as follows:
 - a. Agri-services staff will note in the tool log when sharps containers are disposed of.
 - b. Health services staff will ensure control and accountability of sharps containers while in use and upon disposal (record of receipts, invoices, logs, etc.).
 - c. Laundry and hobby shop supervisors and any other areas maintaining sharps/needles will ensure:
 - (1) Log entries are made of all inventories/counts and each time items are removed or added to the inventory.
 - (2) Broken needles, and any pieces of the broken needle/sharp, will be turned in to the supervisor prior to

issuance of any additional needle/supplies. Sewing machine needles may be left in the machine.

- (3) Any loose hand sewing needles, straight pins, or other sharps/supplies will be maintained on that area's perpetual tool inventory.
- (4) Counts of all tools/sharps will be conducted and logged at the end of each work schedule/shift with an entry made at the beginning and end of each shift as outlined in [OP-040103](#) entitled "Standards for Maintaining Logs."

- d. At least monthly, the tool control officer will conduct counts of sharps/needles/syringes and disposal containers at each authorized location.

E. Issuance of Tools (4-ACRS-2D-01M)

When tools are issued, the person issuing the tool will indicate the date, tool description, tool number, class of tool, staff/inmate issuing the tool, staff/inmate signature checking tool out, time check out, time checked in, and staff signature verifying accountability for the tool checked back in. (5-ACI-3A-23M b#3)

1. Class A tools are issued only by employees and only to employees. Employees taking control of Class A tools are accountable for those tools. The employee will ensure the tools are used only for the designated purpose. Inmates using Class A tools will be under the direct supervision of an employee. All such tools will be accounted for after each work assignment and before the inmate(s) are released from the job site. (5-ACI-3A-23M b#3) All other issuances will be in accordance with Section II. B. items 1., 2., and 3. of this procedure.
2. The following tools and equipment are not allowed to be stored in maximum and medium security industry areas: axes of any type, bolt cutters, lopping shears, pliers and side cutters (greater than four inches in length) with cutting edges, grinders, sharpeners, tools requiring the use of scaffolding and powder actuated power tools that utilize an explosive charge.
 - a. When the use of this equipment is required in a maximum or medium security industry area, they will be issued through the tool control officer.
 - b. Oklahoma Correctional Industries (OCI) Metal Work Shop is authorized to have grinders available for use in inmate work stations. These may be fixed or portable tools.

- (1) Portable tools will be checked in and out from the tool room daily. The grinding or cut off wheels will be strictly controlled by staff. A perpetual inventory will be maintained of each.
 - (2) Wheels will be maintained on portable tool boards numbered to coincide with inmate work stations. Staff will check out these wheel tool boards in the morning and back in at the end of the workday.
 - (3) Discrepancies in count, either on the board or in the perpetual log, will be reported immediately to the chief of security as a lost tool.
 - c. All explosive charges will be inventoried and controlled by the armory officer.
 3. Tools that are issued for over an eight-hour period (overnight or beyond the normal work schedule) will be approved in advance in writing by the chief of security or higher as outlined in local procedures. When approved, the chief of security or designee will provide detailed information on how to store and account for the tool. A notation will be made in the logbook of the special issuance.
- F. Lost Tools (5-ACI-3A-23M b#1, b#2, 4-ACRS-2D-01M, 4-ACRS-2D-02M)
1. The work/shop supervisor responsible for any lost or misplaced tool will verbally report the loss of any tool through their chain of command to the chief of security who will provide a verbal report to the facility/unit head.
 2. A written report on the loss of any tool will be submitted to the tool control officer before the end of the work schedule/shift.
- G. Outside Contractor Tools (5-ACI-3A-23M b#1, b#2, b#3)
- All tools brought into a facility by outside contractors will be controlled in accordance with Section I. A. item 1. of this procedure and in accordance with [OP-150202](#) entitled "Facility Construction Security Standards."
1. Prior to their use, the chief of security will approve all tools, in writing.
 2. Contractors will provide the central control officer with a daily inventory of all tools being brought into the facility for each project. (5-ACI-3A-23M b#2)
 3. Contractors will account for their tools, at a minimum, on a daily basis.

IV. References

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040103 entitled "Standards for Maintaining Logs"

OP-120801 entitled "Asset Management"

OP-150202 entitled "Facility Construction Security Standards"

V. Action

The facility head is responsible for developing local procedures.

The chief administrator of Institutions is responsible for compliance with this procedure and for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-040107 entitled "Tool Control Standards" dated October 27, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Designated Tool Classification”	Attached
Attachment B	“Example of Unique Numbering System for Tools”	Attached
Attachment C	“Tool Disposal Request Form”	Attached