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Tool Control Standards	ACA Standards: 2-CO-1B-08, 4-4196M, 4-4378M, 4-ACRS-2D-01M, 4-ACRS-2D-02M		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

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 (i.e., syringes, needles, and other sharps). (4-4196M, 4-ACRS-2D-01M, 4-ACRS-2D-02M)

For the purpose of this procedure, civilian work supervisors and trained volunteers are considered as staff when supervising offenders and the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

I. General Procedures

A. Control of Tools

All tools/instruments brought into the facility/district/unit, including but not limited to Oklahoma Correctional Industries (OCI), Agri-Services, Career Tech, medical, and all other entities at the facility/district/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/district/unit to control tools and ensure accountability. Duties will include:

1. Maintaining a master inventory of tools used within the facility/district/unit to include the Construction and Maintenance Unit, 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 an up-to-date 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

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, with a copy submitted to the facility/district/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 "Property Inventory Control."
2. If the tool's original purchase price was \$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/district/unit will utilize [Attachment C](#) entitled "Tool Disposal Request Form" (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/district/unit head will ensure the tool control officer conducts monthly audits and the deputy warden conducts bi-annual audits. Findings will be reported in writing and submitted to the facility/district/unit head for review and appropriate action.
(2-CO-1B-08)

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

A. Classification of Tools

All tools used within facilities/districts/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

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 must ensure the tools are used only for the designated purpose. Offenders 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 offender.

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 offenders. The tool must be accounted for at the end of the shift/work schedule.

III. Tool Management

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 must 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. Each container will have an inventory listing the tools contained, 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 officers.

B. Tool Identification

1. The facility/district/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 are more than one of the items in question, subsequent numbers will follow. (Example: if there are 5 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 must have a unique individual identification number assigned specifically for that tool (See [Attachment B](#) entitled "Example of Unique Numbering System for Tools," attached). Tool control numbers will be re-applied monthly or sooner 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. Exemptions are determined by the tool control officer.
4. The only staff authorized to possess engravers are the property officer, key and lock control officer and the tool control officer.

C. Inventory of Tools (2-CO-1B-08, 4-4196M)

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. 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 and end of each work day, 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/district/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.
2. Kitchen/culinary instruments 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.
 - 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(s) purchased for special events are to be stored in the armory and only removed or used with the written permission from the facility head.
3. Sharps will be maintained as follows:
 - a. A perpetual inventory of medical instruments, needles, and syringes will be maintained by Health Services and Agri-Services personnel. The inventory will be conducted each work schedule/shift.
 - (1) Log entries will be made of all inventories/counts and each time items are removed or added to the inventory.
 - (2) When sharps containers are disposed of, it will be noted in the tool log. (4-4378M)
 - b. Laundry and hobby shop supervisors will secure and maintain a perpetual inventory on sewing machine needles and any other supplies that are sharp.
 - (1) Log entries will be made of all inventories/counts and each time items are removed or added to the inventory.

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- (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.
- c. A monthly report will be forwarded to the tool control officer, reflecting any changes..
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 must be turned in and must equal the original measurements.

D. Issuance of Tools

When tools are issued, the person issuing the tool out will indicate the date, tool description, tool number, class of tool, staff/offender issuing the tool, staff/offender signature checking tool out, time check out, time checked in, staff signature verifying accountability for the tool checked back in.

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 must ensure the tools are used only for the designated purpose. Offenders using Class A tools will be under the direct supervision of an employee. All tools will be accounted for after each work assignment and before the offender(s) are released from the job site.
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. 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) must be approved in advance in writing by the chief of security or the facility/district head or designee. When approved, the chief of security or designee will provide detailed information on how the tool is to be stored and accounted for. A notation will be made in the log book of the special issuance.

E. Lost Tools

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 or security who will provide a verbal report to the facility/district/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.

F. Outside Contractor Tools

All tools brought into a facility by outside contractors will be controlled in accordance with Section I. A. item 1. of this procedure and [OP-150202](#) entitled "Facility Construction Security Standards." Prior to their use, all tools must be approved, in writing, by the chief of security. Contractors will provide the central control officer with a daily inventory of all tools being brought into the facility for each project. Contractors will account for their tools, at a minimum, on a daily basis.

IV. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-120801 entitled "Property Inventory Control"

OP-150202 entitled "Facility Construction Security Standards"

V. Action

The facility head is responsible for developing local procedures.

The appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

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

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This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040107 entitled "Tool Control Standards" dated April 22, 2014

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