

DATE:	DECEMBER 4, 2015
NUMBER:	I.37
SUBJECT:	FACILITY TOOL CONTROL
RELATED SECTIONS:	M.35 , K.4

PURPOSE:

To provide a means of secure storage and safe use of tools and equipment within a detention facility.

POLICY:

All tools and equipment, which could be potential weapons or means of security breaches, will be securely stored and/or accounted for at all times. An inventory of such items will be maintained and reviewed each time a tool is checked out.

PROCEDURE

Each facility will have a secure area where small hand tools such as pliers, screwdrivers, bolt cutters, etc., can be stored when not in use.

- I. These items will be inventoried so it will be readily noticeable when one or more items have been removed. All such items will be checked out when needed, and checked in when no longer in use.
- II. The administrative sergeant or designee will be responsible for control and inventory of the tools.