

Tool Control, Inventory, and Work Control

212.1 INVENTORY AND ACCOUNTABILITY

Staff members will maintain an accurate and complete inventory of all tools (maintenance engineers), kitchen utensils (civilian cooks), and similar instruments within the facility. Staff will not have contact with inmates while in possession of tools. All staff will assist in the control and accountability of these items in order to maintain security and enhance safety of inmates and staff. It shall be the assigned staff member's responsibility to account for all tools or similar implements assigned to specific work areas. Assigned staff will be responsible to insure that tools are checked against the inventory list. Under no circumstances will any tool or similar implement be left unattended in a security area. Assigned staff will make at least a daily check of assigned items. In all cases these items will be checked and inventoried prior to leaving the facility.

212.2 WORK CONTROL

When maintenance is being performed in any area of the facility, the following shall apply:

- Tools should not be hand carried.
- Tools are not to be left on the work cart top.
- All tools shall be accounted for when the work is completed.
- Tools are to be carried inside the work cart whenever possible.
- Only the minimum number of tools needed will be taken to the maintenance location.

212.2.1 LOST TOOLS

Facility personnel will immediately notify the Watch Commander when any item has been lost or is missing. The Watch Commander will notify Central Control and initiate a search of the area where the

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item was lost. The Watch Commander may initiate a "lock down status" until the item is found. The Watch Commander shall insure that a jail incident report is made on all missing or lost items. A copy of this report will be forwarded to the Facility Manager.

212.3 OUTSIDE MAINTENANCE

Persons not employed by the facility, but called to work inside the security area, will enter via the lobby sally port after obtaining the appropriate visitor's pass. Heavy equipment may enter through the vehicle or kitchen sally port as needed.

A maintenance person working in the kitchen area may enter through the kitchen sally port, as authorized by the Watch Commander. All outside workers will be escorted by a custody staff member while working in non-housing areas and by a Correctional Deputy when in the housing areas. The outside worker may be left unattended in a secure work area at the discretion of Administration or Watch Commander. When work is performed in an area directly accessible by inmates, such as the kitchen, a Correctional Deputy shall be assigned until the job has been completed. The outside worker will be required to carefully check their tools upon entry and exit. Should any item be missing, appropriate searches will be instituted by the Watch Commander, together with the reporting process outlined for staff members.