



North Carolina Department of Public Safety Prisons

Policy Summary Sheet

Tool Control

Chapter : F

Section : .2700

Current Review Date: August 14, 2018
Reviewed By: Prisons Security Accountability Section
Next Review Due: August 14, 2019

Current Revision Date: August 14, 2018
Supersedes Revision Dated: February 1, 2006

Current Revision Summary (if applicable):

The following change(s) are effective:

All changes are highlighted.

General Changes: Division of Prisons is changed to “Prisons” throughout the policy. The term “inmate” has been changed to “offender” throughout the policy. The “Department of Correction” has been changed to “Department of Public Safety.”

Minor grammatical and spelling corrections made.

Specific Changes:

.2701 General

Page 1 Added language to clarify control and accountability for all tools including off site locations such as Enterprise or Community College programs supervised by Prisons. Standardized tool issue logs for employees and offenders are Attachments A and B.

.2702 Responsibility

Page 1 Added language to clarify levels of responsibility, “ (a) Facilities will not develop an independent Tool Control Policy. This policy will serve as the facility policy. All facilities will implement standard operating procedures (SOP’s) that mirror the policy standards within Chapter F .2700. Exception to this standard is the Inmate Construction Program (ICP). ICP will have a tool control policy that is reviewed and approved by the Facility Head where construction is being

performed. For matters of disagreement of tool control procedures between the Facility Head and ICP Manager, the Deputy Director of Operations will be consulted and render a final decision.” Also added “tool control standard operating procedures will be audited... by Region Director and “tool control audit review will be separate and apart of any and all other audits.” (b) Removed “the facility assistant superintendent or...” so that it is clear the Facility Head will be responsible for enforcing tool control practices within the facility. (c) Language added to clarify backup tool control officers are designated by the Facility Head. Prior to assuming tool control officer duties, staff must be properly trained and approved by the Region Office.

Page 2 (e) Added language “The facility will maintain a written master inventory of their area including locations for all tools by area as well as a master perpetual inventory of all tools and sub-inventories in shop areas where there are numerous tools. Also added language (f) The Facility Head is responsible for training facility staff on tool control procedures on an annual basis. Added (g) which states, “The facility head shall ensure that excessive tools, equipment and supplies are not maintained within the confines of the facility.

.2703 Procedures

Page 2 (a) Storage of tools (1) added the word “control.” In (2) removed “institution” and (6) added language stipulating, “In the event a tool is broken or lost, the corresponding area on the shadow board or place of storage must have a note that reflects the current status of that tool until it is located or replaced.”

Page 3 (b) (1) Added “(M) Hammers” and “(N) Heavy Duty Shears or Scissors” to list of Class A tools.

Pages 3-4 Added (O) through (R) providing specific directions for secure storage of certain items:

(P) In areas of the institution where pallet jacks are present, they should be shadowed and secured with a chain as well as be documented as part of the posted inventory.

(Q) The authorization for a ladder (any device with greater than four (4) steps) to be stored within the confines of the secure perimeter of a facility will be given by the Facility Head in the form of a memorandum. The ladder must be stored under a double lock system (behind a locked door, inside a room or caged area, with a padlock) and shadowed when not in use.

(R) Metal cutting torches will be stored and secured in such a manner that cutting heads are kept separate from the fuel source and fuel tanks are secured by a chain with a padlock.

(S) At medium and close custody facilities, hoses, electrical extension

cords, straps, chains, cables, and other similar items shall be securely stored under lock and key when not in use and maintained on the tool inventory to include length of each item and total number of each kind of item possessed by the facility.

Page 5 (d) (1) added language “The section head of each major department, to include maintenance, healthcare, food service, education, etc., will be designated as the tool control officer and will be responsible for developing a written master inventory of their areas, including locations of all tools and will also be responsible for procedural implementation.” In (3) and (4) “assistant superintendent for custody and operations” has been removed. (4) The word “should” changed to “will.” (5) Added language “Tool control officers shall document all approved tool(s) or instrument(s) on the facility inventory log prior to the item being placed in use.” In (6) “including sharps” was added as an inventoried item. (8) added language to clarify reports would be submitted to the facility head or designee, removing “assistant superintendent for custody and operations.” In (e) Control and Issue (1) language added “usage of tools” and “All staff who routinely use tools will verify, by signature, that they have read and understand the division and facility tool control policy.” The standardized employee or offender checkout logs are noted (Attachments A and B).

Page 6 (A) added language to clarify “Offenders will not issue Class A tools with the exception being the Inmate Construction Program (ICP) and offenders must be under the direct supervision of staff when using Class A tools.” (5) was added stating, “Policy and procedure for the storage, cleaning and security of all treatment instruments, including sharps, will be implemented and followed by the designated medical and dental staff in their assigned areas. Medical staff will be responsible for the general tool control regulations, guidelines and monitoring while keeping their sharps log fully and accurately completed. Dental staff will ensure an accurate inventory of all dental tools after an offender is treated and prior to the offender leaving the instrument area.”

Page 7 in (6) additional language was added “(to include any off-site locations) who have been approved the use of knives...” (7) was added to provide clarity regarding contractors stating “All contractors working inside the institution will receive written instructions outlining their responsibilities regarding tool control and contraband control.” (8) was added to provide clarity on search procedures stating, “Each facility will have strict search procedures in place at all exit locations where offenders come in contact with tools that will incorporate an appropriate combination of pat and strip searches and the use of metal detectors sufficient enough to detect any effort for the unauthorized removal of tools or other contraband.”

Page 7(e) (9) Added language to policy stating “Maintenance and tool control areas at facilities must be designed and structured in such a manner that they can quickly respond to a call for immediate lockdown and securing of these areas during a disturbance.”

Page 7 (g) Missing Tools had language removed stating, “The officer in charge facility head or designee may order a full investigation if the situation warrants.”

.2704 Other Requirements

Page 8 (b) has a noted exception being “ladders.” (d) (1) language added to policy stating, “will be conducted and this audit should be submitted to the tool control officer and the facility head or designee in the form of a monthly tool report.” (2) noted formal audits at six month intervals by the facility tool control officer with documentation.

Karen R. Pardue

Interim Division Policy Coordinator

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Date