

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/01/2006	NUMBER 04.04.120
	SUBJECT TOOL CONTROL	
SUPERSEDES 04.04.120 (03/05/90)		AUTHORITY MCL 791.203; Administrative Rule 791.2205
ACA STANDARDS 4-4196; 4-4378; 4-4421		PAGE 1 OF 5

POLICY STATEMENT:

Critical and dangerous tools shall be used, accounted for, secured, and stored as set forth in this policy.

RELATED POLICIES:

04.04.100 Custody, Security and Safety Systems

POLICY:

GENERAL INFORMATION

- A. This policy directive only applies to Correctional Facilities Administration (CFA); however, in Field Operations Administration (FOA), Technical Rule Violation Center (TRV) supervisors shall ensure procedures are in place at their respective facilities which provide special controls and accountability for tools and other items which may pose a threat to the custody and security of the facility if accessed by prisoners or parolees, including all flammable, combustible, corrosive and toxic materials.
- B. For purposes of this policy, “prisoner” includes probationers in the Special Alternative Incarceration Program (SAI).
- C. For purposes of this policy, “tool” means only critical and dangerous tools as identified in this policy. Attachment A identifies all critical tools; Attachment B identifies all dangerous tools.
- D. A prisoner may have access to a critical tool only while under direct and continuous staff observation except that a prisoner in SAI or in Level I who is on a public works, gatepass, or facility maintenance assignment may have access to a critical tool under at least frequent, randomly intermittent staff observation while on that assignment, as determined by the Warden and approved by the Regional Prison Administrator and as set forth in PD 03.02.121 “Public Works/Gate Pass Assignments”.
- E. A prisoner may have access to a dangerous tool only while under at least frequent, randomly intermittent staff observation.
- F. Attachment C identifies other items which, although not tools, need to be strictly controlled by staff to guard against unauthorized access by prisoners. Wardens may identify additional items requiring such control within their institutions. Wardens shall ensure procedures are established to provide accountability for all items on Attachment C as well as any additional items needing to be strictly controlled within their respective institutions.
- G. Employees and prisoners shall have access to only those tools which are required to perform their work or other assignment responsibilities. A prisoner in possession of a critical or dangerous tool, or an item identified on Attachment C, without staff authorization shall be charged with misconduct consistent with PD 03.03.105 “Prisoner Discipline”.
- H. Tools, tool boxes, and equipment of contract workers performing services inside an institution shall be inventoried and inspected prior to entry into and exit from the institution. Staff designated to escort

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workers within the facility shall ensure tools are controlled with proper security and safety procedures and work activities are confined to authorized areas.

- I. Employees may not bring personal tools into an institution without prior approval of the Warden or designee.

TOOL CONTROL OFFICERS

- J. Each Warden shall designate at least one Tool Control Officer at his/her institution, who shall be responsible for coordinating enforcement of tool control policy and procedure for that institution. The Regional Prison Administrator (RPA) for Region III also shall designate Tool Control Officers as determined necessary by the RPA to be responsible for areas within the Jackson Complex that are under the RPA's supervision.

TOOL MANAGEMENT

Tool Storage Areas

- K. Each Tool Control Officer shall designate tool storage areas within the institution/complex for which s/he is responsible in which all tools shall be stored. The Tool Control Officer may designate separate areas for tools currently in service and for excess/surplus tools. All tool storage areas shall be physically secured against unauthorized access.
- L. In cooperation with the Tool Control Officer, each work area supervisor shall designate at least one Tool Manager for each tool storage area in his/her work area. Tool Managers shall be directly responsible to the Tool Control Officer for enforcement of tool control policy and procedure for their respective tool storage areas. In cooperation with the appropriate Tool Manager and work area supervisor, Tool Control Officers shall establish the size, type and quantity limits of tools stored in tool storage areas. The Tool Control Officer shall immediately report any tool control policy or procedure violations not adequately addressed by the Tool Manager to appropriate supervisory staff.
- M. The Tool Control Officer shall ensure that each tool storage area under his/her supervision is assigned a unique identifier (e.g., number, letter) and is organized in a manner to assist in the identification of any missing tools. All tools shall be stored within the storage area in a locked drawer or chest and/or over a shadow that is identical in size and shape to the tool. A shadow board shall be used for all board adaptable tools; shadows shall be red for critical tools and blue for dangerous tools. When a tool is permanently removed from inventory, its corresponding shadow shall be removed from the board; unused shadows shall not appear on the board. Issued tools shall be immediately returned to their assigned storage area after use.
- N. A prisoner shall be allowed access to a tool storage area only to perform necessary maintenance within the storage area (e.g., painting, mopping). The prisoner must remain under direct and continuous staff observation while in the storage area and shall be patdown searched immediately upon exit from the storage area.

Tool Inventory List

- O. The Tool Control Officer or designee shall maintain an accurate typewritten or computer generated tool inventory list for each tool storage area, which shall be posted in the applicable storage area. The list shall identify the storage area and each tool authorized to be stored in that storage area by tool number, name/description, and classification (i.e., critical or dangerous). The list shall be updated when a tool is initially assigned to or permanently removed from the storage area; however, when a tool is determined to be unserviceable, it may be replaced with an identical tool with no change in the tool inventory list.
- P. Tool inventory lists shall be reviewed and signed by the Tool Control Officer and appropriate Tool Manager. The Tool Control Officer shall retain a copy of lists for all tool storage areas within the

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institution/complex for which s/he is responsible in accordance with the Department's Retention and Disposal Schedule.

Required Tool Markings

- Q. All tools shall be color coded with paint prior to being placed in service unless the tool cannot be marked due to its size, configuration or material type; culinary and medical, including dental, tools also need not be color coded. Critical tools are to be color coded red; dangerous tools are to be color coded blue.
- R. All tools shall be assigned a unique identification number. That number, and the number of the assigned storage area, shall be etched in each tool prior to being placed in service unless the tool cannot be marked due to its size, configuration or material type; medical, including dental, tools also need not be etched.

TOOL ACCOUNTABILITY

Removal of Tools from Tool Storage Area

- S. A tool check-out system (e.g., chit; tag; logbook) shall be used to identify each tool removed or issued from its assigned storage area, the person who removed or issued the tool, and, if issued, the person to whom the tool was issued. A chit or tag shall be used to document removal or issuance of a tool displayed on a shadow board; the chit or tag shall be hung on the shadow board in place of the tool. All persons shall be positively identified prior to being issued a tool. The Tool Manager shall be notified if an issued tool is transferred to another person for use (e.g., relief officer) prior to return and shall ensure the transfer is appropriately documented. All tools are to be returned to the assigned storage area before the end of business hours, unless otherwise approved by the Tool Control Officer, Warden or designee.
- T. A Tool Turn-In Report shall be completed whenever a tool is removed from its assigned storage area for other than use at the institution/complex to which it is assigned. This includes tools removed for replacement or repair and tools loaned for use at another institution. A copy of the report shall be kept with the inventory list for the storage area from which the tool was removed until the tool is returned, replaced or removed from inventory.

Receipt of New Tools

- U. The Tool Control Officer shall review all orders for new tools to ensure the tools can be effectively controlled within the institution/complex for which s/he is responsible; this does not apply to an order for a replacement tool. The Tool Control Officer shall be notified when a new or replacement tool is received and arrangements made for delivery of the tool to appropriate staff. Upon delivery, a Tool Receiving Report (CAJ-345) shall be completed by the employee receiving the tool.

Tool Repair

- V. Tools which have been sent out for repair must be documented and otherwise accounted as determined by the Tool Control Officer, consistent with other requirements set forth in this policy.

Missing/Found Tools

- W. The Tool Manager or other appropriate staff shall immediately contact the Tool Control Officer and Control Center supervisor whenever it is determined that a tool is missing or cannot otherwise be accounted for. All prisoners who had access to the tool shall be held on location until a thorough search of each prisoner and the immediate area has been completed. The Tool Manager or other appropriate staff shall complete a Lost/Recovered Tool Report (CAJ-348) before leaving the institution. The report shall be submitted to the Tool Control Officer and, if not completed by the Tool Manager, to the Tool

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Manager. The Tool Manager shall retain a copy of the form with the inventory list for the tool's assigned storage area until the tool is recovered, replaced or removed from tool storage area inventory. The Tool Control Officer shall retain a copy of the form until the tool is recovered.

- X. Whenever a tool is found during a search, it shall be confiscated, photographed if a misconduct report is issued, and turned over to the Tool Control Officer. The Tool Control Officer shall ensure that the tool is checked against current lost/recovered tool reports and, if identified as a lost tool, that the recovery of the tool is documented on the report. The Tool Control Officer shall ensure that all serviceable recovered tools are returned to the assigned storage area; unserviceable tools shall be destroyed.

Tool Audits/Inspection

- Y. Tool Managers shall inspect all tool storage areas for which they are responsible at the end of their work shift to ensure that all tools are accounted for and in serviceable condition; a Tool Report (CAJ-346) shall be used to document the inspection. The form shall be forwarded to the appropriate work area supervisor at the end of each work week.
- Z. Work area supervisors shall conduct a monthly inspection of all tool storage areas in their work area to ensure that all tools are accounted for, an accurate inventory list is posted and that no unauthorized tools are in the storage area. Work area supervisors also shall verify that appropriate security practices are being followed. Inspection results, and verification that the tool inspections required by Paragraph Y have been completed, shall be submitted in writing to the Tool Control Officer on a monthly basis.
- AA. Each Tool Control Officer shall conduct an annual tool audit to verify the accuracy of the inventory record by comparing it to the actual tool inventory. The tool control officer also shall inspect and review all tool inventories, markings and storage security practices in the institution/complex for which s/he is responsible. The audit results shall be documented in writing and forwarded to appropriate work area supervisors and the Warden or RPA for Region III, as appropriate, or designee.

TOOLS REQUIRING SPECIAL HANDLING

Explosively Driven Tools and Ammunition

- BB. Prisoners are prohibited from having access to any explosively driven tool (for example, ramset guns) and ammunition. Such items may be used by staff only with written approval of the Warden or RPA for Region III, as appropriate, or designee. Such items are to be stored in an arsenal when not in use. Expended brass shall be returned immediately to the arsenal for disposal.

Paper Cutters

- CC. Paper cutter blades shall be permanently secured to the body of the cutter. Whenever possible, paper cutters shall be of rotary cutter design.

Electric Grinders

- DD. Electric grinders not in use shall be locked in place with power positively locked out.

Medical Instruments

- EE. Syringes and needles shall be drawn from storage only in quantities sufficient for one day's use. Health care staff on each shift shall maintain a perpetual inventory of needles and syringes by size. Used and unserviceable syringes and needles shall be immediately disposed of as approved by the Tool Control Officer.
- FF. Narcotics and other controlled substances shall be stored and inventoried in compliance with Department procedures and applicable Michigan Board of Pharmacy requirements.

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- GG. Prisoners shall not be permitted access to medical instruments, syringes, needles, stored medications, narcotics or other controlled substances except as medically prescribed.

Culinary Implements

- HH. Culinary knives, cleavers, ice picks, knife sharpeners, meat saws, hones and sharpening equipment used by food service/culinary arts staff shall be stored in a steel cabinet or in a room with cement block walls. Cabinets shall be wall anchored in a fixed, secure and easily visible location. Knives shall be consecutively numbered to facilitate inventory and shall be tethered at the work station whenever available for prisoner use.
- II. Each Food Service Director or Assistant Food Service Director, as determined by the Food Service Director, and each Culinary Arts Supervisor shall conduct at least a weekly inspection of culinary implements stored in tool storage areas in their respective work areas. This shall be conducted in lieu of the monthly inspection required in Paragraph Z but shall otherwise meet all requirements set forth in that paragraph.
- JJ. Surplus meat saw blades and knives shall be stored only in a secure location outside the food service/culinary arts area and shall be placed in service only as needed.

OPERATING PROCEDURES

- KK. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENTS

- LL. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

- MM. This policy includes the following attachments:
1. Attachment A - Critical Tools
 2. Attachment B - Dangerous Tools
 3. Attachment C – Other Items Requiring Strict Control

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ATTACHMENT A

The following are designated as critical tools:

1. Metal cutting tools, including hacksaws, metal cutting blades, chisels, files, bolt cutters, and pipe cutters.
2. Powered hand tools.
3. Drills and drill bits.
4. Portable jacks and hoists.
5. Wrenches 14" in length or longer.
6. Acetylene torches, cutting tips, gauges, torch parts, arc welders, plasma cutting equipment.
7. Grinders, emery wheels and abrasive discs.
8. Hones and sharpening stock.
9. Tubing, pipe and conduit benders.
10. Surgical instruments, hypodermic needles, syringes, and other medical and dental instruments identified by the Medical Director or designee.
11. Utility and carpet knives.
12. Knives, cleavers, ice picks, and other food service cutting and sharpening tools. However, culinary knives tools to be used by a prisoner on a food service or culinary arts assignment in a location having controlled prisoner access and in isolation from other prisoner activity are considered dangerous tools.
13. Explosively driven tools (e.g., ramset guns) and ammunition.
14. Etching tools.
15. Paper cutters.
16. Ladders nine feet in height or higher.
17. Gasoline powered lawn care and snow removal equipment without a secured fuel tank.
18. Wire cutters and other hand tools primarily designed to cut wire.
19. Axes and sledgehammers.

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ATTACHMENT B

The following are designated as dangerous tools:

1. Shovels, rakes, picks and ice spuds.
2. Hand tools readily usable or adaptable as weapons, escape equipment or to defeat locking or security systems. Examples include screwdrivers, pliers and gardening tools.
3. Gasoline powered lawn care and snow removal equipment which have secured fuel tanks.
4. Barber tools including barber scissors, hair clippers and metal combs.
5. Wrenches under 14" in length.
6. Emery cloth and sandpaper but not including emery boards used for nail care.
7. Ladders under 9' in length.
8. Culinary knives to be used by a prisoner on food service or culinary arts assignment in a specific location having controlled prisoner access and in isolation from other prisoner activity.
9. Xacto knives.

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ATTACHMENT C

OTHER ITEMS REQUIRING STRICT CONTROL

The following items need to be strictly controlled by staff to ensure limited, if any, prisoner access.

- A. Prisoners are prohibited from having access to the following items:
1. Employee, contractual employee and volunteer identification cards.
 2. Exempt policy directives and operating procedures and other restricted documents.
 3. Computer equipment (e.g., CPU, monitor, keyboard, printer, scanner) not approved for prisoner use by the Warden or designee. Copiers with scanning capabilities are addressed in no. 13 below.
 4. Facsimile (fax) machines. Copiers with fax capabilities are addressed in no. 13 below.
 5. Vehicle keys, except while a prisoner is actually working on a vehicle driving assignment.
 6. Facility keys, except those identified in writing by the Warden or designee for use by prisoners in accordance with PD 04.04.125 "Key Control", key blanks, locks, cores and pins. Keys shall be controlled consistent with PD 04.04.125.
 7. Personal protection devices, pagers, PDA's, two-way radio communication equipment, and any other communication device with wireless communication capability.
 8. Plates used to make identification cards.
 9. Public telephone books. This does not include the directory issue of the Michigan Bar Journal.
 10. Razor blades unless encased in a disposable razor which has not been tampered with.
 11. Scissors of any size which do not have a rounded tip and plastic handle, except if used as a barber tool. See Attachment B for restrictions on barber tools.
- B. Prisoners may have access to the following items only while under direct and continuous staff observation.
12. Flammable, corrosive or toxic material, including cleaning supplies. These items shall be controlled in accordance with the Department's Environmental Waste Management Plan.
 13. Copiers (including copiers with scanning or fax capabilities) and any other duplicating or printing equipment, including fluids and powders; this does not apply to typewriters. Prisoners shall not be allowed to utilize the scanning or fax capabilities of copiers.
 14. Still cameras, photographic equipment, and photo processing materials.
 15. Employee uniforms.
 16. Telephones, except those specifically designated for prisoner use.
 17. Rope, wire, and cable of any type or gauge that are 9' in length or longer. This does not include extension cords.

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ATTACHMENT C - Continued

OTHER ITEMS REQUIRING STRICT CONTROL

- C. Prisoners may have access to the following items only while under at least frequent, randomly intermittent staff observation.
18. Liquid cleaners, fluids, or other agents which cause hallucinatory effects when inhaled or ingested.
 19. Audio and video recording equipment and blank recording tapes/discs.
 20. Metal pipe and metal stock.
 21. Metal and glass containers.
 22. Electrical, masking, and fiberglass tape; medical tape unless currently valid medical detail authorizing it.
 23. Free weights and associated equipment.
 24. Prisoner property stamps and other equipment used to number prisoner property.
 25. Scissors 5½ inches in length or more, including handle, with rounded tips and plastic handles. (See number 10 above for restrictions on other scissors and Attachment B for restrictions on barber scissors.)
 26. Lawn hoses over 9' in length.
 27. Electrical cords, including extension cords, over 9' in length.
 28. Ropes over 2' but under 9' in length.

APPROVED: RMcK 04/22/11