

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 03/01/2019	NUMBER 04.04.120
	SUBJECT TOOL CONTROL	
SUPERSEDES 04.04.120 (07/01/2018)		AUTHORITY MCL 791.203; Administrative Rule 791.2205
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
- 04.04.125 Key Control

POLICY:

GENERAL INFORMATION

- A. This policy directive only applies to Correctional Facilities Administration (CFA) and the Detroit Reentry Center (DRC).
- B. For purposes of this policy, “prisoner” includes probationers in the Special Alternative Incarceration Program (SAI) and parolees and probationers at DRC.
- C. For purposes of this policy, “tool” refers only to critical and dangerous tools as identified in this policy. Attachment A identifies critical tools and Attachment B identifies dangerous tools.
- D. Any prisoner having critical tool access shall remain under direct and continuous staff observation. However, with the approval of the appropriate Assistant Deputy Director (ADD), prisoners in Level I or II on a MSI assignment or vocational training program, and probationers at SAI may have access to a critical tool under at least frequent, random intermittent staff observation.
- E. Any prisoner having access to a dangerous tool shall remain under at least frequent, random intermittent staff observation.
- F. For purposes of this policy, controlled items refers to any item not considered a tool that is in need of controls and/or accountability by staff to guard against unauthorized access and to maintain accountability and security. Attachment C identifies items classified as controlled items. 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 necessary 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 contract worker’s equipment inside a facility shall be inventoried and inspected prior to entry into and exit from the facility. When not in use, contractor tools and equipment shall be stored in a secure location designated by the Tool Control Officer and approved by the Warden. Facility escort staff 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 written approval of the Warden or designee.

TOOL CONTROL OFFICERS

- J. Each Warden shall designate at least one Tool Control Officer, Sergeant level or above, at his/her institution. The Tool Control Officer is responsible for coordinating enforcement of the tool control policy and procedure for the institution. Additionally, the Assistant Deputy Director (ADD) may designate a non-custody employee as the Tool Control Officer for the ADD's office.

TOOL MANAGEMENT

Tool Storage Areas

- K. Each Tool Control Officer shall designate those areas approved for tool storage. Excess/surplus tools shall be stored separately from tools currently in service. All tool storage areas shall be physically secured to prevent unauthorized access at all times.
- L. The Tool Control Officer shall keep a database that identifies each tool storage area by a unique identifier (e.g., name, number, letter, or combination thereof). Each Work Area Supervisor, in cooperation with the Tool Control Officer, shall designate at least one Tool Area Manager for the tool storage areas under each Tool Area Manager's supervision. Tool Area Managers shall be directly responsible to the Tool Control Officer for enforcement of tool control policy and procedure for their respective tool storage areas.
- M. All tools shall be organized in a manner which allows staff to immediately determine if any assigned tool is missing (e.g., shadow board). A shadow board shall be used for all board adaptable tools. Shadows shall be identical in size and shape as the tool and colored red for critical tools and blue for dangerous tools. When a tool is permanently removed from an inventory, its corresponding shadow shall be removed by the Tool Control Officer or designee. Issued tools shall be immediately returned to their assigned storage area after use.
- N. A prisoner may be allowed access to a tool storage area only to perform necessary maintenance within the storage area (e.g., painting, mopping). The prisoner shall remain under direct and continuous staff observation while in the storage area and shall be pat down searched immediately upon exit from the storage area.

Tool Inventory

- O. The Tool Control Officer, in cooperation with the appropriate Tool Area Manager and Work Area Supervisor, shall establish the size, type, and quantity limits of tools stored in the tool storage areas.
- P. The Tool Control Officer or designee shall maintain and distribute an accurate computer generated tool inventory for each tool storage area. The tool inventory 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, dangerous). The tool inventory 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. The unserviceable tool shall be turned into the Tool Control Officer and a Tool Turn-In Report (CAJ-347) shall be completed.
- Q. Tool inventories shall be reviewed and signed annually and updated as necessary by the Tool Control Officer and appropriate Tool Area Manager. The tool inventory shall be clearly posted in the respective tool storage area and a copy retained by the Tool Control Officer in accordance with the Department's Retention and Disposal Schedule. All changes to a tool inventory must be made in accordance with Paragraph P.

Required Tool Markings

- R. 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 do not need to be color coded. Critical tools are to be color coded red and dangerous tools are to be color coded blue. Color coding does not need to cover the entire tool but must be clearly visible and distinct.

- S. Each tool shall be assigned a unique identification number. That tool ID, and the ID 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 do not need to be etched.

TOOL ACCOUNTABILITY

Daily Inspection

- T. The Tool Area Manager or designee shall inspect all tool storage areas for which s/he is responsible for at the start and end of each 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 CAJ-346 shall not be filled out prior to the inspection being completed. The form shall be forwarded to the appropriate Work Area Supervisor at the end of each week.

Daily Issue/Return

- U. A tool check-out system (e.g., chit; tag; logbook) shall be used to identify each tool removed by identification number and description, the employee who removed or issued the tool, and, if issued, the person to whom the tool was issued. If a chit or tag is used to check out a tool, it shall be hung on the shadow board in place of the tool. All persons shall be positively identified prior to being issued a tool. If an issued tool is transferred to another person for use (e.g., relief officer) prior to return, the person receiving the tool shall immediately chit, tag, or log the tool out. 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.

Health Services

- V. Health Care staff shall ensure all tools in their area are accounted for at the beginning and end of their shift. If a non-disposable critical tool leaves the medical or dental clinic area, a log entry shall be made on the Removal and Return Non-Disposable Critical Tools Log (CHJ-688).

Tool Removal

- W. A Tool Turn-In Report (CAJ-347) shall be completed and submitted to the Tool Control Officer 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 signed 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 the inventory by the Tool Control Officer.

Receipt of New Tools

- X. 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

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

LOST/RECOVERED TOOLS AND CONTROLLED ITEMS

- Z. Whenever a tool or controlled item is determined to be missing or cannot otherwise be accounted for, staff shall immediately notify Shift Command and the appropriate Tool Area Manager. 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 Area 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, Tool Area Manager, and the Control Center. A copy of the form shall be retained with the inventory list for the tool's assigned storage area and the Control Center 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 or determined to be unrecoverable.

- AA. Whenever a missing tool or controlled item is found during a search, it shall be secured as evidence in any subsequent misconduct hearing. The Tool Control Officer shall ensure that recovered items are checked against current Lost/Recovered Tool Reports and, if identified as a lost item, that its recovery is documented on the report. The Tool Control Officer shall ensure that all serviceable recovered items are returned to the assigned storage area. Unserviceable items shall be destroyed.

Tool Audits

- BB. Each Work Area Supervisor shall conduct a monthly audit of all tool storage areas for which s/he is responsible. Audit results verifying that the tool inspections required by Paragraph T have been completed, shall be submitted in writing to the Tool Control Officer on a monthly basis.
- CC. Each Tool Control Officer or designee shall conduct an annual tool audit to verify the accuracy of the tool inventory record by comparing it to the actual tool inventory. The Tool Control Officer or designee 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 the appropriate Work Area Supervisors and the Warden or ADD, as appropriate, or designee.

TOOLS REQUIRING SPECIAL HANDLING

Explosively Driven Tools and Ammunition

- DD. 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, ADD, or designee as appropriate. 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

- EE. 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

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

Medical Instruments

- GG. 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 following medical protocol and in a manner as approved by the Tool Control Officer.
- HH. Prisoners shall not be permitted access to medical instruments, scalpels, syringes, or needles, except as medically prescribed. Prisoners allowed to self-inject medication may do so only under the direct observation of staff. The syringe shall be returned by the prisoner to staff immediately after use.

Culinary Implements

- II. Culinary knives, cleavers, ice picks, knife sharpeners, meat saws, hones and sharpening equipment shall be stored in a secure room with cement block walls or locked in a steel cabinet. Cabinets shall be wall anchored in a fixed, secure and easily visible location. Knives shall be consecutively numbered to

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/01/2019	NUMBER 04.04.120	PAGE 5 OF 5
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facilitate inventory and shall be tethered at the work station whenever available for prisoner use.

- JJ. The Administrative Manager and the Culinary Arts Supervisor shall ensure at least a weekly inspection of culinary implements stored in tool storage areas in their respective work areas is conducted. This shall be conducted in lieu of the monthly inspection required in Paragraph BB but shall otherwise meet all requirements set forth in that paragraph.

OPERATING PROCEDURES

- KK. If necessary, to implement requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- LL. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self- audit of this policy, pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

ATTACHMENTS

- MM. This policy includes the following attachments:

1. Attachment A - Critical Tools
2. Attachment B - Dangerous Tools
3. Attachment C - Controlled Items

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DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 03/01/2019	NUMBER 04.04.120A	PAGE 1 OF 1
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ATTACHMENT A

CRITICAL TOOLS

1. Glass, wire, and metal cutting tools (e.g., hacksaws, metal cutting blades, chisels, files, bolt cutters, and pipe cutters).
2. Powered hand tools, corded and cordless.
3. Drills and drill bits.
4. Portable jacks and hoists, gear pullers, and winches, including ratcheting winches.
5. Hand tools 14" in length or longer (e.g., wrenches, hammers, pry bars).
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 (e.g., sharpening stones or steels).
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. Tools utilizing replaceable blades (e.g., Utility, X-Acto, carpet knives, scrapers).
12. Knives, cleavers, ice picks, and other food service cutting and sharpening tools. However, culinary knives and tools to be used by a prisoner on a food service or culinary arts assignment, tethered to the cutting surface, and in a location having controlled prisoner access isolated from other prisoner activity are considered dangerous tools.
13. Explosively driven tools (e.g., ramset guns) and ammunition.
14. Etching, engraving, and stamping tools.
15. Paper cutters (including rotary style cutters with a blade greater than 2").
16. Ladders nine feet in height or higher.
17. Gasoline powered equipment without a secured fuel tank.
18. Axes, sickles, and sledgehammers.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 10/01/2019	NUMBER 04.04.120B	PAGE 1 OF 1
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ATTACHMENT B

DANGEROUS TOOLS

1. Shovels, rakes (excluding plastic), picks and ice scrapers.
2. Maintenance and gardening 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 equipment which have secured fuel tanks.
4. Barber tools including barber scissors, hair clippers, clipper heads, hair iron stoves, and metal combs.
5. Maintenance and gardening hand tools 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 and tools to be used by a prisoner on a food service or culinary arts assignment, tethered to the cutting surface, and in a specific location having controlled prisoner access isolated from other prisoner activity.
9. Any form of razor type blade including, but not limited to disposable razor blades and pencil sharpener blades.

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DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 10/01/2019	NUMBER 04.04.120C	PAGE 1 OF 2
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ATTACHMENT C

CONTROLLED ITEMS

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. Photo identification cards other than their Department issued offender identification card.
 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.
 4. Facsimile (fax) machines.
 5. Vehicle keys, excluding keys issued to a prisoner while on an assignment with the Warden's approval.
 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. Card blanks used to make identification cards, "Debiteck" or store cards, beverage cards, etc.
 9. Public telephone books. This does not include the directory issue of the Michigan Bar Journal.
 10. Scissors of any size that do not have a rounded tip and plastic handle, except if used as a barber tool. See Attachment B for restrictions on barber tools.
 11. Social security numbers, debit/credit/gift card numbers, and any personal identification information of another unless it is approved by the Warden or designee.
- B. Prisoners may have access to the following items only while under direct and continuous staff observation.
12. Any equipment with copying, scanning, or printing capability and related supplies.
 13. Flammable, corrosive or toxic material, including cleaning supplies. These items shall be controlled in accordance with the Department's Environmental Waste Management Plan.
 14. Still cameras, photographic equipment, and photo processing materials (i.e., camera docking/printing station) that are used for printing off photos (e.g., prisoner visiting room photos).
 15. Employee uniforms.
 16. Telephones, except those specifically designated for prisoner use.
 17. Rope, wire, and cable of any type or gauge 9' in length or longer.
- 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 that cause hallucinatory effects when inhaled or ingested.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 10/01/2019	NUMBER 04.04.120C	PAGE 2 OF 2
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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. 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).
25. Lawn hoses over 9' in length.
26. Ropes under 9' in length.
27. Rotary style paper cutters with a blade less than 2".
28. Hand-held electronic round readers.
29. Other items as identified by the Warden.

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