## J-3200 Policy:

The control and use of maintenance tools, sharp culinary utensils, health care instruments, equipment and supplies shall be strictly supervised and accounted for within the facility. (4-ALDF-2D-02 - Mandatory; 4-ALDF-2D-03 - Mandatory)

## J-3201 Discussion:

Tools and sharp utensils that can cause death or serious injury (hacksaws, welding equipment, butcher knives, barber shears, etc.) should be secured and issued in accordance with a prescribed system. Provisions should be made for checking tools and sharp utensils in and out to control their use at all times.

## J-3202 Definitions:

A. Maintenance Tools:
Tools used by maintenance or contract personnel working within the facility.

B. **Sharp Culinary Utensils:**

Any sharp utensil used in the preparation of food.

C. **Health Care Equipment:**

Any instrument or item used by health care/dental staff to complete their job functions.

**J-3203 RULES:**

A. At no time shall medical equipment, instruments, and/or supplies be accessible to offenders.

B. When using maintenance tools or sharp culinary utensils, offender workers shall be under the direct supervision of a facility staff member.

C. Staff shall visibly inspect all tools and tool carts when they enter and exit the facility. Maintenance personnel shall be held strictly accountable for all tools brought into the facility.

D. All tools and equipment maintained in the facility shall be locked in secure areas or drawers when not in use.

E. An inventory list shall be kept of all tools, utensils and equipment maintained in the facility.

F. An inventory shall be conducted of all tools, utensils and equipment at the beginning and end of each shift.

**J-3204 PROCEDURES:**

A. Maintenance tools:

1. Tools that are not in use shall be stored in locked cages, toolboxes, drawers or other secure areas.

2. Staff shall visually inspect tools before allowing work to be performed in an area.

3. Maintenance/contract staff shall only bring into the security perimeter the minimum tools necessary to perform the required work.
4. Upon completion of the required work by contract staff, staff shall conduct a visual inspection of the area to ensure no tools have been left behind.

5. A staff member shall be assigned to accompany contract staff requiring access to offender housing areas.

6. At no time shall any tools or equipment be left unsupervised in areas accessible to offenders.

7. All tools shall be returned to the designated secure area prior to the end of each shift.

8. All maintenance tools shall be logged-out before exiting the maintenance shop and logged back-in upon being returned.

9. In the event a tool is missing, misplaced or damaged, such shall be reported to the Maintenance Supervisor immediately.

B. Health care equipment and instruments: (H-0400)

1. Unused needles and syringes shall be stored in a locked container in the Health Care Section and dispensed from there as needed.

2. Inventory of needles and syringes shall be completed. Discrepancies shall be reported to the Health Care Office Manager and the on-duty supervisor.

3. All health care equipment and instruments shall be returned to the designated secure area after the completion of a medical procedure.

C. Sharp culinary utensils: (J-2300)

1. Sharp culinary utensils shall be stored in a locked secured area.

2. Any items removed from the storage box shall be logged out upon being removed and logged in upon return.