

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.1.14
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	14	Tools and Equipment Control	
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Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.14 dated 12/21/09 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to maintain in a safe and secure manner, all tools, culinary, and medical equipment necessary for facility operations.

II. RESPONSIBILITIES

All Division of Corrections staff, contractors, and volunteers are responsible for adhering to the following procedures.

III. DEFINITIONS

Culinary Equipment: Those tools used in the preparation of food.

Designee: A person to whom authority is delegated to by a person of higher authority to act in place of that higher authority. The position responsibility specific to the delegating authority also applies to the designee.

Equipment: Any instrument or tool that can be weaponized (i.e., Shaving equipment, Paper puncher, Lawn mower, Broom stick, plunger, Toilet brush, etc.)

Medical and Dental Instrument/Equipment: Any equipment or instrument used by Corrections Medical staff in the course of their duties.

Shadow Board: A board or cabinet with painted shadows of varying tools, designated for tool/culinary equipment storage to ensure missing tools are immediately noticeable.

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Tools: Any instrument or device used by staff, contracted workers, volunteers, or inmates working within the facility or facility grounds for maintenance, food service or health care.

Tool Control Officer: A designated staff person responsible for facility tool inventory, marking, storage, accountability, and use.

“Weaponized:” The conversion of any tool or equipment, either in whole or in part, to a weapon instrument.

IV. PROCEDURES

A. General Information

1. Only the Commissioner of Corrections or designee can approve all facility tool/equipment orders and deliveries.
2. The Chief of Security in coordination with the Superintendent, will appoint a tool control officer who collaborates with the Maintenance Supervisor to ensure tool inventory, accountability, and use;
3. All Divisional staff and contracted staff have the duty to control the use of tools and equipment, and will ensure proper inventory, accountability, and use.
4. The facility Healthcare Administrator has the duty to control and ensure the inventory of medical and dental instruments, equipment and supplies such as syringes, needles, and other sharps and safeguards them against theft, loss, and damage.
5. Inmates are prohibited from possessing or using a tool or equipment unless it is required to complete a task and according to procedures set forth in this policy.
6. Inmates using tool or equipment for work will be stripped-searched by custody staff before leaving the work area and upon return to assigned Housing Unit. (See Policy #3.1.11: Inmate Searches).
7. On questionable situations concerning tools, the Chief of Security will be contacted immediately for instructions and clarifications.
8. The disposition of medical equipment, culinary equipment, and bio-hazardous materials will be the responsibility of the Medical Supervisor, the Food Service Manager, and Work Program Supervisors respectively.
9. Any failure to follow facility tool/equipment control procedures constitutes a serious security breach and may result in disciplinary action, or termination of job contract agreement.

B. Facility Tool/Equipment Management

1. The Chief of Security will consult with the Detention Center Superintendent of Administration and will require the Maintenance Supervisor, through a memorandum, to submit to the Chief of Security a master list of all the tools and equipment owned and acquired by the Division and currently in use or in stock; and provides subsequent up-dated list as new tools or equipment is acquired or discarded.
2. The Tool Control Officer will:
 - a. Maintain a master list of all facility tools and equipment furnished by the Maintenance Supervisor; and up-dates the lists as tools are acquired or retired.
 - b. Oversee the tool control program operation;
 - c. Coordinate with the Maintenance Supervisor and if necessary, include at least one custody staff, to classify each facility tools for proper accountability;
 - d. Require all employees including support staff to maintain accountability and control of each tool in their specific work areas.

C. Tool/Equipment Procurement, Delivery and Receipt

1. To ensure proper accountability and safety, no tool and/or equipment will be procured or delivered in any Divisional facility without prior knowledge of the Chief of Security/designee.
2. All tools and equipment procured or delivered to the facility must be marked for delivery to the Chief of Security/designee
3. The Chief of security/designee will receive and inspect all tools from any source in accordance with policy #1.2.13: Receiving and Documenting Deliveries.
4. A designated staff member receiving the tool and/or equipment will prepare a receiving report identifying the items received. The designated staff will forward a copy of the report to the Maintenance Supervisor of the affected facility, and the original copy will be forwarded to the Chief of Security of the affected facility who forwards a copy to the Tool Control Officer.
5. The report will be filed or entered into a data base by the Chief of Security / designee and the Tool Control Officer, and destroyed when the tool is eliminated from the inventory.

D. Tool/Equipment Identification System

1. The Tool Control Officer will coordinate with the Maintenance Supervisor to mark new tools/equipment for inventory prior to issue.
2. The Chief of Security/designee will assign identification symbols.
3. Each tool/equipment must have a unique individual identification symbol assigned especially for that tool.
4. The Chief of Security/designee and the Maintenance Supervisor will ensure that each tool is marked with the assigned identification symbol engraved or stamped on it for easy identification.
5. Tools and equipment meant for MSI or CJC shall so be engraved for easy identification.
6. Tools and/or equipment that cannot be engraved or marked without damaging it must be inventoried and kept in a locked storage or cabinet by the Maintenance Supervisor, when not in use. The key to the locked cabinet shall be passed unto the relieving shift for access if needed.

E. Tool/Equipment Classification

1. All Divisional tools/equipment will be classified in accordance with the following categories:
 - a. Class- A “Restricted” Tool/Equipment: This class of tools presents inherent safety and security risks and may be used as weapons, effect an escape, or compromise security. This category of tools/equipment will be maintained on a separate shadow board (if adaptable) from other classes of tools and equipment and stored in a locked room or locked storage cabinet.
 - b. Class- A tools/equipment will be used by staff, or by inmates under constant and direct staff supervision and requires that staff person remain in the immediate area, directly observing inmate movement and tool / equipment use, and ensuring tools are not lost, damaged, or used for other than intended purposes. Example of Class-A tools are:
 - (1) Diamond-point Drills
 - (2) Screw Drivers/Spanner
 - (3) Tubing, pie and conduit benders

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- (4) Hack saw blades
 - (5) Bolt cutters
 - (6) Cutting torches
 - (7) Electric/non-Electric drills,
 - (8) Portable grinder
 - (9) Files
 - (10) Any other tool as may be determined by the Chief of Security.
2. Class- B “Hazardous” Tools/equipment: This category of tools require alteration to present a significant safety and security risk but are deemed to be of a lesser risk than Class A tools. Supervision of inmates’ use of this category will require that staff remain in the general area and observing inmate location and tool use intermittently and on at least 10 to 15 minute intervals. Some examples of Class-B tools/equipment included such items as:
- a. Shaving/haircutting equipment
 - b. Oven accessories,
 - c. Mop heads,
 - d. Mop handles,
 - e. Any kitchen utensil that can be fashioned or altered into a weapon.
3. Class-C “Non-hazardous” Tools/Equipment: This category of tools/equipment, without alteration is reasonably considered to pose a minimal safety and security risks. Inmates’ use of this category of tools/equipment requires staff supervision of inmates by remaining in the general area and observing inmate location and tool/equipment use on an intermittent basis. The majority of inmate activities are performed independent of staff direction and observation. Examples of Class-C tools are:
- a. Sweeping Broom,
 - b. Dust pan
 - c. Shovel
 - d. Lawn Mows

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- e. Vacuum Cleaners,
- f. Mop bucket
- g. Buffing machine, etc.

F. Tool/Equipment Quota Designation

1. The Chief of Security and the Maintenance Supervisor will:
 - a. Establish the number of tools/equipment to be stored in each tool/equipment storage area in the facility,
 - b. Regularly evaluate tool numbers and quotas to eliminate any excess tools and equipment,
 - c. Transfer any tool/equipment in the work area not used on a consistent basis to the Maintenance Supervisor, for storage in a safe and secure area.

G. Establishment of Tool/Equipment Inventory List

1. The Tool Control Officer will:
 - a. Utilize the tool/equipment master list to form a master inventory list encompassing of facility tools and equipment, and their locations, (See Procedure E of this policy).
 - b. Retain the original copy, and forwards a copy to the Chief of Security and the Maintenance Supervisor respectively.
 - c. Prepare a sub-area inventory list of tools for each area in which tools are stored and/or used.
 - d. Retain all sub-area inventory lists and send copies of the completed sets of sub-area inventory lists to the Chief of Security, and the Maintenance Supervisor.
 - e. Send the respective sub-area inventory lists to the supervisor of the areas where the tools are located.
 - f. Update the sub-area inventory lists and send the up-dated lists to the supervisors of the areas affected as well as to the Chief of Security and the Maintenance Supervisor.
2. Upon receipt of the sub-area inventory list, the supervisor of the areas where the tools/equipment is stored will:

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- a. Verify the sub-area inventory content. If no discrepancy is found, sign and retain the list. If there is discrepancy, returns the list to the Tool Control Officer for corrections.
- b. Ensure lists are updated as information becomes available

H. Inventory of Tools/Equipment

1. The supervisor of each area or work location will:
 - a. conduct a complete inspection and inventory of all tools and equipment assigned, and their locations on a daily basis to ensure accountability.
 - b. At any change of shift, both relieving employees and the employees being relieved, will inventory these tools/equipment together,
 - c. Identify and document any worn, broken, or obsolete tools/equipment.
 - d. Make a notation at the end of each day on the inventory log whether all tools/equipment are accounted for.
 - e. Sign the log and file it away in a Tool/Equipment Log Binder.
 - f. Notify the Tool Control Officer in writing of any circumstances affecting the tool/equipment inventory.
 - g. Upon request, make available the Tool/Equipment Log Binder to the Tool Control Officer, for auditing purposes.

I. Tool/Equipment Audit

1. The Tool Control Officer will conduct a monthly tool/equipment audit by:
 - a. Reconciling the master inventory list with the areas inventory lists,
 - b. Visually verify and account for the presence or location of all tools and equipment appearing on the sub-area inventory list in each area where tools/equipment are assigned and stored against the master inventory list.
 - c. Provide signed and dated monthly copies of the audit to the Chief of Security and Maintenance Supervisor on a quarterly basis
2. The Tool Control Officer will make a notation of the circumstances affecting tools/equipment as reported, file the information, and forwards a copy of the

notification to the Chief of Security and the Maintenance Supervisor for other actions.

J. Tool/Equipment Storage

1. The use of tool shadow boards will be in accordance with the following requirements:
 - a. All tools so adaptable will be hung on a shadow board.
 - b. Tools not adaptable to a shadow board will be stored in locked drawers, cabinets, or chests, or room with lock.
 - c. Only one tool will be displayed on shadow board identical in size and shape to that tool.
2. Shadow boards will have shadow colors according to tool class, as follows:
 - a. Class-A tools will be stored over a red shadow
 - b. Class –B tools will be stored over a yellow shadow
 - c. Class –C tools will be stored over a black shadow
3. Depending on facility design Class –A tools “Restricted” will be stored inside a locked, shadowed tool crib located inside a secure room or enclosed in a heavy wire covering which can be locked in place and may be separated from Class-B and Class-C tools by a secure door or cabinet.

K. Tool/Equipment Issuance and Usage

1. Each supervisor of the area where tools/equipment are stored and used must establish a permanent Log Book for tool/equipment issuance/usage.
2. When a tool is issued for use from the shadow board, the person to whom the tool was issued will replace the tool with a key tag/I.D. This will identify who is using the tool and who is responsible for security and safe usage of the tool.
3. Any person checking tool/equipment out or the supervisor issuing the tool / equipment to the person will also indicate in the log book, the time and date checked out and returned and, sign their legible signature in the permanent Tool/Equipment Issue Log. Employees will be disciplined for signing or permitting to sign ineligible signature in the Tool/Equipment Issue Log.

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4. Class –A tools and equipment are issued only by employees or vendor. Those employees/vendors to whom Class-A tools/equipment are issued to, are accountable for them. Staff may permit inmates to use the tool or equipment. Inmates using the Class-A tools/equipment will be under direct staff supervision as defined in section D, item #1 of this Procedure.

5. Tools will be returned to the shadow board immediately after use.

L. Replacement of Worn, Unserviceable or Broken Tool/Equipment

1. When a request to replace a worn out, unserviceable or broken tool/equipment is made by a supervisor of area where tools/equipment are stored, no inventory change will be made for the exchange.
2. The replacement tool/equipment will be numbered the same as the replaced item.
3. All worn, unserviceable or broken tool/equipment will be returned to the Maintenance Supervisor/designee who disposes of it in accordance with established procedure.

M. Kitchen/Food Service Tools and Equipment

1. The Food Service Contractor/Manager will maintain a master list of its tools and equipment that can be “weaponized” and will classify its food service tools and equipment in accordance with Procedure D of this policy. The master list will be made available to the Detention Center Superintendent/designee.
2. The Food Service Contractor/Manager will furnish a Shadow Board and will store appropriate kitchen tools/equipment on the shadow board in a secure room, with an inventory

list maintained with the tools at all times. Tool/equipment storage, issuance and usage will be in accordance with Procedure I and J of this policy.
3. All class –A “restricted” tools and equipment will be marked with the food service identification symbol. Items that can be weaponized will be numbered individually to facilitate inventory. The Food Service Contractor/Manager may consult with the Chief of Security/Maintenance Supervisor to ensure proper identification symbol and marking.
4. The Food Service Manager will create a log system that will be used for tool/equipment issue.
5. Excess equipment and other Class-A tools will be kept in secure room or storage under the supervision of the kitchen Supervisor, and issued as required.

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6. When an inmate is issued a tool/equipment, the Kitchen Supervisor records the Supervisor's name, the item, inmate's name, housing unit, date and time of issue, in the Kitchen Log Book. When the tool/equipment is returned, the time of return and the name of the staff person receiving the tool are recorded in the Log Book.
7. The Food Service Contractor must notify the Correctional Officer assigned to the Kitchen any time Class-A and certain Class-B tools/equipment is issued to an inmate and the name of the inmate to whom the tool/equipment is issued. The Correctional Officer will record the information in the Daily Activity Log maintained by the Kitchen Officer.
8. Both the Correctional Officer and the Food Service Supervisor must ensure that all Class-A tools/equipment, and Class-B tools/equipment that pose a security risk, used in the kitchen are accounted for after each work assignment and before inmates are released from the job site.
9. All other tools/equipment must be accounted for any time work operations are stopped and inmates leave the work area.
10. The arriving and departing contracting kitchen employees must, on a daily basis, sign the tool/equipment inventory sheets or log to verify tool/equipment accountability. Signed inventory sheets or log will be retained on file for 30 days.
11. Missing tool/equipment will be reported promptly and in accordance with the procedural guidelines in Sec. Q of this policy.

N. Control of Medical Tools/Equipment

The facility Health Service Administrator will ensure that the ordering and receiving of all medical instruments, controlled medications, needles and syringes will be done through procedures that ensure none of these items enter the facility without proper inventory and physical control.

O. Inventory of Medical Tools/Equipment

1. The contracted medical service provider will ensure an accurate, daily inventory of medical tools/equipment is maintained at all times.
2. The Health Service Administrator will issue an incident report to the Chief of Security any time an instrument that can be weaponized or which may pose a safety and/or security risk is missing.
3. The Health Service Administrator is responsible for, and will maintain used needles and syringes in secure interim storage and dispose them off-site in accordance with the methods approved by local health authorities.

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4. The Health Service Administrator is responsible for, and will store, dispense, and inventory narcotics and other controlled substances, equipment and tools in accordance with state regulations.

P. Private Non-Facility Maintenance/Contractor's Tools and Equipment

1. When the Division approves a non-facility Maintenance Contractor to perform repairs in the facility, the Divisional Maintenance Supervisor notifies the contractor to come with tool/equipment inventory list for submission to the Shift Commander / designee prior to the tools being taken into the security area or work site.
2. Upon the arrival of a non-facility maintenance contractor the Lobby Officer notifies the Shift Commander and requests for a staff escort officer or a maintenance staff person to meet the contractor in the lobby area.
3. The staff Escort Officer or Maintenance Staff person will:
 - a. Request a copy of the inventory of all tools/equipment being brought into the facility by the contractor,
 - b. Visually inspect and take inventory of all tools, tool boxes, and related equipment prior to admittance into the security area of the facility,
 - c. Escort the contractor to the work area and directly supervise the contractor at all times until work is completed. In some instances another designated staff member may directly supervise the contractor.
 - d. Inspects the work site upon completion of the job to ensure no tool / equipment is left behind,
 - e. Re-inspect and reconcile the inventory before contractor leaves facility,
 - f. Sign and date the inventory list and ensure the sheet is filed with the Shift Commander.
5. The shift Commander will retain the sheets for 30 days after which it may be disposed.

Q. Maintenance and Repairs inside the Housing Units

1. Prior to entering the inmate Housing Unit/Dormitory or cell unit to make repairs, the staff maintenance person or private contractor must first declare the number of tools/equipment being taken into the Unit to the Floor Supervisor and the Housing Unit/Dormitory Officer regardless of whether the escorting person has previously

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- taken inventory of the tools. It is incumbent upon the Floor Supervisor/Housing Unit Officer to implement this provision.
2. The Floor Supervisor or designee will visually inspect the tools/equipment and documents the number of tools being taken into the repair area in the floor Daily Activity Log/IJMS.
 3. It shall be the responsibility of the Housing Unit/Dormitory Officer to ensure that all inmates are directed away from the work area, and if necessary, inmates in the area will be placed on a lockdown until the job is completed.
 4. The maintenance personnel/contractors must ensure that they take into the Housing/Cell/ Dormitory Housing Unit only the tools necessary to complete the intended maintenance repair.
 5. Custody staff will remain with the maintenance person, or maintain visual surveillance until repair work is completed
 6. Upon completion of the repair, the Housing Unit Officer will ensure that all tools/equipment taken into the unit were brought out and the number checked against the number entered in the log book, before the repair person leaves the area.
 7. The Correctional Officer will report any missing tool/equipment immediately to the Area supervisor and prepare an Incident Report. (See Policy #3.1.10: Incident Reporting).

R. Lost or Misplaced Tools/Equipment

1. Any Divisional facility's tool/equipment noted as lost or misplaced will be reported immediately by telephone to the Chief of Security and/or Shift Commander and then followed by a written report submitted to the Chief of Security/designee and, a copy of the same report forwarded to the Tool Control Officer and the Maintenance Supervisor by the reporting staff person.
2. A written report describing the tool/equipment and the circumstances of loss must be submitted prior to end of tour of duty. The report will be retained by the Chief of Security and the Tool Control Officer for five years or until the missing item is found.
3. A missing tool/equipment will not be removed from the master tool/equipment inventory list by the Tool Control Officer and the Maintenance Supervisor until three months after tool is reported missing and has not been found. The Maintenance Supervisor will update the Chief of Security and the Tool Control Officer when the removal is made.

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4. Replacement tool/equipment will be assigned a new number with the inventory adjusted accordingly.
5. When any class of tool/equipment is lost or reported missing or misplaced, any inmate who had access to the tool/equipment or who was at, or near the, location where the item is missing from, will be detained at that location until a strip search of the inmate(s) and a thorough search of the area has been made. (See Policy # 3.1.11: Inmate Searches).
6. If the tool/equipment is not recovered, the Chief of Security/designee will order a thorough shakedown of a designated area of the facility to locate the missing item. (See policy # 3.1.11: Inmate Searches; 3.1.12: Control of Contraband).
7. The Chief of Security, the Maintenance Supervisor and the Tool Control Officer will maintain a file listing all tools/equipment reported lost or missing.
8. All contraband tools/equipment confiscated during a search or shakedown will be forwarded to the Chief of Security by the Shift Commander. The Chief of Security will check the tool/equipment against the missing tool/equipment file. In the absence of the Chief of Security, the Tool Control Officer or the Maintenance Supervisor will check the tool/equipment against the missing tool file.
9. If the tool/equipment has been identified and is serviceable, the Chief of Security forwards it to the Maintenance Supervisor who forwards it to the work area supervisor where the tool was originally issued. If the tool has already been replaced, the found tools/equipment will be placed in the secure storage by the Maintenance Supervisor; if unserviceable, the item will be disposed in accordance with the guidelines stipulated in Procedure R of this policy.

S. Disposal of Tool/Equipment

1. The Chief of Security will be responsible for the initial coordination and disposition of surplus tools/equipment, including tools/equipment that is obsolete, broken, or otherwise unusable.
2. The Chief of Security will prepare and maintain documentation of all tools/equipment dispositions, with a copy furnished to the Commissioner of Corrections/designee, and the Tool Control Officer. The Chief of Security will also forward the tools/equipment and a copy of the disposition list to the Business Office Supervisor.
3. The Office Business Supervisor/designee will follow the appropriate procedures set out in Policy # 1.2.7: Fix Asset Accounting to ensure that disposition is in accordance with City of St. Louis Fixed Asset Management (F.A.M.S.) policy and procedures.

S. Policy Audit

The Commissioner of Corrections/designee will authorize an annual audit of this policy to ensure policy compliance.