

## 3-06/090.00 Security of Tools

Each Custody facility shall develop security procedures identifying responsibility for the issuance and collection of all tools and secured utensils, so that they may not be used by an inmate to effect an escape, or to use as a weapon.

All tools assigned to a facility, such as gardening, mechanical, culinary, etc. shall be safeguarded, securely stored, marked for identification, and accounted for, at a minimum, once on each shift. A shadow board may be implemented to facilitate visual control of all tools assigned to an area.

An inmate shall not use tools without proper supervision and control by custodial staff.

An inmate shall not retain any tools after his task is completed. Any member becoming aware of an unauthorized inmate's possession or access to tools shall immediately secure the tools, and report the incident to his immediate supervisor.

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