

3-06-060 Tool Security and Tracking

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining tool security and to identify those responsible for the issuance and retrieval of tools and secured utensils.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The utility officer, maintenance officer, and ranger 5 are responsible for confirming the presence of all tools (e.g. shovels, hoes, and picks) listed on the tool inventory lists at the beginning of each shift.

Any officer/deputy issuing tools from the tool inventory shall sign out each tool using the provided checkout list. Inmates issued tools shall not use tools without proper supervision by custody personnel. Before leaving the facility at their end of shift, the officer/deputy issuing the tools shall retrieve and sign in the tools that he/she issued.

Any officers/deputies issuing tools, other than the positions mentioned above, shall notify the watch sergeant of the reason for the issuance of tools.

The maintenance officer shall be responsible for conducting a tool control inventory audit every six months. The inventory audit shall be approved and maintained by the maintenance/special projects supervising line deputy. Any tools added to the existing inventory shall have the approval of the unit commander.

The watch sergeant and watch commander shall be notified immediately when any tools are identified as missing/unaccounted for. At their discretion, the facility may be placed on a modified or full lockdown.
