

## 3-07-002 Tool Security



### PURPOSE OF ORDER:

This order establishes procedures regarding tool security and accountability.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

### ORDER:

Every technician, including Facility Services Bureau (FSB) personnel, is required to keep a Tool Accountability Log on their tool cart. Each technician is responsible for inventorying their tools before and after each work assignment, ensuring every tool is accounted for. For all outside vendors (non-FSB personnel) the Tool Accountability Log shall be reviewed by Logistics. If Logistics is closed, Main Control shall review the Log prior to entering the Main Control gates and after exiting to ensure accountability of tools. Tool carts are subject to search by custodial staff.

The watch commander shall conduct random audits of the FSB and Logistics tool carts. All audits shall be entered in the Watch Commander's Log.

Employees other than Logistics personnel shall not bring in any tools without prior approval from the watch

commander.

**Revision Date 12/18/23**

**Revision Date 03/13/19**

**Revision Date 01/20/16**

