

## **5-35/000.02 Security of Maintenance Tools**

### **PURPOSE OF ORDER:**

The purpose of this order is to ensure tool security at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC.

### **ORDER:**

Per the Custody Division Manual (CDM) Section 3-06/090/00 Security of Tools the issuance and collection of tools must be maintained to ensure maximum security of each custody facility. Accounting for tools ensures inmates do not effect an escape or use them as weapons.

Tools shall be securely stored and marked for identification. Once each shift, tools must also be accounted for.

Inmates shall not use tools without proper supervision by custody personnel.

Inmates shall not retain any tools after their task are completed. Any personnel becoming aware of an inmate's unauthorized possession or access to tools shall immediately secure the tools, and report the incident to their immediate supervisor.

Every maintenance employee shall be required to maintain a tool inventory log on their tool cart. The maintenance employee shall be responsible for accounting for their tools at the start and end of each shift. Any discrepancies shall be immediately reported to the watch commander. Tool carts are subject to search and/or inventory by custody personnel at any time.

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