



*State of North Carolina*  
*Department of Correction*  
*Division of Prisons*

Chapter: F  
Section: .2700  
Title: **Tool Control**  
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***POLICY & PROCEDURES***

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**.2701 GENERAL**

The control and accountability of tools within a correctional facility is a critical component of the facility's security plan. Tool control procedures are necessary for all facilities within the Division of Prisons. Tool control procedures should establish effective measures to ensure control and accountability for all tools, instruments of a culinary or medical nature, and other hazardous devices that are stored or used within the correctional facility. The following procedures establish minimum standards in the development of individual facility plans for the storage, issue, receipt, disposal and accountability of tools and instruments.

**.2702 RESPONSIBILITY**

- (a) The Facility Head will be responsible for developing and implementing a facility tool control procedure consistent with this policy. Facility procedures must be reviewed annually to assure compliance with current policy of the Division of Prisons.
- (b) The facility assistant superintendent or the assistant superintendent for custody and operations should be responsible for enforcing tool control practices within the facility. Tool control procedures should require a system of audits and inspections completed by this staff position.
- (c) The Facility Head will designate a tool control officer who will coordinate tool inventories, methods of tool identification, location of tool storage, security of tools, and assist other key facility staff with effective tool control practices.
- (d) Maintenance staff, Health Care staff, Food Service staff, Education staff, and other staff who use tools will be responsible for the implementation of the authorized facility tool control procedures in their respective areas.
- (e) The Facility Head is responsible for ensuring the control and accountability of all tools within the correctional facility. This is not limited to tools assigned to Division of Prison employees but includes tools assigned to Region Maintenance staff, Enterprise staff, Central Engineering staff, Vocational School staff, private contractors and others that bring in tools as part of their work.

**.2703 PROCEDURES**

- (a) Storage of Tools

- (1) Each facility should provide for storage and utilization of tools in a safe, secure, and efficient manner.
  - (2) Where possible, tools should be stored on shadow boards to provide a quick inventory and identification of missing items.
  - (3) Tool Storage Rooms should be secured by lock and key and not be accessible to inmates without staff supervision.
  - (4) A shadow board system should differentiate between categories of tools by color coding.
  - (5) When multiple tools are on one area of a shadow board, the board should designate the appropriate number representing full inventory of tools.
  - (6) If a tool is removed from the inventory, the corresponding shadow area should immediately be removed from the shadow board.
  - (7) Tools that cannot be adapted to the boards should be stored in a locked cabinet with a posted inventory.
  - (8) Employees are prohibited from entering the secure confines of the correctional facility with a pocket knife of any length or type in their possession. The only exception will be for maintenance employees who may have a facility issues pocket knife as part of their inventory of tools. Maintenance employees are not authorized to have a person pocket knife in the possession within the secure confines of the correctional facility.
- (b) Classification of Tools. While it may be difficult to classify every specific tool used in the facility, all tools should be categorized by classification as hazardous or non-hazardous. The classification scheme for tools will vary by facility depending upon the security level of the facility. A general guide for classifications is as follows:
- (1) Hazardous. Hazardous or Class A tools are tools that can be used by inmates either in effecting an escape or causing death or serious injury to staff or other inmates. These tools generally include but are not limited to the following:
    - (A) Ladders
    - (B) Jacks
    - (C) Hacksaw Blades
    - (D) Pipe Wrenches
    - (E) Knives
    - (F) Metal Cutting Equipment
    - (G) Wire Cutters

- (H) Files
  - (I) Cutting Torch and Cutting Tips
  - (J) Pipe Cutters and Bolt Cutters
  - (K) Axes/Emery Wheels and Drill Bits
  - (L) Portable Grinders or Similar Machines
  - (M) Other tools, such as scissors, should be examined considering the security classification of the facility. Judgment should be applied to ensure that no tool is overlooked in this category. If in doubt, place the tool in this category.
- (2) Non-Hazardous. Non-hazardous tools will be considered as Class B tools and will be subject to less restriction than Class A tools. Tools in this category normally do not pose a direct threat to the security of the facility but do require accountability and control.
- (c) Tool Identification
- (1) A system for marking tools to identify the origination location should be established at each facility.
  - (2) The marking system should be done through stamping, etching, or color to coding to make the tool immediately identifiable.
  - (3) The following list of codes will be used in identifying departments where tools are assigned:
    - A - Armory**
    - B - Barber Shop/Cosmetology**
    - D - Dental**
    - E - Enterprise**
    - F - Food Service**
    - H - Health/Medical**
    - M - Maintenance**
    - V - Vocational**
- Additional codes may be adopted by the Facility Head within the facility.
- (d) Tool Inventory. All tools assigned within the facility must be inventoried. In addition, tools not assigned to the facility such as those possessed by Region Maintenance staff, Central Engineering staff, Enterprise, private contractors, or others, are also subject to the

following inventory and approval rules.

- (1) Department Heads for areas assigned tools are responsible for developing a written master inventory of their area including locations for all tools.
  - (2) Where using shadow boards or storage cabinets, each cabinet or board will have a separate inventory for respective tools.
  - (3) A copy of the tool inventory will be distributed to the tool control officer and the assistant superintendent for operations.
  - (4) The facility assistant superintendent or the assistant superintendent for custody and operations should maintain a master list of tools assigned to the facility.
  - (5) As tool changes are made, responsible staff must submit appropriate adjustments to the tool control inventory.
  - (6) All Class A tools must be inventoried daily at the end of the work shift by the supervisor having custodial responsibility for the tools. The inventory should be documented and forwarded to the tool control officer.
  - (7) All Class B tools must be inventoried weekly by the supervisor having responsibility for the tools. The inventory will be documented and forwarded to the tool control officer.
  - (8) A monthly report of tools should be submitted to the tool control officer and the assistant superintendent.
- (e) Control and Issue.
- (1) All tools must be closely supervised and monitored. Tools are to be checked in and out on a check-out log.
    - (A) Class A tools pose an imminent threat to the facility and must be used under the supervision of an appropriate employee. When not in use, Class A tools shall be securely stored. Where feasible, this should be outside the secure perimeter of the facility. Ladders must be stored outside the secure perimeter of the facility unless there is specific approval of the Facility Head. This decision may not be delegated to a lower authority. If the Facility Head approves for a ladder to be stored inside the confines of the secure perimeter then the ladder must be stored under a double lock system when the ladder is not in use. Double locking would, for example, mean that the tools would be locked behind a door and then locked inside a room or caged area with a padlock. Any inmate using a Class A tool must be under direct supervision.
    - (B) Class B tools should be used under the supervision of an appropriate employee. Class B tools may be stored within the secure perimeter in a secure location.

- (2) Department heads and work supervisors are responsible for the issue and control tools assigned to their area of responsibility.
  - (3) Tool issue or tools loaned from one section of a facility to another shall be documented daily.
  - (4) Excess tools in a shop or work area should be kept to an absolute minimum to enhance tool accountability.
  - (5) Dental staff should account for all dental tools after an inmate is treated and prior to the inmate leaving the treatment area.
  - (6) All prison facilities will tether all kitchen knives to work table when in use. Each facility enacting this procedure will establish written procedures for ensuring accountability, safety and sanitation of the knives and leashes.
- (f) Disposition of Tools.
- (1) Tools broken or worn beyond use will require proper disposal.
  - (2) Upon disposal, responsible staff must document and make adjustments to the inventory and advise other accountable staff.
  - (3) Annual evaluations should occur to identify tools infrequently used or no longer needed with consideration given to moving these tools to an area outside the perimeter of the institution.
  - (4) Disposition of tools covered in .2700, Equipment Control of the Department of Correction fiscal policies shall be made in accordance with the provisions of that policy.
- (g) Missing Tools.
- (1) Missing tools are to be reported immediately by the responsible staff person to the tool control officer, the assistant superintendent, and the officer in charge of that facility. Tools determined to be lost will require a written report. The officer in charge may order a full investigation if the situation warrants.
  - (2) For Class A tools an Incident Report will follow verbal notification with the report identifying the missing items and the circumstances of the incident.
  - (3) If it can be determined that a tool was lost in a specific area within a recent time period, all inmates in the area should be held and not released until a complete search of the area and individuals has been done. Reasonable efforts will be required to recover missing tools.
  - (4) The tool control officer will assure that missing tools are noted on the tool inventory.
  - (5) Recovered tools shall be immediately reported and presented to the officer in

