

POLICY AND PROCEDURES

NUMBER: 827

SUBJECT: Tool Control

ACA STANDARDS: 4-ALDF-2D-02, 03

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/01/86 REVISION DATE: 9/97, 7/00,
10/01, 7/05, 10/05, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall establish a control system to provide for the secure storage, accountability and inventory of all tools.

II. RESPONSIBILITIES

The St. Louis County department of Justice Services', Department of Public Works' and the Department of Health's staff are responsible for the following procedures.

III. DEFINITIONS

Culinary Tools: Those tools used in the preparation of food.

Tools: Any instrument or device used by staff working within the facility for maintenance, food service, armory, warehouse, Intake Service Center or health care.

Shadow Box: A shallow enclosed case usually with a plexi-glass front in which something is set for protection and display.

Silhouette: An outline of a tool that is solidly colored in.

IV. PROCEDURES

A. General Information

1. All tools and equipment shall be locked in cabinets, drawers or storage rooms when not in use.
2. Each section shall maintain a current inventory of all tools and equipment in their designated storage areas.
3. If there is a discrepancy in an inventory the staff member or his/her supervisor will immediately inform the Watch Commander of the types of tools missing and the areas that the staff member had the tools in the secure perimeter of the jail.
4. Inmates will not be allowed to possess or use a tool unless it is required to complete a task and is under direct staff supervision.
5. After completion of work details, inmates will be frisked by Custody staff before leaving the area.
6. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

- B. In the daily operations, accountability for tool control will rest with six (6) individuals who will be referred to in this policy and procedures as the “Tool Coordinator” and who will each have responsibility for certain category of tools:

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

- For tools in the warehouse: the *Superintendent of Fiscal and Human Services*

- For tools used in the kitchen: the Food Services Manager

- For tools used in the Intake Service Center: the Intake Service Center Manager

- For tools used by Corrections Medicine: the Corrections Medicine Manager

- For tools used by the Public Works staff: the Facility Maintenance Manager

Regarding tools used in particular functions, each Tool Coordinator will be responsible for the following:

1. Armory Tools

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

2. Warehouse Tools

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

3. Food Service

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

k. Upon completion of work in the kitchen for the day, a cook and corrections Officer will conduct a tour of the area. This tour will be conducted to ensure all tasks have been completed per the Closing checklist form. (See Attachment #2)

NOTE: The Cook will sign the closing Checklist form verifying the successful completion of the tour. The Corrections officer will initial the Closing Checklist on the appropriate lines verifying the items were secure.

l. If a utensil or tool is broken or in need of repair, a written report shall be submitted to the Food Services Manager/designee requesting repair or replacement.

m. If there is a discrepancy in the inventory the Cook or his/her supervisor will immediately inform the Watch Commander of the types of tools missing.

4. Intake Service Center (ISC) Breathalyzer Tools

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

b. Anytime a tool from the ISC Breathalyzer tool box is used or removed from the tool box, the tool will be placed on the ISC Breathalyzer Tool Sign In/Out Log in the tool box. Upon the return of the tool to the tool box, the tool will be signed in on the log.

c. The ISC Shift Supervisor/designee will conduct an inventory of the tools in the ISC Breathalyzer tool box, when the tool box is taken into the secure perimeter. The tool box will be inventoried again when the box is returned to the Riot Gear Room. The inventory will be documented on an ISC Breathalyzer Tool Inventory Sheet. The documentation will be maintained by the ISC Shift Supervisor/designee.

d. The ISC shift Supervisor/designee will immediately report any discrepancies to the Watch Commander.

5. Department of Health

a. All medical/dental tools will be kept in a locked cabinet, cart or closet, except when in use.

b. All rooms and carts with medical/dental tools will have a current inventory list of tools in all rooms and carts.

c. The Corrections Medicine Manager will ensure a member of the Corrections Medicine staff conducts an ongoing inventory. This inventory will be documented and maintained by the Corrections Medicine Manager/designee.

d. Syringes/needles and other sharps will be stored in locked room and in a locked cabinet in the room. There will be an ongoing inventory for all syringes/needles and sharps in the cabinet.

e. When syringes/needles and sharps are removed from the closet to other rooms and carts there will be an inventory on the cart or in the room. This inventory will keep track of the number of syringes/needles that are on-hand on the cart or in the room, as well as, the number of items used. The Corrections Medicine Manager/designee will maintain this inventory.

f. The Corrections Medicine staff or his/her supervisor will immediately report any discrepancies to the Watch Commander, as well as, informing the Watch Commander of the areas that the Corrections Medicine staff member visited in the secure perimeter of the jail.

6. Department of Public Works

a. While conducting repairs within the secure perimeter all Public Works' staff shall carry all tools in a locked tool cart. Public Works' staff are responsible for remaining in possession of tools they are using at all times.

NOTE: No tools will be left on top of the tool cart unless it is secured to the cart, such as a vice.

b. Public Works' staff will have a current inventory list of tools in their tool cart.

c. Inmates shall be locked down in cells away from the immediate working area of private contractors or Public Works staff.

d. When Public Works' staff assigned to the Justice Center enters the secure perimeter from the ninth floor, that staff member will secure his/her cart in a pipe chase on the floor he/she will be working. The Public Works staff will remove the tools needed for the job and take those tools to the Justice Services staff, who will perform an inventory of those tools. Lieutenants/Unit Control Officers will conduct the inventory on the housing unit floors and Intake Service Center (ISC) Security Officers will check in the ISC area. These staff will also check the inventory of the tool cart upon the departure of the Public Works' staff. Inventory folders are located at each area in the secure perimeter. Justice Services' staff will complete and sign the inventory upon completion. Completed inventories will be maintained by the supervisor (Unit Manager, etc.) of the area.

NOTE: If a pipe chase is not available, Justice Services' staff will ensure the cart is placed in a locked area away from inmates.

e. When Public Works' staff are not assigned to the Justice Center or private contractors (Public Works' staff from the Justice Center will escort private contractors) enter the building, they will be directed to the entrance of the secure perimeter on the third floor near Master Control. A Master Control Officer/Movement Officer will conduct the check of tools entering the facility. The appropriate inventory forms will be available in each area. Justice Services' staff will complete the inventory and sign the form indicating the checks were completed. An inventory will also be completed upon the departure of the tools by the Master Control/Movement Officers.

f. Public Works' staff shall remain with private contractors at all times. Custody staff assigned to that post will maintain visual surveillance until repair work is completed.

g. Custody staff shall ensure that private contractors or Public Works' staff do not leave tools unattended and unsecured when not in use. Justice Services' staff will place the inspection for tools in the Floor Activity Log.

h. Custody staff shall ensure that private contractors or Public Works' staff remove all tools and equipment when work is completed.

i. Custody staff will ensure that the area is inspected for contraband before allowing access to inmates.

j. A quarterly inventory will be performed with a Public Works' supervisor to ensure inventories match the tools on the cart.

k. Inventories will be maintained by the supervisor/designee for the Department of Public Works.

l. If there is a discrepancy in the daily inventory and the Public Work' staff member has had his/her tools in the secure perimeter of the Justice Center on that day, that Public Works' staff member or his/her supervisor will immediately inform the Watch Commander of the types of tools missing and the areas that the Public Works' staff member visited in the secure perimeter of the jail.

C. Lost or Missing Tools

1. In the event a tool is found to be missing, the Watch Commander or highest ranking authority shall be notified immediately.
2. The Watch Commander or highest ranking authority shall initiate a search and lockdown of the immediate area.
3. Staff responsible for reporting the missing tool shall complete and submit an Incident Report including the results of the search to the Watch Commander.
4. A copy of the report shall be forwarded to the *Superintendent of Security* and the Tool Coordinator of that area, by the Watch Commander.
5. A copy of the Incident Report will be maintained by the Tool Coordinator and the Watch Commander until the tool is found or until it has been removed from the inventory (after three (3) months).
6. Tools identified as the missing tools will be returned to the Tool Coordinator of the assigned area in which they were reported missing. Any other tools found during a search will be forwarded to the *Superintendent of Security*. The *Superintendent of Security* and the Tool Coordinator of that assigned area will decide whether the tool will be returned to the designated location.
7. In the event a tool is not recovered, the Watch Commander shall initiate a search of the facility. (See Policy #812 Facility Shakedown)

NOTE: All contraband tools confiscated during a search or shakedown will be checked against lost tool reports.

- [8. The *Superintendent of Security* will inform the *Director* of any tools missing and the results of the search.]

D. Returning/Removal of Tools

1. When a County issued tool is determined to be in need of service, the Tool Coordinator will adjust the inventory and indicate that the tool is out for servicing/repair. When a tool is serviced/repared and returned to the Tool Coordinator, the tool will be added back to the inventory and the date it was returned.

2. When a county issued tool is determined to be removed from a tool box due to breakage or if it is no longer needed, the Tool Coordinator will adjust the inventory to indicate when the tool was removed.
3. If a tool is added to a tool box, the Tool Coordinator will adjust the inventory to indicate when the tool was added.
4. When a tool costing \$500.00 or more is to be discarded, the Accountant *Manager* will be informed of the situation. The Accountant *Manager* will be given the name of the item, the County Tag number and the location of the item prior to the item being discarded.