

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 310.00**

**DATE: 01 June 2022**

**SUBJECT: TOOL CONTROL**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To ensure the safe and secure operation of each facility by providing appropriate guidelines for the control, use and accountability of tools within the facility.

**REFERENCE:**

None.

**RESPONSIBILITY:**

Superintendents, and work unit supervisors or directors as appropriate, shall be responsible for enacting Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject, including DOC Policy Directive 310.00, dated 01 June 2008; RJA Policy 9011, dated 01 October 2015; and DJS Policy 309.00, dated 01 January 2018.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation (DCR) and any work units that have inmate/resident workers. This Policy is available for general distribution.

**DEFINITIONS:**

**Class A Tools:** Hazardous tools that can be used in effecting an escape or causing death or serious injury.

**Class B Tools:** Non-hazardous tools; all other tools that are not covered by Class A tools.

**Shadow Board:** A secured board or box used to show the outline or space for a specific tool, implement, or piece of equipment.

**POLICY:**

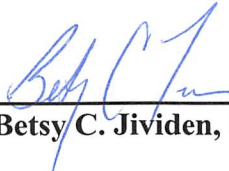
- I. All tools, culinary, medical/dental instruments, and other utensils that can cause serious injury and/or death (e.g., hacksaws, welding equipment, butcher knives, barber shears, syringes, needles, and other sharps, etc.) shall be controlled through the use of written inventories, secure storage, and a prescribed system for the issuance and return.
  - A. Storage shall be in locked drawers, cabinets, secure boxes, or designated secure storage rooms. Shadow boards will be used when feasible with only one (1) tool displayed on each hook or catch.
  - B. No tools are to be left unsecured and/or unattended at any time.
  - C. Tools will be permanently marked with a unique area ID and sequential number for identification purposes. Very small or fragile tools may be exempt from marking.
  - D. Inmates/residents may only utilize Class A tools with direct staff supervision.
  - E. Any time a tool or piece of equipment is unable to be located or accounted for, the Shift Commander will be notified immediately and take appropriate action.
  - F. Each facility will have procedures for the replacement and disposal of unserviceable tools and equipment.
- II. Superintendents will designate a Correctional Officer III (Corporal) as the facility Tool Control Officer. Work units with inmate/resident workers assigned shall designate an appropriate employee as a Tool Control Officer. Department heads or supervisors in each major department or area of the facility or work unit may assist with tool control procedures in their assigned areas. Duties include, but are not limited to:
  - A. Establishing and maintaining a master tool inventory;
  - B. Ensuring all tools are permanently marked for identification purposes;
  - C. Monitoring the security of tools;
  - D. Maintaining a current copy of the tool inventory in cooperation with the department head or work area supervisor; and
  - E. Conducting a weekly physical inventory of all facility tools.
- III. Any contractor, vendor, repair/maintenance worker or other person authorized to bring tools or equipment into the facility shall adhere to the following procedures.

- A. A written inventory verifying each item prior to it entering the facility and again upon exit from the facility to ensure that all items are accounted for and removed.
- B. An employee shall escort any person bringing tools or equipment into and out of the facility.
- C. Any person bringing tools or equipment into the facility will be under employee supervision.

**ATTACHMENT(S):**

None.

APPROVED SIGNATURE: \_\_\_\_\_



Betsy C. Jividen, Commissioner

5-18-22  
Date