 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>		<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">309.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">4</p>
<p><u>CHAPTER:</u> Institutional Operations</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA 3-JDF-3A-23/24/25</p>		
<p><u>SUBJECT:</u> Tool Control</p>			
<p><u>DATE:</u> January 1, 2018</p>			

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services that facility tools are managed and controlled to ensure accountability and prevent misuse. All staff shall ensure that tools are used for the purpose intended and that users (including residents) are instructed in the proper use of the tool. Staff shall provide supervision when residents utilize tools.

CANCELLATION

This policy has been revised and supersedes Policy 309.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

DEFINITIONS

1. **Equipment:** The particular items needed for a unique purpose including supplies, furnishings, apparatus, etc. Equipment refers to items which would not normally be used to facilitate bodily harm or escape.
2. **Shadow Board** – A secured board or box used to show the outline or space for a specific tool, implement or piece of equipment.
3. **Tool:** Any implement used as a means of performing or facilitating mechanical operations, such as a hammer, wrench, pencil, etc.; the cutting or machining part of a lathe, planer, drill, or similar machine. Tools are items that may be used to facilitate bodily harm or escape.
4. **Work Area:** Any area within the grounds of a facility or other worksite where tools are stored or used and where staff are present in the course of their employment.
5. **Work Area Supervisor:** A person with operational control over a work area.

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PROCEDURE

1. Tool Control Officer. The Facility Superintendent/Director will designate a staff member as Tool Control Officer. Duties include, but are not limited to:
 - a. establishing and auditing a Master Tool inventory,
 - b. marking tools for identification purposes,
 - c. monitoring the security of tools,
 - d. maintaining a current copy of the tool inventory in cooperation with the work area supervisor,
 - e. maintaining all reports and audits related to tool control and providing such documentation for audits/inspections upon request,
 - f. conducting a monthly physical inventory of all facility tools,
 - g. receiving all tools obtained in the facility prior to use and/or placement in the inventory,
 - h. completing a New Tool/Replacement Log (Attachment #1) for each work area where received tools are to be assigned and maintaining a copy of the report in the tool control file,
 - i. forwarding the report to the designated work area supervisor for filing,
 - j. permanently marking each tool with a unique work area ID and sequential number, (very small or fragile tools may be exempt from marking),

Example: K for *Kitchen* and a sequential number – such as 001 = K-001
 - k. removing unneeded or excessive tools from shadow boards and remove them from the inventory for that work area, securing the tools in a safe and secure manner prior to disposal or reassignment,
 - l. verifying the perpetual inventory for disposable tools at the end of each month for accuracy, and
 - m. filing and maintaining Daily Tool Logs.

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2. Work Area Supervisor - Duties will include, but are not limited to:

- a. transferring tools that are in excess of daily needs to the Tool Control Officer,
- b. submitting a Weekly Tool Report (Attachment #2) to the Tool Control Officer at the end of each week,
- c. securely storing tools within the assigned work area,
- d. allowing only designated facility staff will have access to tool areas,
- e. ensuring that residents with tools are directly supervised and not given access to tool storage areas unless part of an approved training program,
- f. accounting for and properly discarding all tools that are considered disposable, such as hacksaw blades, drill bits, etc. through the Tool Control Officer,
- g. ensuring that tools are checked out via a Daily Tool Issuance Log (Attachment #3), and
- h. ensuring a tool inventory for non-restricted tools is performed at the beginning and end of his or her duties.

3. Tool Storage

- a. Tools stored in a vehicle are to be kept secured at all times.
- b. All maintenance tools, including cutting utensils, will be displayed on shadow boards, if feasible. Only one tool will be displayed on each hook or catch. The shadow boards will be enclosed in a secure case or in a secure room/cage. Each facility will create a shadow board inventory form that will be placed in or near each shadow board.
- c. Maintenance tools not feasible for display on shadow boards will be stored in locked drawers, cabinets, or chests within a designated tool room. Each cabinet or chest will have its own inventory sheet.
- d. Any educational or vocational program that uses tools or cutting utensils will follow the above-listed procedures for shadow board storage and display.
- e. All tools purchased by the facility or introduced into the facility must go through the Tool Control Officer prior to being utilized. When a new tool is received, the Tool Control Officer will ensure proper marking of the tool, fill out the New Tool/ Replacement Log (Attachment #1) and add it to the tool inventory.

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4. Lost and/or Damaged Tools

- a. Each staff member is responsible for an immediate verbal report any lost or missing tool to the shift supervisor who will immediately report it to the Facility Superintendent/Director. The Tool Control Officer as well as the Work Area Supervisor will also be notified. The staff member who discovered that the tool was lost or missing will complete an Incident Report in OIS. The Facility Superintendent/Director or designee will decide the actions to be taken at that time.
- b. Once staff become aware of a missing tool, all efforts will be made to locate the tool including a search of the work area, all residents in the area, trash receptacles, and adjacent locations.
- c. Should the missing tool be located, it will be forwarded to the Tool Control Officer for positive identification and a record check to see if the tool has already been replaced. Once a tool has been recovered, an Incident Report will be completed in OIS stating the item has been located.
- d. When a tool is determined to be unserviceable, the work area supervisor may request a replacement. Tool replacement will be made through the Tool Control Officer. The Tool Control Officer will take steps to properly dispose of the unserviceable tool.

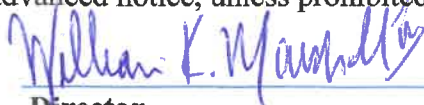
5. Equipment


- a. Medical equipment, vocational equipment, recreational tools and janitorial equipment will be kept in an orderly secure storage when not in use.
 - b. The Work Area Supervisor for these areas will be required to file a Weekly Tool Report (Attachment #2) with the Tool Control Officer.
 - c. The Tool Control Officer will be required to account for these tools on a monthly basis as well as all other tools and equipment.
6. Each facility will have an operational policy and procedural plan in place to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:


Director


Date

New Tool/Replacement Log

Tool Control Number	Description of Tool	Storage Placement	New Tool or Replacement	IR# (when applicable)	Date
			<input type="checkbox"/> New tool <input type="checkbox"/> Replacement		
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Weekly Tool Report

1. Work Area: _____

2. Date Submitted: _____

3. Date Completed: _____

4. Work Area Supervisor: _____

5. Tool inventory was completed and the following data was obtained.

a. All tools for the work area are present and in good repair.

b. The following tools are out for repair.

c. The following tools are present, but in disrepair and need to be replaced.

Signature of Work Area Supervisor

Note: Work Area Supervisor must maintain a file copy.

cc: Tool Control Officer

Tool Control
Policy #309.00
January 1, 2018
Attachment #2

