


Idaho Department of Correction  	<b>Standard          Operating          Procedure</b>	Title: <b>Tool Control</b>		Page: 1 of 25
		Control Number: <b>509.02.01.001</b>	Version: <b>3.0</b>	Adopted: 02-09-1999

**Brent Reinke, director, approved this document on 06/17/2014.**

Open to the public:  **No**

Redacted version available:  **Yes**

### SCOPE

This standard operating procedure applies to all staff members and contract employees working in or visiting a correctional facility or CRC. (A correctional facility and a CRC will be referred to as a 'facility' or unless specifically applying to just a prison or CRC.)

### Revision History

Revision date (06/17/2014) version 3.0: Revised facility code table on page 14 to add ISCC as number 10, add revision history section, move scope to first page, update header, and approval authority.

### BOARD OF CORRECTION IDAPA RULE NUMBER

None

### POLICY CONTROL NUMBER 509

Maintaining Institutional Inventory List

### DEFINITIONS

**Close Supervision:** Supervision of an inmate or inmates where supervising staff intermittently and frequently provides direct supervision. (A tower officer could provide close supervision to an inmate as long as the officer's view goes unobstructed.)

**Direct Supervision:** Supervision of an inmate or inmates where supervising staff are present in the same area as the inmate or inmates being supervised such as when a supervisor in a dayroom, schoolroom, or shop area is not separated from the inmate workers by a glass, wall, or other partition. (If the supervisor leaves the dayroom, schoolroom, or shop area, he is no longer in direct supervision, even if he is still in the same building. Also, direct supervision cannot be conducted from a tower or by securing an inmate worker in a cell or room while the supervisor attends to other things.)

**Minimum Custody and CRC Facilities Adjacent to Higher Custody Level Facilities:** Includes locations such as South Boise Women's Correctional Center (SBWCC); South Idaho Correctional Institution (SICI); South Idaho Correctional Institution Community Work

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Center (SICI-CRC); Pocatello Women's Correctional Center (PWCC), Unit 1; and Idaho Correctional Institution-Orofino (ICIO), Givens Hall.

**Secondary Security Measures:** Security measures that include physical barriers, isolation strategies, controlled access points, and other practices that provide a security barrier between inmate workers and the general population (e.g., separation from the general population by security fence, accounting for all tools before inmates leave the work area to return to general population, and searching inmates before they are close enough to the secured perimeter to throw or otherwise introduce a tool to general population).

**Tools:** Any device, aid, instrument, implement, utensil, appliance, or gadget used in the performance of work.

**Work Supervisor:** Any staff member, contractor, or volunteer assigned to supervise inmates working at a facility.

## PURPOSE

The purpose of this standard operating procedure (SOP) is to establish procedures and standards for the control and use of tools within correctional facilities and community work centers (CRCs).

## RESPONSIBILITY

### **Facility Heads**

Facility heads are responsible for:

- Developing a field memorandum in compliance with the standards set forth in this SOP
- Identifying a person (or persons) to serve as facility tool control officer(s)
- Designating a secure location to maintain the tool inventory file (in medium and close custody facilities, a primary consideration in selecting the location is the ability to secure it from inmate access during an emergency.)
- Establishing a receiving area where new, broken, and excess tools are received. (At medium and close custody facilities, and facilities adjacent to such facilities, this tool storage bin must be constructed of heavy gauge steel, equipped with a security-locking device, secured from inmate access during an emergency, and not accessible to inmates without staff supervision. Access to the bin must be limited to the designated tool control officer and a designated deputy warden (or second-in-command)
- Creating and following an action plan to correct any exceptions found in the annual security audit related to this SOP

### **The Chief of the Prisons Division and the Chief of the Education, Treatment, and Reentry Division**

The chiefs of the Prisons Division **and** of the Education, Treatment, and Reentry Division (or designees) are responsible for ensuring that annual security audits of facilities are conducted.

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## GENERAL REQUIREMENTS

### 1. Overview

In construction and maintenance trades, efficiency is vital to a successful business. In the correctional field, while efficiency remains important, security and safety are the primary considerations. This often requires a mental shift for new staff members (or contractors) who have not worked in a correctional environment.

Tool control in facilities is designed to prevent the use of tools in escape attempts, the manufacture of weapons, and/or from being used as weapons. Tool control procedures provide accountability for tools within a facility and improve the appearance of areas that have tools. In addition, tool control procedures help ensure that tools are in good repair for the job at hand, teach proper work habits and responsibilities to inmates assigned to work areas, and provide efficient management of State of Idaho resources.

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## 2. Tool Inventories

Tool security begins with an accurate inventory. Work unit supervisors, tool control officers, and facility heads must ensure that tool caches are limited to the tools necessary for the job. Upon the completion of an accurate master tool inventory, the facility head must review the inventory. When the facility head is satisfied with the amount and type of tools in each work area, the storage locations, and the accuracy of the master tool inventory, he can approve the inventory. When the facility head signs the master tool inventory, it becomes the facility's inventory of approved tools. To add new types of tools or to increase the number of existing tools requires the approval of the facility head, or designee, (cannot be a lower rank than second-in-command).

The tool control officer maintains all tool inventories in an electronic inventory system that the chief of the Prisons Division (or designee) has approved. All tool inventories must be maintained in hardcopy form **and** saved as a backup on a separate electronic media such as a CD-ROM or USB flash drive. Access to the electronic inventory system will be limited to the tool control officer (and person[s] the facility head designates). The tool control officer(s), or designees, are the only people authorized to modify a tool inventory. Handwritten changes are not permitted.

**Note:** Individuals, who are responsible for the control or use of tools such as work area supervisors, maintenance workers, mechanical services supervisors, correctional industry employees, food service staff, plumbers, hobby craft officers, etc., cannot change nor have access to the electronic inventory system.

### ***Master Tool Inventory***

The master tool inventory is a complete inventory of every tool at the facility. It provides an accurate account of every tool and its location and establishes the list of tools approved by the facility head.

The master tool inventory contains the following information:

Work Unit	Storage Unit	Tool #	Amount	Tool Description	Class	Last Audit	Comments
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### ***Work Unit Inventory***

Each work unit will have a work unit inventory. Examples of work units are: correctional industries (CI) shops, maintenance shops, medical and housing units, administration, motor pool, and hobby craft. Work unit inventories will list every tool assigned to the work unit.

### ***Storage Unit Inventory***

Each storage unit (e.g., tool shadow board, cabinet, and toolbox) will have its own storage unit inventory.

### ***Tool Inventory File***

Tool control officers must maintain a tool inventory file that includes current hardcopies of the master tool, work unit, and storage unit inventories. (Not required for small facilities where a single inventory is sufficient.) In addition to the current inventories, the tool inventory file will also include the following:

- Current lost tool information reports (see section 17)
- Current found tool information reports (see section 18)

- Purchase orders (invoices), receipts, etc.
- Previous two (2) years of the master tool inventory (only the year-end [December] inventories are required)
- Requests for inventory additions or deletions
- All other documents related to tool control (e.g., all completed forms identified in this SOP)

### 3. Purchasing Tools

Tools must be purchased in accordance with this SOP **and** directives 114.03.03.007, *Purchasing and Contracting*, and 114.03.03.021, *Purchasing Card*.

**Table 3-1: Purchasing Replacement Tools**

Functional Roles and Responsibilities	Step	Tasks
Work Unit Supervisor	1	Identify the need for purchasing a tool.
		<b>Note:</b> Include fire crews and their need to replace broken tools while fighting fires.
Work Unit Supervisor	2	Notify the tool control officer of the need to purchase a tool.
Tool Control Officer	3	Confirm the purchase is for the replacement of an approved tool.
		<b>Note:</b> If the purchase is not for the replacement of an existing tool, contact the work unit supervisor and request that the process steps in table 3-2 of this SOP be used.
Work Unit Supervisor	4	<ul style="list-style-type: none"> <li>• Purchase the tool in accordance with the purchasing directives listed in section 3 of this SOP; <b>or</b></li> <li>• Request that a designated purchasing agent purchase the tool for you in accordance with those purchasing directives.</li> </ul>
Work Unit Supervisor	5	<ul style="list-style-type: none"> <li>• Follow the steps in section 19 of this SOP; and</li> <li>• When the new tool is delivered, follow the steps in section 4 of this SOP.</li> </ul>

**Table 3-2: Purchasing New (Non-replacement) Tools**

Functional Roles and Responsibilities	Step	Tasks
Work Unit Supervisor	1	Identify the need to purchase or add a new tool <b>or</b> add more of an existing tool to the tool inventory.
Work Unit Supervisor	2	<ul style="list-style-type: none"> <li>• Complete appendix A, <i>Request to Purchase New (Non-replacement) Tool</i></li> <li>• Forward it to the deputy warden (or second-in-command)</li> </ul>

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Functional Roles and Responsibilities	Step	Tasks
<b>Deputy Warden (or second-in-command)</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Review the <i>Request to Purchase New (Non-replacement) Tool</i></li> <li>Determine whether the tool is necessary and appropriate for use in the facility</li> </ul>
Deputy Warden (or second-in-command)	<b>4</b>	Deny or approve the request. <b>Note:</b> If the request is denied, provide the reason why.
Deputy Warden (or second-in-command)	<b>5</b>	Forward the signed <i>Request to Purchase New (Non-replacement) Tool</i> form to the tool control officer.
<b>Tool Control Officer</b>	<b>6</b>	<ul style="list-style-type: none"> <li>File a copy of the signed <i>Request to Purchase New (Non-replacement) Tool</i> form in the tool inventory file</li> <li>Forward the form that has the original signature to the work unit supervisor</li> </ul> <b>Note:</b> If the request was approved, document the tool purchase information on appendix B, <i>Tool Purchase Request Log</i> .
<b>Work Unit Supervisor</b>	<b>7</b>	<p>If the signed <i>Request to Purchase New (Non-replacement) Tool</i> form was approved:</p> <ul style="list-style-type: none"> <li>Purchase the tool in accordance with the purchasing directives listed in section 3 of this SOP</li> <li>Request that a designated purchasing agent purchase the tool for you in accordance with those purchasing directives.</li> </ul>
Work Unit Supervisor	<b>8</b>	<ul style="list-style-type: none"> <li>File (in your work area) the <i>Request to Purchase New (Non-replacement) Tool</i> form that has the original signature</li> <li>When the new tool is delivered, follow the steps in section 4 of this SOP.</li> </ul>

**Table 3-3: Emergency Purchase of Tools**

Functional Roles and Responsibilities	Step	Tasks
<b>Work Unit Supervisor</b>	<b>1</b>	<p>Determine the need to replace or purchase a new tool due to an emergency condition.</p> <b>Note:</b> Only use this process step table for true emergency conditions. If a true emergency condition exists, proceed to step 2.
Work Unit Supervisor	<b>2</b>	<ul style="list-style-type: none"> <li>Complete a purchase request and document whether it is a replacement or non-replacement tool and why it is an emergency</li> <li>Forward the purchase request to the deputy warden (or second-in-command)</li> </ul> <b>Note:</b> If second-in-command is unavailable, you may forward the request to the shift command.

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Functional Roles and Responsibilities	Step	Tasks
Deputy Warden (or second-in-command or shift commander if second-in command is not available)	3	<p>Approve or deny the request.</p> <ul style="list-style-type: none"> <li>• <b>If approved</b> – Notify the work unit supervisor, tool control officer, shift commander, and other appropriate staff that the tool has been approved to be brought into the facility. (The process continues at step 4.); and</li> <li>• <b>If denied</b> – Inform the work unit supervisor to purchase the tool in accordance with process steps in table 3-1 or table 3-2 of this SOP, as applicable. (The process ends here.)</li> </ul>
Tool Control Officer	4	Document the tool purchase information on appendix B, <i>Tool Purchase Request Log</i> .
Work Unit Supervisor	5	<p>Purchase the tool in accordance with the directives 114.03.03.007, <i>Purchasing and Contracting</i>, and 114.03.03.021, <i>Purchasing Card</i>, or request that a designated purchasing agent purchase (as an emergency) the tool for you in accordance with the purchasing directives.</p> <p><b>Note:</b> If the emergency purchase was <u>not</u> approved by the deputy warden (or second-in-command), do not perform this step. The tool must be purchased in accordance with process steps in table 3-1 or table 3-2 of this SOP, as applicable.</p>
Work Unit Supervisor	6	<ul style="list-style-type: none"> <li>• When the repair is complete, immediately take the tool to the tool control officer, or secure it in the incoming tool storage area (see section 4).</li> <li>• The tool cannot be used again until the appropriate steps have been taken to inventory, number, and document the tool. If the tool is needed before this process is completed, repeat the approval process found in this table.</li> </ul>
Tool Control Officer	7	The next working day, complete the applicable steps in section 3 to ensure the tool was approved, inventoried, and numbered and then provide the tool to the work unit supervisor.
Work Unit Supervisor	8	When the new tool is delivered, follow the steps in section 4 of this SOP.

#### 4. Bringing New Tools into the Facility

This process must be followed for all tools entering the facility **or** already in the facility and being reallocated. If the tool control officer is not present, the tools will be secured in the designated area, until the tool control officer is available. Unless the situation is an emergency, the tools may not be put into service inside the facility until the following process is complete.



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<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Entry Point Staff</b>	<b>1</b>	When a tool is delivered to the facility via US mail, United Parcel Service (UPS), or other outside delivery service, notify the tool control officer.
		<p><b>Note:</b> If a work unit supervisor, project officer, etc. brings the tool into the facility, the process skips to step 3.</p> <p><b>Note:</b> For fire crew tools replaced while fighting a fire, also see section 11 of this SOP.</p> <p><b>Note:</b> If the tool has been processed in accordance with section 19 of this SOP and is being reallocated, the process begins at step 5.</p>
<b>Tool Control Officer</b>	<b>2</b>	Take possession of the tool.
Tool Control Officer	<b>3</b>	Confirm (e.g., see if there is an approved <i>Request to Purchase New, Non-replacement Tools</i> form on file, or email or telephone the deputy warden [or second-in-command]) that the purchase was approved.
		<b>Note:</b> If the purchase was not approved, immediately contact the facility head (or duty officer).
Tool Control Officer	<b>4</b>	If necessary, notify the work unit supervisor that the tool has arrived.
Tool Control Officer	<b>5</b>	If needed: <ul style="list-style-type: none"> <li>Assign and mark a tool ID number on the tool in accordance with section 11 of this SOP; and</li> <li>Update the tool inventories in accordance with section 2 of this SOP.</li> </ul>
		<b>Note:</b> You may also give the tool to the work unit supervisor and have him mark the tool ID number on the tool in accordance with section 11. In any event, ensure the tool is numbered and inventoried before it is taken into the facility.
Tool Control Officer	<b>6</b>	Update the <i>Tool Purchase Request Log</i> that was previously documented with the tool's purchase information.
Tool Control Officer	<b>7</b>	<ul style="list-style-type: none"> <li>If the new tool is replacing an old tool, ensure that the steps in section 19 of this SOP are/were followed before giving the new tool to the work unit supervisor; and</li> <li>Give the work unit supervisor an updated work unit inventory.</li> </ul>
<b>Work Unit Supervisor</b>	<b>8</b>	Replace the old work unit inventory with the newly updated one.
Work Unit Supervisor	<b>9</b>	If necessary, update the tool's shadow (section 12 of this SOP provides guidance on tool shadowing).
Work Unit Supervisor	<b>10</b>	Ensure the tool is properly stored in accordance with section 7, section 8, or section 9 of this SOP, as applicable.

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## 5. Personal and Facility-Manufactured Tools

The facility head (or designee) must approve the manufacture of tools or the use of personal tools. Generally, personal tools and tools manufactured at an Idaho Department of Correction (IDOC) facility are not permitted inside the facility, unless one **or** more of the following are present:

- The tool is expensive and will likely only be used once.
- It cannot be rented.
- It cannot be purchased.

**Note:** Employees may use personal or department-issued gloves the facility head has approved. Personal and state-issued gloves will not be kept in the tool inventories but must always be under the individual's control. If these gloves are lost or missing, the individual will report the loss in accordance with section 17.

## 6. Tool Classification

Appendix C, *Tool Classification*, identifies the classification of tools authorized for use in the IDOC. Any tool or type of tool not listed in this SOP must be classified as a class A tool until the chief of the Prisons Division (or designee) classifies and adds it to the approved list.

**Class A** – Tools that can be readily used for escape, to manufacture weapons, or serve as weapons.

**Class B** – Tools that present a lower level of risk but still must be accounted for by staff.

**Note:** As of September 1, 2005, tools cannot be modified to make them a lower class tool. For example, class A pliers cannot be modified to make them class B pliers. Tools that were modified before September 1, 2005 can remain in service and managed at the appropriate class per this SOP. When such tools are replaced, the new tools will not be modified.

### ***Miscellaneous Items***

#### **Janitorial Items**

Janitorial items such as mops, plungers, brooms, and dustpans that are not listed in this SOP are not considered tools. Such items will be maintained in accordance with field memorandums and good security practices.

#### **Lawn/Garden Sprinklers**

Lawn/garden sprinklers are either class A tools or not considered tools depending on design. Lawn/garden sprinklers with spikes such as the one pictured below are class A tools:

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Lawn/garden sprinklers without a base such as the one pictured below are not considered tools and will be managed using good security practices outlined in field memorandums.



## **7. Tool Storage (Field Memorandum Required)**

Tools must be stored in secure areas, and each facility must designate tool storage areas.

### ***Minimum Custody and CRC Facilities***

Tools must be locked or secured in a manner that reduces the risk of theft or uncontrolled access. For example, a locked room/office, a locked wooden or metal box, a locked file cabinet, or a locked tool shed.

### ***Medium and Close Custody Facilities***

When tools are stored inside a medium and close custody facility, increased security is required to include the walls, windows, and doors. Defensibility of the area during an emergency must be considered. For example, steel doors are not secure if the walls are sheet rock construction; concrete walls are not secure if the room has a wooden door. Tools stored outside of the facility (including minimum custody and CRC facilities adjacent to higher custody level facilities) must have adequate security to reduce easy access by inmates such as being secured in locked toolboxes, locked shadow toolboxes, behind locked doors, behind a fenced area, etc.

The chief of the Prisons Division (or designee) must approve tool storage areas at medium and close custody facilities and adjacent minimum custody and CRC facilities. If a facility's tool storage does not meet the acceptable security standards, modifications will be made to increase security, such as expanded metal storage cabinets, metal doors and door jams, metal plating on walls, etc.

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Keys to tool storage areas will be maintained and issued in accordance with SOP 509.02.01.002, *Key Control*.

## **8. Storage and Use of Flammables, Aerosols, and Fertilizers**

Flammable liquids, gases, solvents, paint, varnishes, aerosols, pressurized containers, fertilizers etc. are class A tools. Flammable items must be stored in cabinets that meet flammable and class A storage standards. (See SOP 509.02.01.003, *Hazardous and Flammable Materials Handling Control Procedures*)

## **9. Storage and Use of Specific Items like Ladders, Hoses, Etc.**

### ***Ladders and Scaffolding***

Ladders six (6) foot and taller and scaffolding are class A tools. They must be stored either in a sally port, outside of the facility, or secured in a secure room. Ladders must be secured with a lock and in an area inaccessible to inmates. The work supervisor must notify the shift commander anytime that these items are being used near a secure perimeter.

### ***Extension Cords and Hoses***

Extension cords and hoses are class B tools but are a security risk and require close monitoring and accountability. These items must be stored in a secure area. Items must be accounted for at the beginning and end of each workday. Extension cords and hoses must have a metal tag attached with the item's identification number.

### ***Lawnmowers and Similar Gas Powered Tools***

Lawnmowers and similar gas powered tools must be stored outside of the facility in a secured location in accordance with SOP 509.02.01.003, *Hazardous and Flammable Materials Handling Control Procedures*.

### ***Power Tools***

Power tools such as bench grinders, lathes, metal sheers, drill presses, radial arm saws, table saws, band saws, etc., will be located in approved areas where they are highly visible to staff. This equipment must be used under close observation. These power tools must be permanently secured to the bench or anchored to the floor, and the anchor bolts will have the bolt threads stripped or nuts welded to prevent removal of the tool. (Shadowed tools must be returned to their shadow at the end of the workday.) These tools will have an automatic, electrical-lockout device or cord-cap lock that must be locked in the **off** position when not in use. All cutting blades will be locked in place, removed, or all tools that can remove the blade will be locked in a separate location. To prevent access, bench grinders will have a solid metal cover that will be locked when not in use.

### ***Cartridge-Fired Fasteners***

Cartridge-fired fasteners such as a Hilti® gun (or similar) kits and charges will be stored and inventoried in the armory.

The work supervisor (or armorer) must notify the shift commander when tools of this type leave the armory.

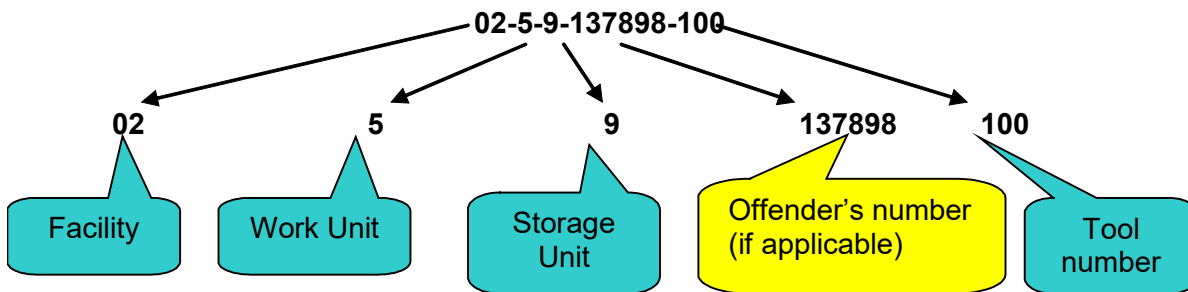
## 10. Managing Tools during Construction and Renovation

During construction and renovation projects, although it is desirable, it is not always practical to remove tools every day from the construction site. Before construction and renovation projects occur, facility heads—in conjunction with the contractor—will develop a comprehensive plan on how tools will be monitored, issued, and stored. Before the project begins, the deputy chief of the Prisons Division **or** chief of the Education, Treatment, and Reentry Division (or designees, as applicable) must approve, deny, or modify the facility plan.

## 11. Tool Identification (Field Memorandum Required)

Tools will be marked by, or at the direction of, the tool control officer.

Each tool will be etched or permanently marked if the tool cannot be etched with a five (5)-part number. Hobby craft tools will also have the inmate's number. Here is an example of the numbering system:



Each work unit and storage area must be assigned an abbreviation, symbol, or number used for tool identification numbers. The **first number** in the tool identification sequence is the facility designation (listed below). The **second number** indicates the work unit such as food service, maintenance, Correctional Industries, etc. In a field memorandum, each facility will identify its work units and corresponding designations. These can be either number or abbreviation for example 'FS' for food service. The **third number** identifies the storage unit. If only one storage unit is present, it is still identified with the number '1'. In rare occasions like hobby craft, where a tool may belong to a specific inmate, the inmate's number can be added as the **fourth number**. The **fifth number** is the numerical number of the tool. Numbering will start with the number '1' and continue sequentially until tools in a particular area are numbered.

Work unit supervisors are responsible for ensuring that identification numbers are legible and the numbers are re-etched as needed.

The tool control officer will complete a monthly audit on small tools that cannot be marked (surgical instruments, small drill bits, etc.). Such tools must be kept in locked storage area.

Facility designation numbers are as follows:

Facility	Number		Facility	Number
Idaho Maximum Security Institution (IMSI)	1		East Boise CRC	08
Idaho Correctional Institution – Orofino (ICIO)	01		SICI-CRC	09
Idaho State Correctional	02		Idaho State Correctional Center	10

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Facility	Number		Facility	Number
Institution (ISCI)			(ISCC)	
South Idaho Correctional Institution (SICI)	03		St. Anthony Work Camp (SAWC)	11
North Idaho Correctional Institution (NICI)	04		*** Twin Falls CRC	12
South Boise Women's Correctional Center (SBWCC)	05		Idaho Falls CRC	13
Nampa CRC	06		Givens Hall	22
Pocatello Women's Correctional Center (PWCC)	07			

\*\*\* Twin Falls CRC is no longer open, but some tools in use still have the number 12. If any tools are found with the number 12, bring it to the attention of the tool control officer so that the number can be removed and updated.

**Note:** Fire crews use tools that are often replaced while on a fire such as Pulaski axes, shovels, and chainsaws. During the fire season, IDOC numbering is not required on such items but they must be inventoried and marked for easy identification for example: marked with spray paint. Such items should be numbered when time permits. Items that are used in vocational work projects that are not subject to the replacement issues found on fire crews will be numbered.

## 12. Tool Shadow Boards and Toolboxes

Tools must be shadowed on a board or in a toolbox.

### **Shadow Boards**

When painted or drawn on a shadow board, shadow cloth, or shadowed tool box, a tool's shadow must be identical to the tool's size and shape. Most tools are individually shadowed. Sets of tools that are in an indexed case (like socket sets, tap and die sets, etc.), the indexed case can serve as the shadow for that entire set of tools. Multiple items such as hacksaw blades must have the number of the items written below the shadow. Shadows must be filled in (e.g., painted), and not merely outlined, as follows:

- Class A tools will be shadowed in red on a contrasting color background.
- Class B tools will be shadowed in black on a contrasting color background.

(Also see section 2.)

### **Shadow Toolboxes**

Toolboxes can remain intact with shadowed drawers or shadow cloth. (Shadow cloth must be constructed with materials and methods that inmates cannot easily duplicate.) A laminated storage unit inventory must be attached to the toolbox (see section 2).

### **Large Items Not Adaptable to a Shadow Board**

Large items not adaptable to a shadow board must be stored in a locked drawer with a separate storage unit inventory **or** be clearly marked on the floor or against a wall. (Also see section 2.)

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### 13. Issuing Tools

After tools are inventoried and marked, the accountability of tools is necessary to maintain security. The first step in maintaining accountability is the issuing process (see the process steps in section 14).

#### ***Close Custody Facilities***

##### **Class A Tools**

- A staff member must issue.
- Cannot be issued to an inmate (see section 16).
- Inmates are not allowed in the storage area.

##### **Class B Tools (Limited)**

- A staff member must issue.
- Limited to such items as weed poppers, yard rakes, and water hose.
- Inmates may be in the storage area under direct staff supervision if all class A tools are secured.

#### ***Medium Custody Facilities***

##### **Class A Tools**

- A staff member must issue.
- Can be issued to an inmate if the inmate will be under direct staff supervision.
- Inmates may be in the storage area under direct staff supervision if all class A tools are secured.

##### **Class B Tools**

- Either a staff member or an inmate worker can issue.
- Can be issued to an inmate.

#### ***Adjacent Facilities***

At minimum custody and CRC facilities adjacent to a medium or close custody facility, class A **and** B can be issued to an inmate. If inmates are issued class A tools, the inmate must be either under direct staff supervision or be restricted by secondary security measures. At SBWCC, PWCC-Unit 1, and SICI-CRC, secondary security includes putting lanyards/tethers on knives and can then work under close supervision. (Although mandatory, lanyards are not considered secondary security in medium or close custody facilities and inmate must be under direct supervision when knives are present.)

#### ***Minimum Custody or CRC Facilities***

In a minimum custody or CRC facility that is not adjacent to a higher custody level facility, class A **and** B tools can be checked out directly to inmates, and an inmate worker can be assigned to issue and check in tools.

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#### 14. Check-Out and Check-In Procedures

Functional Roles and Responsibilities	Step	Tasks
<b>The Person Checking Out the Tool</b>	<b>1</b>	Request the tool from the tool cache supervisor.
<b>Tool Cache Supervisor</b>	<b>2</b>	Ensure that the inmate or staff member checking out the tool has the correct identification.
Tool Cache Supervisor	<b>3</b>	Determine whether the person checking out the tool is authorized to check out the tool. <b>Note:</b> Also see section 13 of this SOP.
Tool Cache Supervisor	<b>4</b>	Release the tool to the person checking out the tool. <b>Note:</b> Before releasing tool, ensure an applicable check out systems noted in the box that follows this table was utilized.
<b>Person with the Tool</b>	<b>5</b>	Maintain security of the tool while working on the project.
Person with the Tool	<b>6</b>	Return the tool to the tool cache supervisor.
<b>Tool Cache Supervisor</b>	<b>7</b>	Ensure that the correct tool is being returned.
Tool Cache Supervisor	<b>8</b>	Document that the tool has been returned. <b>Note:</b> Ensure an applicable checkout system as noted in the box that follows this table was utilized.
Tool Cache Supervisor	<b>9</b>	Ensure the tool is properly stored in accordance with section 7, section 8, or section 9 of this SOP, as applicable.

**Note:** Approved tool check out systems includes the following:

**Log** – Appendix D, *Tool Check-Out/Check-In Log*, commonly used in a tool cache that will check out a variety of tools to inmates and staff.

**Inmate ID** – Commonly used on housing units.

**Durable Chits** – Commonly used where the number of tools is limited, or inmates check out a toolbox rather than individual tools.

#### 15. Tool Accountability

**Work unit supervisors** must:

- Be accountable for all tools assigned to their work units.
- Ensure that all tools are accounted for at the beginning and end of each workday or with multiple shifts during the pass down at the shift change. (In minimum and CRC facilities, an inmate worker can check in tools and be responsible to check that all tools have been secured at the end of the workday. However, a staff member must visually verify that the tools are accounted for.)
- Ensure that daily work unit inventories are documented on appendix E, *Work Unit Daily Inventory*.
- When a tool is out for repair, ensure that a chit engraved with the words 'OUT FOR REPAIR' is placed on the tool's shadow.

**Living unit security staff** should:



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- Check that tools contained in the toolbox match the toolbox inventory when inmate workers enter and leave the unit.

**Inmate workers** must:

- Lock the toolboxes whenever they leave the workstation (e.g., lunch or restroom breaks).
- Lock the toolboxes when transporting tools from one location to another. (Use, for example, locks to which all staff members have a key.)

**Note:** Staff entering restricted areas, such as an armory or key room, will ensure that tools and security equipment are accounted for each time the tool or equipment is used. Staff will complete a log entry noting equipment used, removed, or returned each time the area is accessed. The facility head will ensure that security equipment is inventoried once each month.

## **16. Inmates: Worker and Non-Worker Possession of Tools**

### ***Close Custody Facilities***

Inmates in close custody facilities must have direct supervision if they have possession of a class A tool. Unscheduled clothed body searches on inmate workers should be done routinely.

### ***Medium Custody Facilities***

Inmates in medium custody facilities must have direct supervision if they have possession of a class A tool. Unscheduled clothed body searches on inmate workers should be done routinely.

Inmates assigned to areas such as Correctional Industries, mechanical services, and food service can be in possession of class A tools under close supervision if secondary security measures are in place to include an unclothed body search or screening with a metal detecting wand before the inmates depart from their work area. Random screening with a metal detector or clothed body search should be conducted on inmates in these areas as a routine practice. Lanyards are not considered secondary security in medium or close custody facilities and inmates must be under direct supervision when knives are present.

Under no circumstances will an inmate be allowed to have a class A tool near a fence, or other exit point, without direct supervision.

Inmates in possession of a class A tool must have direct supervision when the inmate moves or is in an open area.

### ***Minimum Custody and CRC Facilities Adjacent to Higher Custody Facilities***

Inmates at minimum and CRC facilities adjacent to a medium or close custody facility must have close supervision if issued class B tools. Inmates issued class A tools must be under direct supervision or be restricted by secondary security measures. At the SBWCC, PWCC-Unit 1, and SICI-CRC, secondary security includes knives being tethered on lanyards.

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### ***Minimum Custody and CRC Facilities***

Minimum custody and CRC facilities that are not adjacent to a higher custody level, may issue class A **and** B tools to inmates. Supervision of the inmate should be appropriate to the situation. Close supervision is appropriate for minimum custody food service operations; however, less supervision is required for a work crew that is away from the facility. However, work crew supervisors must take adequate precautions when returning with a work crew, especially if the work crew passes near the perimeter of a higher custody facility.

## **17. Lost Tools**

In close and medium custody facilities (and minimum custody facilities adjacent to a higher custody facility), lost tools create an immediate security threat. In the event of a lost tool, immediately implement the following process steps.

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Staff Learns That a Tool Has Been Lost</b>	<b>1</b>	Immediately secure the area and contact the shift commander.
<b>Shift Commander</b>	<b>2</b>	Immediately ensure that: <ul style="list-style-type: none"> <li>• The area is secured and thoroughly searched; and</li> <li>• The inmates are searched.</li> </ul>
Shift Commander	<b>3</b>	Alert facility staff that may have knowledge of the tool's whereabouts.
Shift Commander	<b>4</b>	If the tool is: <ul style="list-style-type: none"> <li>• <b>Found</b> – the process ends here.</li> <li>• <b>Not found</b> – contact the facility head (or duty officer) and complete an information report in accordance with SOP 105.02.01.001, <i>General Reporting and Investigation of Major Incidents</i>. (The process continues at step 5.)</li> </ul>
Shift Commander	<b>5</b>	Forward the information report to facility head (or duty officer) <b>and</b> the tool control officer.
<b>Facility Head (or Duty Officer)</b>	<b>6A</b>	Determine the security threat and implement a response in accordance with emergency procedures. <b>Note:</b> If a class A tool is lost in a close or medium custody facility or minimum custody or CRC facility adjacent to a higher custody level facility, complete a 105 Incident Notification Report, in accordance with SOP 105.02.01.001, <i>General Reporting and Investigation of Major Incidents</i> , and forward it to the Operations Report Group. Minimum custody and CRC staff will also contact the facility head (or shift commander) of the affected higher custody level facility. Also see the note box that follows this table.
<b>Tool Control Officer</b>	<b>6B</b>	Place a chit engraved with the description of the tool and the word 'LOST' on the lost tool's shadow.
Tool Control Officer	<b>7</b>	<ul style="list-style-type: none"> <li>• Update the tool control inventories <b>and</b> tool inventory files in accordance with section 2 of this SOP; and</li> <li>• File the information report.</li> </ul>

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<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
Tool Control Officer	<b>8</b>	Send an updated work unit inventory to the work unit supervisor.
<b>Work Unit Supervisor</b>	<b>9</b>	Replace the old work unit inventory with the newly updated one.
Work Unit Supervisor	<b>10</b>	<ul style="list-style-type: none"> <li>• If necessary, update (remove) the tool's shadow; or</li> <li>• Purchase another tool in accordance with process steps in table 3-1 or table 3-3 of this SOP, as applicable.</li> </ul>

**Note:** When a class A tool is lost in a close or medium custody facility or a minimum custody facility adjacent to a higher custody level facility, the facility head should conduct an internal review **or** request a serious incident review (SIR) in accordance with SOP 105.02.01.001, *General Reporting and Investigation of Major Incidents*.

## 18. Found Tools

When a tool is found, the staff member who found the tool must implement the following process steps:

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Staff Member</b>	<b>1</b>	Secure the tool and notify the shift commander.
<b>Shift Commander</b>	<b>2</b>	Determine when and where the tool was lost.
Shift Commander	<b>3</b>	If the found tool is a class A tool, notify the facility head (or duty officer).
Shift Commander	<b>4</b>	<ul style="list-style-type: none"> <li>• Forward the tool to the tool control officer; and</li> <li>• Complete an information report in accordance with SOP 105.02.01.001, <i>General Reporting and Investigation of Major Incidents</i>, and forward it to the facility head.</li> </ul>
<b>Facility Head</b>	<b>5</b>	Review the information report and take appropriate action.
<b>Tool Control Officer</b>	<b>6</b>	If the tool is not an excess or broken tool, ensure it is: <ul style="list-style-type: none"> <li>• Placed back into service in accordance with section 2, section 11, or section 12 of this SOP, as applicable; and</li> <li>• Properly stored in accordance with section 7, section 8, or section 9 of this SOP, as applicable.</li> </ul>
		<b>Note:</b> If the found tool is an excess or broken tool, ensure it is disposed of in accordance with section 19 of this SOP.

## 19. Disposing of Excess and Broken Tools

Close and medium custody facilities (and minimum custody facilities that are adjacent to higher custody facilities) will establish a secured area for broken and excess tools. This is

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normally the same area used to process new tools. If it cannot be in the same area, it must be in an area with similar security.

The tool control officer will manage broken and excess tool procedures.

A log will be maintained for this box which will include at a minimum the following:

Name of each tool in the box	Area the tool came from	Date and time placed in the box	Disposition	Date and time removed
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**Note:** Close, medium, and minimum facilities located adjacent to higher custody level facilities must dispose of tools away from the facility at a proper location like a recycling plant, county landfill, or auction. A commercial trash collection company can remove such items if a staff member is present and observes as the items are placed in a trash compactor or dumpster, and the truck is driven away from state property.

**Caution:** Broken saw blades, knife blades, hack saw blades, etc. must be monitored closely to ensure that all the pieces are recovered and disposed of properly. If not all the pieces of a broken blade (such as a hacksaw blade) can be located, immediately implement section 17.

#### ***Disposing of Excess or Broken Tools***

When a tool is confirmed to be an excess or broken tool, the work unit supervisor shall implement the following process steps:

Functional Roles and Responsibilities	Step	Tasks
Work Unit Supervisor	1	If the tool is: <ul style="list-style-type: none"> <li><b>Excess <u>or</u> if it is broken and <u>will not</u> be replaced within two (2) weeks</b> – remove the tool’s shadow from its shadow board or toolbox; or</li> <li><b>Broken and <u>will</u> be replaced within two (2) weeks</b> – place a chit (one that indicates the tool’s status) in/on its shadow on the shadow board or in the shadow toolbox.</li> </ul>
Work Unit Supervisor	2	<ul style="list-style-type: none"> <li>Complete appendix F, <i>Broken or Excess Tool</i>; and</li> <li>Give the tool <b>and</b> completed <i>Broken or Excess Tool</i> form to the tool control officer.</li> </ul>
Tool Control Officer	3	Update the tool inventories in accordance with section 2 of this SOP. <b>Note: If the tool will be replaced within two (2) weeks, you may make a note in the <u>electronic inventory system</u> and a hand-written comment on the hardcopies of the tool inventories and then complete the update when the new tool arrives.</b>
Tool Control Officer	4	Secure broken and excess tools and determine whether excess tools should be reallocated. <b>Note: If the tool is broken <u>or</u> is excess and <u>will not</u> be reallocated, proceed to the next step. If the tool <u>will</u> be reallocated, follow the steps in section 4 of this SOP.</b>
Tool Control Officer	5	Once every 90 days (or sooner if necessary), dispose of the broken or excess tool.

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<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
Tool Control Officer	6	File the updated tool inventories in accordance with section 2 of this SOP.

## 20. Control of Scrap Metal, Glass, and Construction Materials

Each day staff (or contractors) must remove scrap metal, plastic, and glass from industrial and mechanical areas. Such items must be secured in areas not accessible to inmates.

## 21. Contractor and Vendor Tools

At close, medium, and minimum custody and CRC facilities adjacent to higher custody facilities, the control of contractors and vendors from outside the IDOC is vital and that control begins with an accurate inventory of the items they hope to bring into the facility. Unless a contractor or vendor is familiar with IDOC facilities, he will not be prepared for correctional security practices. When scheduling an outside contractor or vendor, staff should explain the entry procedures, tool control procedures, and encourage the contractor or vendor to limit his toolbox inventory to only those items needed for the job. Staff must provide the contractor or vendor a copy of appendix G, *Facility Access Guidelines for Contractors*, and the contractor or vendor must sign, date, and return the guidelines to a security staff member. Security staff members shall deliver the signed and dated guidelines to the chief of security (or designee) for filing in his work area.

A written inventory of all contractor or vendor tools must be completed before the contractor or vendor enters or departs the facility. The written inventory can be submitted to a security staff member who will verify the inventory **or** a security staff member can complete the inventory. The written inventory will remain at the sally port **or** exit to ensure all tools leave the facility with the contractor or vendor. The following applies to contractor and/or vendor tools:

- Only tools necessary to complete the work will be allowed in the facility;
- The shift commander must approve class A tools; and
- At close, medium, and adjacent minimum or CRC facilities, contractors, or vendors must be under staff escort and supervision while in the facility.

## 22. Medical Instruments

The facility health authority is responsible for the control of narcotics, dangerous drugs, hypodermic devices, and other medical and dental instruments (sharps, needles, etc.).

An approved vendor must remove used hypodermic syringes, needles, medical waste etc. and dispose of them outside the facility. Such items must be stored as class A tools until the vendor removes them.

Reserve stocks of medical instruments (e.g., sharps and needles) will be kept in a secured storage area (double-locked) in a hospital office not accessible to inmates.

Medical staff must maintain a perpetual inventory indicating the number and size of all needles and syringes.

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Only the minimum number of syringes and needles necessary for proper operation of any unit of the hospital should be available for daily use, which must be kept in a convenient, safe, and secure place.

## 23. Control of Food Service Equipment

### *Knives*

All knives are class A tools and must be carefully monitored. At close, medium, and minimum custody or CRC facilities adjacent to higher custody facilities, all food service knives must be tethered on secure lanyards. No class A tools are permitted in the dining area during mealtime. In addition, in medium and close custody facilities the doors between the kitchen and dining area must remain secured when inmates are in the dining area.

### *Control of Food Service Equipment*

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Food Service Staff</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Open the knife cabinet at the beginning of the workday; and</li> <li>Check its inventory.</li> </ul>
Food Service Staff	<b>2</b>	If all of the knives are accounted for, sign the inventory. <b>Note:</b> If a knife is missing, immediately contact the work unit supervisor <b>and</b> the shift commander; and implement the lost tools procedures (see section 17 of this SOP).
Food Service Staff	<b>3</b>	<ul style="list-style-type: none"> <li>Check out the knives needed; and</li> <li>Move them to the work area.</li> </ul> <b>Note:</b> In close custody facilities, inmates should not be present while knives are in transit.
Food Service Staff	<b>4</b>	When in the work area, tether the knives on a lanyard. <b>Note:</b> Optional at CRCs that are not adjacent to a higher custody level facility.
Food Service Staff	<b>5</b>	At the end of the workday, return the knives to the knife cabinet.
Food Service Staff	<b>6</b>	<ul style="list-style-type: none"> <li>Inventory the knives; and</li> <li>If all of them are accounted for, sign the knife cabinet inventory.</li> </ul> <b>Note:</b> If knives are missing, immediately contact the work unit supervisor <b>and</b> the shift commander; and implement the lost tools procedures (see section 17 of this SOP).
Food Service Staff	<b>7</b>	<ul style="list-style-type: none"> <li>Close and secure the knife cabinet; and</li> <li>Notify central control that the knives are accounted for and secured.</li> </ul>
<b>Central Control</b>	<b>8</b>	Document that the knives are secured.

## 24. Tool Inventory and Audit Process

The IDOC uses two (2) processes to ensure accountability of tools: inventories and audits.

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### ***Inventory***

An inventory is a physical count of every tool, confirming it against the tool inventories (see section 2), reviewing processes, and documentation. Inventories will be conducted during the first (1<sup>st</sup>) and third (3<sup>rd</sup>) quarter of the year.

### ***Audit***

An audit is a check on a portion of the tools and processes. Audits will be conducted during the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) quarter of the year.

If an exception is found during an audit, the work supervisor (or facility head) may call for a complete inventory. For example, if a class A tool was found missing during an audit and it had not been previously reported missing, a full inventory should be conducted. However, a misplaced tool or tool placed on/in the wrong tool shadow, shadow board, or toolbox would not normally justify a full inventory.

### ***Tool Inventory and Audit Processes***

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Facility Head (or Designee)</b>	<b>1</b>	Identify staff to conduct the inventory or audit.
		<b>Note:</b> Two (2) staff members are recommended but not mandatory. Work unit supervisors can conduct inventories. Audits must be conducted by someone from outside of the work unit.
<b>Inventory or Audit Staff</b>	<b>2</b>	Request a hard copy of the applicable inventory (see section 2 of this SOP) from the tool control officer.
<b>Tool Control Officer</b>	<b>3</b>	Provide current hard copies of the requested inventory.
<b>Inventory or Audit Staff</b>	<b>4A</b>	<p><b>To conduct an inventory (1<sup>st</sup> and 3<sup>rd</sup> quarter):</b></p> <ul style="list-style-type: none"> <li>• Visually verify that each and every tool, tool identification numbers, and the tool count (when there are multiples of a tool) matches the tool inventory;</li> <li>• Complete a written inventory report and note any exceptions; and</li> <li>• Forward the report to the work unit supervisor, tool control officer, and facility head. (The process skips to step 5.)</li> </ul>

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<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
Inventory or Audit Staff	<b>4B</b>	<p><b>To conduct an audit (2<sup>nd</sup> and 4<sup>th</sup> quarter):</b></p> <ul style="list-style-type: none"> <li>• Verify that work unit and storage unit inventory sheets are present;</li> <li>• Inspect some work <b>and</b> storage areas for compliance, such as check-out/check-in procedures, knife lanyards, shadow board and toolbox tool shadows;</li> <li>• Inventory at least 10 percent (%) of the total number of tools in each work area;</li> <li>• Complete a written audit report and note any exceptions; and</li> <li>• Forward the report to the facility head (the process continues at step 5), tool control officer (the process continues at step 8), and work unit supervisor (the process continues at step 10).</li> </ul>
<b>Facility Head</b>	<b>5</b>	As applicable, review the inventory or audit report.
Facility Head	<b>6</b>	<p>If there are audit exceptions, decide whether a full or partial inventory is needed.</p> <p><b>Note:</b> If needed, order the full or partial inventory.</p>
Facility Head	<b>7</b>	Submit the inventory or audit report to the deputy chief of the Prisons Division <b>or</b> chief of the Education, Treatment, and Reentry Division (or designees, as applicable) no later than 10 <sup>th</sup> day of the month following the end of the quarter.
<b>Tool Control Officer</b>	<b>8</b>	If necessary, update the electronic inventory system (see section 2 of this SOP), and forward current inventories to the work unit supervisor(s).
Tool Control Officer	<b>9</b>	File the audit report.
<b>Work Unit Supervisor</b>	<b>10</b>	File the audit report.

## REFERENCES

Appendix A, *Request to Purchase New, Non-replacement Tools*

Appendix B, *Tool Purchase Request Log*

Appendix C, *Tool Classification*

Appendix D, *Tool Check-Out/Check-In Log*

Appendix E, *Work Unit Daily Inventory*

Appendix F, *Broken or Excess Tool*

Appendix G, *Facility Access Guidelines for Contractor*

Standard Operating Procedure [114.03.03.007](#), *Purchasing and Contracting*

Standard Operating Procedure [114.03.03.021](#), *Purchasing Card*



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Standard Operating Procedure [105.02.01.001](#), *Reporting and Investigation of Major Incidents*

Standard Operating Procedure [509.02.01.002](#), *Key Control*

Standard Operating Procedure [509.02.01.003](#), *Hazardous and Flammable Materials Handling Control Procedures*

– End of Document –

**IDAHO DEPARTMENT OF CORRECTION  
Request to Purchase New, Non-replacement Tool**

Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Requested by (name and associate number): \_\_\_\_\_

Name of Tool: \_\_\_\_\_

Description of the Tool (attach a photograph if available): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why is the tool needed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the tool could be a risk to facility security: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Approval Section**

Request to purchase (bring tool into the facility) is:  Approved

Denied

If denied, the reasons include:

Cost

Rent, don't purchase

Duplicate

Security risk

Limited use

Unnecessary

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix A

509.02.01.001

(Appendix last updated 3/13/13)

**IDAHO DEPARTMENT OF CORRECTION  
Tool Purchase Request Log**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Vendor: \_\_\_\_\_ Tool Description: \_\_\_\_\_  
Type of purchase: \_\_\_\_\_ ID number (if it is a replacement tool): \_\_\_\_\_  
Work Unit: \_\_\_\_\_ Storage unit: \_\_\_\_\_  
Date received: \_\_\_\_\_ Date placed in service: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Vendor: \_\_\_\_\_ Tool Description: \_\_\_\_\_  
Type of purchase: \_\_\_\_\_ ID number (if it is a replacement tool): \_\_\_\_\_  
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**IDAHO DEPARTMENT OF CORRECTION  
Tool Classification**

Name of Tool	Class	Description
911 rescue tool	A	Hook rescue knife
Acetylene hose, regulators, tank key	B	Accessories except for torch, tips, and tanks are class B
Acetylene and oxygen tanks	A	
Acetylene torch	A	
Acetylene torch tips	A	All tips, rosebud, etc.
Adapter for knockout	A	
Adapter screw	A	
Air hammer bits	A	
Air nail gun	A	All air nail, staple, or brad driving guns
Air scaffolds and accessories	A	
Allen wrench (set)	B	
All purpose tool	A	Leatherman® type tool
Arbor and adapters	A	
Aviation snips	A	
Awl	A	
Axe	A	Single and double edge
Band saw portable	A	
Bar, crow, pinch, wrecking, etc.	A	
Barber scissors	A	Over six inches (6")
Barber scissors	B	Under six inches (6")
Bit, carbide	A	
Bit, easy out	A	
Bit extender	B	
Bit masonry/concrete	A	
Bit, metal	A	
Bit, star-drill	A	
Blades	A	All such as band saw, box cutter, buffalo chopper, carbine cutting, circular, fabric cutter, food chopper, hacksaw, jigsaw, masonry, meat slicing, metal cutting, saber saw cutting, tile cutter
Cable puller	A	Hydraulic
Cable cutter	A	
Chain hoists	A	
Chains	A	
Chain saw	A	
Channel lock pliers	B	
Chisels	A	
Chisel, cold and cope	A	
Chisel, Hilti® flat	A	

Name of Tool	Class	Description
Chisel, Hilti® pointed	A	
Clamp, bar	A	
Clamp, c-clamp	B	
Coil Rope	A	
Compass	A	
Compass, steel	A	
Concrete vibrator	B	All types screed
Conduit dies	A	
Conduit punch	A	
Connector cord	A	
Core drills	A	
Cotton pin press	A	
Cutoff Saw, Metal	B	Without blade
Cutter, bolt	A	
Cutter, paper	A	
Cutter, pipe	A	
Cutter, pizza	A	
Cutter, plasma	A	
Dado head	A	
Diamond crimper	A	
Drill elect, cordless, pneumatic	B	
Drill motor	B	
Drill motor, masonry	B	
Drill motor, screwdriver	B	
Drill motor wrench	B	
Drive extension	B	
Dividers	A	
Drop or extension cords	B	
Duct cutter	A	
Electric etcher	A	
Electric hammer drill	A	
Electricians knife driver	A	
EMT bender	A	
Extension cords	B	25 feet (25') and over
Fabric cutter	B	Such as Wolf Pacer® <b>without blades</b>
Files	A	All metal and wood
Food service, apple wedge cutter	B	
Food service, blade food processor	A	
Food service, grater	B	
Food service, blade wheel	A	

Name of Tool	Class	Description
Food service, can opener	B	Manual or electric
Food service, disposal release tool	B	
Food service, dough hook	B	
Food service, dough knife	B	No edge
Food service, ladle	B	
Food service, kettle paddle	B	
Food service, meat probe	B	
Food service, rolling pin	B	
Food service, serving fork	A	
Food service, serving spoon	B	
Food service, slicer	B	Electric, without blade
Food service, skimmer wire	B	
Food service, thermometer	B	Not metal probe
Food service, potato peeler	B	
Food service, spatula	B	
Food service, whip	B	
Freon tanks	A	
Gear puller	A	
Gloves, high voltage	A	
Gloves, leather (all other gloves are not considered tools)	A	
Grass clippers, pointed	A	
Hydraulic cable puller	A	
Grinder, angle	B	No wheel or disc
Grinders	B	No wheel or disc
Grinding disc	A	
Grinding wheels	A	
Hammer	B	Ball peen, claw, etc.
Hammer	A	Sledge
Hatchet	A	Single and double edge
Heat gun	A	
Hoe, garden	B	
Hoists	A	Porta-power®, come along, chain, etc.
Hole saw bits	A	All
Hoses	B	Air, water, garden, etc.
Hooligan tool	A	Heavy duty prying, forced entry tool
Hydraulic floor cranes	A	
Ice pick	A	
Impact wrench	B	

Name of Tool	Class	Description
Jacks	A	All types hydraulic, handyman, pallet, Porta-power®, bottle, floor
Jigs	B	
Jig saws	B	Without blade
Knife, box	A	
Knife, bread	A	
Knife, butcher	A	
Knife, boning	A	
Knife, draw	A	
Knife, French	A	
Knife, hawk bill	A	
Knife, linoleum	A	
Knife, paring	A	
Ladders	A	Six feet (6') and over
Ladder, step	B	Under six feet (6')
Ladder, straight	B	Under six feet (6')
Lawn mower	A	Gas
Lawn mower	B	Electric or manual reel type without a motor
Letter opener	A	Pointed tip
Level	B	
Mixing chambers	A	Torch
Needle	A	Sewing, six inches (6") and longer
Nibbler metal cutting tool	A	Metal cutting
Nitrogen regulators	B	
Oven mitts	A	
Oxygen regulators	B	
Paint brush	B	
Paint gun	B	All, air or electric, air brush etc.
Paint mixer	B	
Pick axe	A	
Pick	A	Mattock, miner, etc.
Pitch fork	A	All
Pipe clamps	B	
Planer, wood	B	Hand
Plum bob	B	
Pliers, diagonal cutting	A	
Pliers, fence	A	
Pliers, needle nose cutting	A	
Pliers, round nose cutting	A	
Pliers, side/diagonal cutters	A	

Name of Tool	Class	Description
Pliers	B	No wire cutting capability
Pipe bender	A	All
Plumber snake	B	
Porta-power® jacks	A	All hydraulic bottle jacks
Posthole digger, gas	A	
Posthole digger, manual	B	
Potato peeler	A	
Propane tanks	A	
Propane torch tips	A	
Pulaski axe	A	
Pump, hand with ram	B	
Punch lock riveter	B	
Punch down tool	B	For electric work
Putty knife	B	
Rake	B	Lawn
Remote tachometer	B	
Rope	A	25 feet (25') and over
Rotary hammer chuck adapter	B	Hilti® type tool
Rotary hammer charges	A	Hilti® type tool
Rotary hammer	B	Hilti® type tool without bits or charges
Rotary hammer drill bits	A	Hilti® type tool
Rotary Tool	B	Dremel®, without bits, accessories, blades, attachments, etc.
Rotary Tool Accessories	A	All
Router, electric	B	
Saber saw	B	
Sanders, electric	B	Vibrator and belt
Scaffolding	A	
Scissors	A	All six inches (6") or longer
Scissors	B	All shorter than six inches (6")
Screwdriver	A	Security and bits
Screwdriver	A	Six inches (6") and longer
Screwdriver	B	Shorter than six inches (6")
Sharpening steel	A	
Sharpening stone	A	
Shear	A	Portable metal cutting over six inches (6") long
Sheet metal shears	A	
Shovel	B	All
Sickle	A	
Skill saw, circular	B	Without blade



Name of Tool	Class	Description
Skill saw, worm drive	B	Without blade
Skill saw, worm drive tool	B	Without blade
Skill saw, circular saw tool	B	Without blade
Speaker cord	B	25 feet (25') and over
Sprinkler, lawn/garden	A	Spike/stake type
Socket breaker bar	B	
Socket ratchet	B	
Socket set	B	
Soldering gun	B	Electric
Staple gun	B	Manual
Striker	B	Torch/welder striker
Survey kit	B	
Tachometer	B	
Tap, combination	A	
Temperature analyzer	A	
Tile cutter, floor	A	
Tile scraper	B	
Tin Snip	A	
Torque wrench	B	
Transformer	B	
Vacuum	B	
Vise grips	B	All
Wedge	A	Steel
Weed popper	B	
Weed trimmer	A	Gasoline powered, string trimmer, WeedWacker®
Welder, arc	B	
Welder, arc cables	A	With clamp or welding rod holder
Welder's apron	A	Leather
Welder's jacket	A	Leather
Wheel, grinding	A	
Wire cutters and strippers	A	
Wire, grinder brush	B	
Wrench High mast nut	B	
Wrenches	B	Open or box end, adjustable (Crescent®), pipe, chain





**IDAHO DEPARTMENT OF CORRECTION**  
**Broken or Excess Tool**

**BROKEN OR EXCESS TOOL**

Facility: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Work Unit Supervisor: \_\_\_\_\_

Tool is:      Broken    Excess

Action:    Dispose    Auction    Replace

Tool number: \_\_\_\_\_

Tool description: \_\_\_\_\_

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**BROKEN OR EXCESS TOOL**

Facility: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Work Unit Supervisor: \_\_\_\_\_

Tool is:      Broken    Excess

Action:    Dispose    Auction    Replace

Tool number: \_\_\_\_\_

Tool description: \_\_\_\_\_

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Facility: \_\_\_\_\_

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Date: \_\_\_\_\_

Work Unit Supervisor: \_\_\_\_\_

Tool is:      Broken    Excess

Action:    Dispose    Auction    Replace

Tool number: \_\_\_\_\_

Tool description: \_\_\_\_\_

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Facility: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Work Unit Supervisor: \_\_\_\_\_

Tool is:      Broken    Excess

Action:    Dispose    Auction    Replace

Tool number: \_\_\_\_\_

Tool description: \_\_\_\_\_

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Facility: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Work Unit Supervisor: \_\_\_\_\_

Tool is:      Broken    Excess

Action:    Dispose    Auction    Replace

Tool number: \_\_\_\_\_

Tool description: \_\_\_\_\_

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**IDAHO DEPARTMENT OF CORRECTION**  
**Facility Access Guidelines for Contractors**

The following guidelines are to help familiarize contractors with working in a facility. We cannot cover every issue in this document; if you have questions, please ask an Idaho Department of Correction (IDOC) staff member.

- All contractors and subcontractors must complete a truthful background questionnaire. The IDOC must approve all contractors and subcontractors before they will be allowed on site.
- State identification cards must be worn at all times at a facility.
- The following items are not allowed: chewing gum, pocketknives, weapons, ammunition, explosives, drugs (except prescription medication that must be carried at all times), tobacco, cell phone, camera, tape recorder, video recorder, pets, or other contraband. (**Note:** if you must carry prescription medication, please notify the security staff before entering the job site.) If you have any questions regarding items that cannot be brought in, check with a correctional officer.
- Contractor and subcontractors who appear to be under-the-influence of alcohol or drugs will not be permitted on site.
- All vehicles will be searched upon entering and exiting the perimeter of a facility.
- Always lock unattended vehicles.
- At specific times, and during emergencies, inmates are counted. This is called count time. Count time varies at each facility. No one is allowed to enter or exit a facility during count time. Contractors should ask when count times are scheduled to avoid unnecessary delays. Facility heads (or designees) must approve, in advance, any exception to the entry and exit of a facility during count time.
- Tools are inventoried upon entry and exit of the facility. On long projects when tools are kept on site, they are inventoried and checked at the end of each day.
  - Ram Sets: All shots must be inventoried. Blanks and misfires must be removed from the job site. Do not throw them away or on the ground.
  - Flammable and hazardous materials must be inventoried and secured.
- If inmates have access to the work area, tools **cannot** to be left unattended.
- Do not give inmates anything. If they ask for anything, notify a security staff member.
- Avoid dressing like an inmate. Blue jeans are allowed, but avoid blue shirts.
- If a siren sounds, continue working unless security staff instructs you otherwise. However, if inmates are in the area when a siren sounds, notify security staff immediately.

I have read, understand, and received a copy of these security procedures.

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_