NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATIONS
411

TOOL CONTROL

Supersedes: AR 411 (Temporary, 11/05/09)
Effective Date: 02/12/10

AUTHORITY: NRS 209.131

RESPONSIBILITY

1. Wardens/Facility Managers will ensure that procedures are established to carefully control the use, distribution and storage of tools to minimize the potential danger to staff, inmates and facility security that may be caused by their misuse.

2. Wardens/Facility Managers are responsible for the implementation of this regulation.

3. It shall be the responsibility of all staff to ensure and maintain compliance with this procedure on a regular and daily basis.

411.01 PROCEDURE

1. Each Warden or facility manager shall establish a comprehensive operational procedure which clearly defines each issue listed in this regulation, to include requiring that all personnel having access to tools familiarize themselves with the institution's or facility's operational procedure.

2. Institution/facility operational procedures will be adhered to by all work areas identified within the institution/facility who use and/or store tools.

A. Work areas include but are not limited to:

a. Food Service

b. Maintenance

c. Medical

d. Yard Labor

e. Prison Industries
f. Vocational Education

g. Education

h. Private or contract repair or maintenance personnel

3. Institution/facility operational procedures will include the following definitions:

A. Tool – Any instrument or minor piece of equipment requiring manual operation such as but not limited to, knives, scissors, long handled utensils, letter openers, maintenance tools, extension cords or water hoses.

B. Class "A" Tools (Extremely Hazardous) – Tools that can be used as weapons, to facilitate an escape or in an escape or to fabricate weapons.

C. Class "B" Tools (Hazardous) – A tool in its present state that can be conveniently used as a weapon and/or easily concealed.

D. Class "C" Tools (Non-hazardous) – A tool which in its present state can be used as a weapon only with difficulty; which must be extensively altered to be used as a weapon; or which cannot be easily concealed.

E. Shadow Board – a storage board upon which tools are stored, bearing a painted image or outline of each tool stored thereon and the corresponding code number.

F. Tool Control Coordinator – A person designated by the Warden or manager to coordinate the tool control plan at the facility.

a. This need not be a full time assignment, but for the purpose of accountability the individual must have sufficient time to accomplish designated tasks.

4. Institution/facility operational procedures shall describe in detail procedures for:

A. Tool Request

B. Tool Add-on

C. Tool Turn-in, to include tool disposal

D. Lost Tools

E. Tool Inventory

F. Tool Quotas

G. Tool Check-in/Check-out
H. Tool Storage

I. Tool Identification, to include classification.

J. Tool Audits

411.02 TOOL REQUESTS

1. Work area supervisors, to include Maintenance, Prison Industries, School District and outside vendors, requesting to receive a new tool will complete a Tool Request Form (Attachment A) to be submitted to the Tool Control Coordinator and Associate Warden for approval.

A. No tools shall be procured or delivered to the job site without the prior approval of the Tool Control Coordinator or Associate Warden.

B. The Tool Control Coordinator will review the area's existing tool inventory prior to approving/denying any request to ensure there is not an excess of the same tool.

C. A copy of the Tool Request Form will be forwarded to the area supervisor and Warehouse Manager upon approval.

a. All denied requests will be sent to the area supervisor with the reasons for denial.

D. All approved tools will be delivered to the Warehouse.

a. The warehouse supervisor will notify the Tool Control Coordinator that the tool(s) are in.

b. No tool will be issued by warehouse staff.

411.03 TOOL ADD-ON

1. The Tool Control Coordinator will be responsible for the classification of each new tool.

A. The Tool Control Coordinator will ensure each new tool has been properly etched, color coded and added to the appropriate inventory.

2. The Tool Control Coordinator will complete a Tool Add-on Form (Attachment B) for each tool added to an area's inventory.

A. Copies of this form will be distributed and maintained by the area supervisor and Tool Control Coordinator.

B. No tool will enter the facility without a copy of the completed and signed Tool Add-on Form.

411.04 TOOL TURN-IN RECEIPT

1. Area supervisors will complete a Tool Turn-in Form (Attachment C) for all unserviceable tools.

A. Broken or worn out tools will be given to the Tool Control Coordinator for proper disposal and removal from area inventory.

B. Broken or worn tools will be cycled through the trash compactor by the Tool Control Coordinator.

a. This responsibility can not be delegated.

C. Area supervisors and the Tool Control Coordinator will maintain a copy of the Tool Turn-in Form for their records.

411.05 LOST TOOL REPORT

1. Any lost tool will be immediately reported to the on duty supervisor.

A. All inmates will remain at that location until a thorough search can be completed.

2. The area supervisor is responsible for completing a Lost Tool Report (Attachment D).

A. Copies of this report will be maintained by the area supervisor and forwarded to the Associate Warden and Tool Control Coordinator.

3. The Tool Control Coordinator will maintain a separate file of all missing tools.

A. All contraband tools discovered will be checked against this list and retained by the Tool Control Coordinator for re-issue or disposal.

411.06 TOOL INVENTORIES

1. A complete inventory of all tools and their location will be maintained by the area supervisor, Tool Control Coordinator and Associate Warden or facility manager.

A. Area supervisors will maintain a current and readily available copy of their complete tool inventory in a loose leaf binder.

2. Work area supervisors will conduct a tool inventory at the beginning and end of their shift.

A. The supervisor shall indicate by signature that all tools are present at the end of each day.

B. Inmates can not complete a tool inventory.

3. A Weekly Tool Report (Attachment E) will be completed by the area supervisor.

A. This report will be completed by the end of the business week.

B. A copy of this report will be forwarded to the Tool Control Coordinator.

C. Inmates can not complete a tool inventory.

4. A monthly tool audit will be conducted by the Tool Control Coordinator.

A. This audit will relate to inventories, proper identification and storage of tools.

5. When inmates are assigned to tool cribs such as, Maintenance department, Vocational shops or Prison Industry, the inmate will be under the direct supervision of an employee assigned to the specific area.

A. The employee shall conduct a sight inventory (an observation of all tool shadows to ensure every tool is present) at the beginning and end of each work day and these inventories must be documented.

B. In addition, the supervising employee shall conduct spot checks of tools in use to ensure they are being used only by the individuals to whom they were assigned.

a. In Prison Industries only, a tool may be shared in a common work-area when the tool has been identified as appropriate for such sharing by Prison Industry supervisors and the Associate Warden.

b. The responsibility for returning the tool remains with the inmate who originally signed the tool out.

C. Inmates assigned to the Silver State Industries may be authorized by the supervisor to purchase tools for their own use within an assigned industrial area. All other tool control regulations apply. In the event the inmate is no longer assigned, the inmate will be required, at their own cost, to dispose of the tools. The Department will not be responsible for any lost or damaged inmate owned tools.

6. Tool control in the medical and dental departments will be accomplished as follows:

A. The Director of Nursing Services shall maintain an accurate inventory of instruments such as scalpels and other tools.

B. These tools will be inventoried daily.

C. A complete inventory will be maintained in quadruplicate:

a. One copy to be conspicuously displayed in storage area.

b. One copy with the Director of Nursing Services.

c. One copy to the Tool Control Coordinator.

d. One copy with the Associate Warden.

e. Each shift will maintain a daily perpetual inventory of all needles and syringes by sizes.

411.07 TOOL REQUIREMENTS/QUANTITY

1. Each work area supervisor shall establish tool requirements/quantity for their area of responsibility.

2. Work area supervisors shall maintain and account for all tools within their area of responsibility.

3. All tools found in excess of need or not on the existing area inventory will be turned over to the Tool Control Coordinator with a completed tool turn-in receipt.

A. Tool(s) will be stored in a secured area for disposal by the Tool Control Coordinator.

411.08 TOOL CHECK-IN AND CHECK-OUT

1. All tools removed from their storage area will be logged out by the work area supervisor using a tool check-out log.

A. A log book or log sheet will be maintained for documenting the issuance and the return of tools.

B. The log shall include:

a. The date issued

b. Receiving inmate's name and NDOC number; or employee's name and the tool number

c. Tool description, to include number

d. Time checked out

e. Issuing employee's name

f. Time returned

g. Name of the employee receiving the returned tools.

C. Inmates receiving tools will surrender their identification card to the work area supervisor.

a. Work area supervisors will positively identify the inmate receiving the tool.

D. Work area supervisors will ensure the inmate(s) has been instructed in the proper use and understand all safety procedures for that tool.

a. Documentation of the training must be maintained.

E. Inmates will be allowed to possess or use tools only when supervised.

F. Tools turned in upon completion of their use will be signed in by the work area supervisor.

a. Work area supervisors will ensure the tool(s) is clean, undamaged and all parts of the tool are accounted for.

b. Work area supervisors will note the time the tool was returned and who received the tool.

c. After ensuring all the tools checked out by an inmate are returned, the inmate's identification card will be returned to the inmate.

411.09 TOOL STORAGE

1. All tools shall be stored in a steel cage/cabinet with a shadow board or tarp (tool boxes) and a secure locking device.

2. Tool storage cage/cabinet will be equipped with a shadow board.

A. Class "A" Tools will be stored over a red shadow.

B. Class "B" and Class "C" Tools over a Black shadow.

3. Over sized equipment such as, ladders will be under lock and chain or stored in a locked storage area when not in use, and inventoried daily.

4. Surgical, dental and other medical equipment shall be maintained in the safest manner possible in keeping with medical practice.

5. Reserve stock of hypodermic needles and syringes shall be kept in a locked and secure area and an accurate and current inventory maintained.

A. Only the minimum number of syringes and needles for proper operation of the medical department shall be available for daily use.

a. All used and unserviceable syringes and needles shall be crushed or disposed of by some safe and secure manner designed to keep them out of inmate possession.

411.10 TOOL IDENTIFICATION

1. All tools will be etched to identify the tool and area where they are assigned.

A. Letter abbreviations for each facility and number of the tool will be etched on all institutional tools.

a. Tools belonging to other entities (i.e. White Pines County-WPCSD, Carson County-CCSD, Clark County-CCSD) will be etched with the appropriate abbreviation.

B. All tools will be marked with an identification number.

C. Medical/Dental tools will not be marked because of size and character.

2. Tools will further be identified by color banding.

A. Class "A" tools will be visually identified by a red band at least ½ inch wide at the point of the least wear.

B. Class "B" tools will be visually identified by a blue band at least ½ inch wide at the point of the least wear.

C. Class "C" tools will be visually identified by a green band at least ½ inch wide at the point of least wear.

411.11 TOOL CLASSIFICATION

1. Class "A" tools: are tools readily available to be used as weapons or used to facilitate an escape.

A. These tools are considered critical.

a. All critical tools require direct supervision of an inmate in possession of these tools.

b. A critical tool can not be removed from the area of intended use.

B. Critical tools include but are not limited to the following:

a. Large Wire Cutters

b. Knives/Cleaver/Ice Picks

c. Hacksaws/Hacksaw Blades

d. Drill Bits/Grinder Wheels

e. Cutting Torches

f. Power Actuated Tools

g. Axes

h. Bolt Cutters

i. Hammers.

j. Scissors.

k. Large Wenches (more than 8 inches)

l. Files/Rasps.

m. Dough Cutters.

n. Meat Forks.

o. Scalpels.

p. Screw Drivers/Chisels.

q. Ladders

C. Critical tools include those stated above in class "A", as well as additional tools, which are considered dangerous to the institution or inmate's well being as determined by the Warden/designee.

2. Class "B" tools: require direct observation of an inmate in possession of a Class "B" tool.

A. Class "B" tools include but are not limited to the following:

a. Spatulas

b. Small Wrenches (less than 8 inches)

c. Serving Spoons

d. Ladles

e. Engravers

f. Ropes

g. Extension Cords

h. Hoses

i. Picks

j. Wood Saws

B. Special events that require plastic utensils such as, spoons or spatulas, used by various inmate religious groups will be checked out from the culinary upon approval from the Warden/designee.

a. These items will be added to the appropriate culinary tool inventory and ensure accountability.

3. Class "C" tools: require intermittent observation of an inmate in possession of a Class "C" tool.

A. Class "C" tools include but are not limited to the following:

a. Shovels

b. Rakes

c. Push Brooms

d. Mop Ringers

B. Any tool not listed above will be categorized by the Tool Coordinator and approved by the Warden or designee.

411.12 TOOL AUDITS

1. All correctional institutions/facilities will conduct an internal audit of their tool control procedure at least once per month.

A. Wardens or facility managers will designate staff to complete required monthly audits.

B. Audits will assess the strengths and/or weaknesses in the following areas:

a. Tool Request

b. Tool Add-on

c. Tool Turn-in, to include tool disposal

d. Lost Tools

e. Tool Inventory

f. Tool Quotas

g. Tool Check-in/Check-out

h. Tool Storage

i. Tool Identification, to include classification.

j. Tool Audits

411.13 OTHER SENSITIVE TOOLS AND EQUIPMENT

1. Ladders:

A. Inmates will not be allowed to use ladders without direct supervision.

B. All ladders will be under lock and chain or stored in a locked storage area when not in use, and inventoried daily.

2. Scaffolds or Man Lift:

A. When it is necessary to leave scaffold at a site overnight, it shall be placed in an area, which provides adequate security and will be chained and padlocked.

a. To prevent the scaffold from being easily freed, the chain will encompass more than one rung.

B. When not in use, all scaffolding will be broken down and stored.

C. As with other prison equipment, scaffolds will be checked and inventoried on a daily basis, unless stored in an outer warehouse.

D. Man lifts must have the approval of the Warden or Associate Warden to be brought onto the facility.

a. It must be under custody escort for the entire time it is within the perimeter.

b. It must not be stored within the perimeter.

c. Operators must be properly trained and certified to use this equipment.

3. Ropes:

A. All ropes and cables will be safely stored and inventoried daily.

B. They will be transported and used only under the direct supervision of an employee.

4. Scissors:

A. Shears and scissors are considered hazardous tools and will be issued on check-in/check-out basis.

a. Only those scissors which are needed to complete a job will be issued.

b. Spot inspections will be made of inmates who are using the scissors in designated industrial areas.

B. A daily inventory of all shears and scissors will be made, noting the condition of all items and how they are disposed of, if broken.

a. All pieces of a broken tool must be turned in and lost or stolen tools will be reported to the shift supervisor, followed by a complete written report.

b. The supervising employee is responsible for the issue, use and return of all shears and scissors.

c. Only designated staff approved by the Warden or above will be allowed to have scissors in their work areas.

5. Grinders:

A. The use of grinding wheels is necessary in the operation of the maintenance division in an institution. SUCH EQUIPMENT CAN BE USED TO MAKE WEAPONS AND KEYS, SO STRICT SUPERVISION OF GRINDERS WILL BE MAINTAINED AT ALL TIMES.

B. Inmates will be allowed to use the equipment when authorized and under direct supervision of an employee.

C. When not in use, grinders will be kept locked, covered and with the electrical power off. Portable grinders will be similarly restricted.

6. Hacksaws, reciprocating saws, Jig Saws, Band Saws, Saw Blades and Files

A. When hacksaws, reciprocating saws, jig saws, saw blades or files arrive at the institution, the Tool Control Coordinator will be notified to ensure proper handling and storage.

B. Hacksaws, reciprocating saws and jig saw blades and files will be in a locked steel cabinet/cage.

C. Employees checking out these items are to return them before going off duty.

D. All parts or broken tools are to be turned in by the employee that checked out the tool along with a tool Turn-in Receipt.

E. Missing blades or files will be reported immediately to the on duty shift supervisor, followed by a written report.

F. The report will explain the circumstances under which the blade or file was lost, efforts made to retrieve the missing item and a recommendation to prevent any future loss.

G. Security measures must start immediately if a loss is reported.

H. All hacksaws, reciprocating saws and jig saw blades and files will be etched with identifying marks on each side.

I. Inmate use will be strictly supervised.

J. The supervisor must maintain an inventory and procedure for handling all tools.

K. Band saw blades will be maintained on the band saw.

L. Replacement blades will be kept in a steel cabinet/cage.
M. Replacement blades will be kept to a minimum.

7. Gunpowder Actuated Tools

A. Gunpowder actuated tools such as ramset guns and loads will be stored in the institution armory along with weapons.

B. Such tools and loads will be issued only to the Maintenance supervisor after receiving the approval of the Warden or facility manager.

C. Custody staff will escort the user and be during its use.

D. Under no circumstance will inmates be allowed to use this tool.

E. Inventory of loads will be maintained.

F. The inventory will be checked and adjusted whenever an inventory issue is made.

G. The person drawing the tool will verify the number of loads he/she is receiving, and will save the empty cartridge cases as they are used.

H. When the job is completed, verification of the exact numbers of live and expended loads will be made.

I. If there is any discrepancy, the on duty shift supervisor or facility manager will be immediately informed so that a search can be started for the missing loads.

8. Pneumatic/Electric Nail Guns

A. Nail guns require the Warden/Facility Manager's approval.

B. Only nail guns that require the compression tip to be compressed prior to pulling the trigger will be allowed.

C. Nail guns will only be issued to inmates after having received documented training in the proper use of the nail gun.

D. This training will also include safety procedures.

E. Nail guns that do not require the compression tip to be compressed to fire will not be allowed.

F. Institution/facility Operational Procedures are required to detail the use of pneumatic/electric nail guns with specifics unique to the needs of their institution/facility.

9. Acetylene Cutting Torches

A. All cutting tips shall be stored in a steel cabinet/cage and accounted for on a daily log indicating the name of employee(s) using the tips.

B. The log shall indicate date, time of issue and return, and shall be signed by the issuing employee, as well as the employee to whom the tips have been issued.

C. Tips will be included in the monthly audit of tools as well as in the daily tool inspection.

D. Employees checking out these items are to return them before going off duty.

10. Shop Equipment

A. Lathes, presses, sheet metal cutters and any type of shop equipment will only be used by inmates under direct observation of an employee.

B. Inmates must be trained in the safe and proper use of shop equipment.

a. Documentation of the training will be maintained by the supervisor.

C. When not in use, such machines will have their power supply off by locked switches or master switch.

D. To ensure the safety of inmates and employees, the working parts of shop equipment will be checked daily.

APPLICABILITY

1. This AR requires an Operational Procedure

2. This AR requires an audit.

ATTACHMENTS

DOC 1632 – Equipment, Tools or Material Transfer
DOC 1698 – Tool Add-on Form
DOC 1700 – Tool Turn-in Receipt
DOC 1701 – Lost Tool Report
DOC 1699 – Weekly Tool Report

Howard Skolnik, Director

1/13/10
Date

EQUIPMENT, TOOLS OR MATERIAL TRANSFER

DATE: _____

Shipped this date from: _____,

For delivery to: _____,

The following item(s):

QTY	DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Transfer Requested by: _____

Transfer Approved by: _____

_____ DATE: _____
(Picked up by)

_____ DATE: _____
(Delivered by)

_____ DATE: _____
(Received by)

CC: Sending Location / Originator
Receiving Location
Carrier

TOOL ADD-ON FORM

To:
(Area supervisor)

From: Tool Control Coordinator

Date:

The below listed tool(s) have been added to your tool inventory maintained by the Tool Control Coordinator and Associate Warden. It is your responsibility to add this tool(s) to your daily, weekly and master inventory. This tool(s) has been etched and color coded.

Name and description of tool(s) (to include tool numbers):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

_____ _____
Tool Control Coordinator Date

Cc: File

DOC 1698 (rev 9/09)

TOOL TURN-IN RECEIPT

To: Tool Control Coordinator

From:
(Area supervisor)

Date:

The below listed tool(s) are being turned-in for disposal and/or removal from area inventory.

Name and description (to include tool number):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

_____ _____
Work area supervisor Date

_____ _____
Received by (Tool Control Coordinator) Date

_____ _____
Disposal date Tool Control Signature

cc: File

DOC 1700 (rev 9/09)

LOST TOOL REPORT

To: Associate Warden

Via: Tool Control Coordinator

From:
(Area supervisor)

Date:

On _____ the below listed tool(s) was discovered missing/stolen from the
(Date & time)

_____.
(Work area)

This tool was last checked out to _____ _____ at
(Name) (Inmate's back number)

_____.
(Time)

Description of tool (to include tool number):

1. _____

2. _____

3. _____

4. _____

5. _____

Circumstances surrounding the loss/stolen tool: _____
_____
_____
_____
_____

Name and time shift supervisor notified of missing tool(s): _____
_____

Cc: Shift Supervisor
Tool Control Coordinator
Associate Warden
File

DOC 1701 (rev 9/09)

WEEKLY TOOL REPORT

To: Tool Control Coordinator

Via: Associate Warden

From: _____
(Area Supervisor)

Date: _____

Department: _____

I have verified the presence of all tools assigned to my area/shop and that these tools are properly stored in the approved/prescribed manner as of the end of my workday on: _____.

Tool storage areas identified for warehousing of tool stocks are excluded from the daily accountability accept when there is evidence of tampering.

NOTE: Reference Lost Tool Report

When ANY TOOL is missing, the Associate Warden, Tool Control Coordinator and Shift Supervisor shall be notified immediately by telephone.

A written report covering the details of the loss of tools will be submitted prior to the employee departing the institution. Forward the report to the Associate Warden with copies to the Tool Control Coordinator and Shift Supervisor. (See Lost Tool Report Form).