

- 7.6 “Chit/Tag” refers to a small metal ring or brass plate labeled with a staff member’s name or identifying number, used to exchange during the check out of keys, tools or equipment.

8 GENERAL TOOL/EQUIPMENT CONTROL

- 8.1 All Juvenile justice Services facilities shall maintain a three tier tool/equipment control system.
- 8.1.1 Tier one shall be the physical plant department in charge of the ordering, replacement, perpetual inventory, marking for identification, distribution, and recording of all tools/equipment at the facility. This includes maintaining a master inventory of tools/equipment approved by the facility superintendent.
- 8.1.2 Tier two shall be each department head or supervisor responsible for the daily inventory, distribution and recording of all tools/equipment assigned to their department, areas or personnel. This includes maintaining a department or area inventory of tools approved by the facility superintendent.
- 8.1.2.1 Each department head or supervisor shall be responsible for the issuing of all tools in the work area.
- 8.1.3 Tier three shall be the facility superintendent who designates a staff member as the tool control officer to audit tool, culinary equipment and medical equipment inventories. This includes monitoring the use, storage, distribution and recording practices for tools, culinary and medical equipment.
- 8.1.3.1 The tool control officer shall receive the master tool/equipment inventory from the physical plant department and the department or area inventory by the 5th day of each month. This inventory shall include any addition or deletions approved by the facility superintendent.
- 8.2 Each facility superintendent shall establish check in/out systems for tools, medical equipment and culinary equipment that is compliant with this procedure utilizing approved forms.
- 8.3 Once per quarter, a complete audit of tool/equipment shall be conducted. Any unapproved additions or deletions, tools/equipment noted as not being on the master or department/area inventory, failure to document the distributions or returns or other indication of failure to appropriately monitor or use tools/equipment will be immediately reported to the facility superintendent.
- 8.3.1 The tool control officer and physical plant director will maintain all reports and audits related to tool/equipment control and present the documentation for audit/inspection as requested.
- 8.4 All tools/equipment will be securely stored within the assigned area. Only designated facility staff will have access to tool/equipment areas. Clients shall not be permitted to check out tools/equipment and must be trained and under direct staff supervision when using or in possession of tools/equipments appropriate for the work area or assignment.
- 8.5 All ladders will be inventoried by size, type, be numbered and have work area assignments printed on them. Ladders will be chained in a secure storage area when not in use. Six-foot ladders may be chained onto the tool board or other accessible location for frequent use.
- 8.6 Emery wheels and portable grinders will be secured under lock when not in use or directly supervised by a staff member.
- 8.7 Only the required amount of tools/equipment will be maintained in each work area. Tools/equipment in excess of daily needs will be transferred to the physical plant department for storage in a safe and secure manner prior to disposal or reassignment.

- 8.8 If a vocational class or work assignment requires clients to use tools or equipment the supervising employee must directly issue the tool/equipment to the client, observe the client's use and directly receive the tool/equipment at the close of the class period or work assignment.
 - 8.8.1 If a change in supervision of a client is required prior to the end of the class period or work assignment, a tool/equipment count must be completed by the assuming staff member before the relief of the exiting staff member.
- 8.9 Any tools/equipment assigned to a vehicle will be kept secured and locked in the vehicle, if appropriate, or removed to a secure location.

9 SHADOW BOARDS

- 9.1 All tools/equipment so adaptable will be displayed on shadow boards. Only one tool will be displayed on each shadow. The shadow boards will be locked in a secure room or enclosed in a heavy shielded enclosure, which will be locked. The physical plant director and the tool control officer will maintain an inventory of each shadow board.
- 9.2 Tools/equipment not adaptable to shadow boards will be stored in locked drawers, cabinets, or chests in and a secured designated tool storage area. The physical plant director and tool control officer will maintain an inventory of these tools.
- 9.3 When a tool/equipment is removed from permanent inventory and not replaced, the physical plant director shall be responsible for immediately updating the inventory, placing a vacant chit/tag on the corresponding shadow and updating the shadow board before the next inventory on the 5th day of the next month.
- 9.4 A combination check in check / out log and chit/tag system will be used for all tool/equipment on a shadow board.
 - 9.4.1 All tools/equipment not on a shadow board will be accounted for in a daily check in / check out log.
 - 9.4.2 The log will indicate date, name of employee who is checking out the tool/equipment, description of the tool/equipment, quantity, time checked out, time checked in, and signature of the individual receiving the tool/equipment.
 - 9.4.3 Facilities that do not utilize enough tools/equipment to make a chit/tag system shall only use the check in /check out system detailed in section 9.4.2 above.
- 9.5 Clients shall not have access to chits/tags or shadow boards.
- 9.6 Staff members are prohibited from exchanging chits/tags, using another staff member's chit/tag, making their own chits/tags and must immediately report a lost chit/tag to the tool control officer.
- 9.7 The tool control officer shall be responsible for providing chits/tags to all employees.
 - 9.7.1 Temporary paper chits/tags can only be issued by the key control officer or control center officer and expire at the end of daily use.

10 CONTRACTOR OR OUTSIDE ENTITIES

- 10.1 Outside workers or personnel, including contract workers, who bring tools into the facility, will submit a written inventory of all tools, toolboxes, and related equipment prior to admittance inside the secure area of the facility.
 - 10.1.1 An employee will escort these workers while in the facility and will confirm that no tools are left behind, activities are confined to the authorized area, and work is performed with proper security and safety precautions.
- 10.2 The facility superintendent will designate which tools require oversight by the by contracted or outside entities providing services inside a secure facility. At a minimum, all tools that can cause death or serious injury will require oversight.

- 10.3 If approved by the facility superintendent, contractor or outside entities tools/equipment may remain at the facility overnight in a designated secure location.
- 11 **PHYSICAL PLANT DIRECTOR'S RESPONSIBILITIES**
- 11.1 The physical plant director or designee will take possession of all tools/equipment received at the facility prior to use and/or placement in the inventory.
- 11.2 The physical plant director or designee will update the master inventory for each work area where the received tools are to be assigned and maintain a copy of the report and updated and closed the inventory.
- 11.2.1 When possible, tools will be permanently marked for identification purposes with a work area ID and a sequential number. Very small or fragile tools may be exempt from marking.
- 11.2.2 A copy of the updated master and, if applicable, department or area inventory will be forwarded to the tool control officer immediately following the receipt or any tools/equipment or updating of the inventory.
- 11.3 No area or department shall directly receive tools/equipment without the approval of the physical plant director.
- 11.4 The physical plant director shall not approve or receive tools/ or equipment or otherwise make changes to the master inventory without authorization of the facility superintendent.
- 11.5 The physical plant director will classify all hacksaw blades, files, bolt cutters, come-alongs, cutting tips, welding tip, mixing chambers and other tools of this nature as restricted tools/equipment.
- 11.5.1 Restricted tools/equipment will be stored in a secure location not accessible to clients.
- 11.5.2 Restricted tools/equipment will be accounted for on a perpetual inventory that indicates the name and signature of the employee issuing, the name and signature of the employee(s) using the item, date, time of issue, and time of return.
- 11.5.3 Hacksaw blades, files, bolt cutters, come-alongs, cutting tips, welding tip, mixing chambers and other tools of this nature shall be included in the quarterly audit of tools/equipment as well as counted daily.
- 12 **LOST AND DISCONTINUED TOOLS/EQUIPMENT**
- 12.1 When a tool is determined to be unserviceable, the department head or supervisor may request a replacement from the physical plant director. When the replacement tool is received the master and department/area inventory shall be updated indicating a replacement tool was received and the unserviceable tool/equipment turned back into the physical plant director.
- 12.1.2 The tool control officer shall be notified of all replacement tools/equipment on the next due inventory date on the 5th of the next month.
- 12.2 No discontinued tool will be stored in an unsecured area, an area accessible to clients or stored in the same location of in-use tools/equipment making it appear in use.
- 12.2.1 A discontinued tool/equipment inventory will be maintained by the physical plant director indicating the date the tool/equipment was discontinued and the tool/equipment's final disposition.
- 12.3 Any employee discovering a tool/equipment is lost/missing will immediately verbally reported the missing tool/equipment to the department head or supervisor of the area and to the facility superintendent or on-call manager in charge.
- 12.3.1 Any client and/or staff member(s) who had access to the tool/equipment will be held at that location until a thorough search has been made or until the facility superintendent or on-call manager in charge makes a determination that the tool/equipment is lost.

- 12.3.2 The facility superintendent or on-call manager in charge will determine what search perimeters will be set, and authorize the searching of the facility.
- 12.3.3 If the tool/equipment cannot be located after the search, the tool/equipment shall be listed on the discontinued tool/equipment inventory maintained by the physical plant director indicating the date the tool/equipment was lost.
- 12.3.4 A serious incident report must be completed for all lost tools/equipment. This includes lost tools/equipment found in a subsequent search.
- 12.4 If a tool/equipment is found by an employee or otherwise found to be unattended, the tool/equipment will be taken to the tool control officer.
 - 12.4.1 The tool control officer will forward written notice to the department head or supervisor assigned the tool/equipment. A copy of this notice should be sent to the facility superintendent and the physical plant director.
 - 12.4.2 The tool control officer will check the tool against the discontinued tool/equipment inventory. If the tool has already been replaced, the found tool will be placed in secure storage or, if unserviceable, re-inventoried as unserviceable with a final disposition.
 - 12.4.3 The physical plant director shall update the master and department/area inventory as appropriate.

13 MEDICAL EQUIPMENT

- 13.1 Medical tools/equipment shall be handled as proscribed by this procedure in addition to the following mandates:
- 13.2 The health services administrator, physical plant director and tool control officer each shall maintain a current copy of the medical equipment inventory.
 - 13.2.1 The health services administrator shall establish reasonable inventory limits for disposable, one-time use items (e.g., needles and sharps) that are appropriate for each location or area.
 - 13.2.2 Unless directly in use, all inventory and reserve stocks of needles, syringes and sharps will be inventoried and secured in a locked area by medical staff.
- 13.3 Only designated medical staff, the physical plant director and the tool control officer (during inventories) shall have access to medical equipment storage areas.
 - 13.3.1 Unsupervised clients will not be permitted to work in, or otherwise be allowed access to, areas used for the storage of medical equipment.
- 13.3 Only the required amount of medical equipment will be maintained in the work area. Medical equipment in excess of reasonable need will be inventoried and stored by the physical plant director.
- 13.4 A daily perpetual inventory of all needles, syringes and sharps will be maintained by medical staff. This inventory shall indicate the name and signature of the employee issuing, the name and signature of the employee(s) using the item, date, time of issue, and time of return or disposal.
 - 13.4.1 Used needles, syringes and sharps will be placed in a secured, biohazard sharps container until properly disposed of in order to keep them out of the possession of client.
 - 13.4.2 Biohazard containers will be the type where hands cannot enter the container.
 - 13.4.3 The physical plant director, in conjunction with the health service administrator, shall establish intermittent or as needed pick up schedules for biohazard containers.
- 13.5 Medical equipment and supplies of a hazardous nature will be maintained in a separate locked storage area or container.

13.6 Medical equipment will be checked during the quarterly tool/equipment audit.

14 **CULINARY EQUIPMENT**

- 14.1 Culinary tools/equipment shall be handled as proscribed by this procedure in addition to the following mandates:
- 14.2 The food service supervisor, physical plant director and tool control officer each shall maintain a current copy of the culinary equipment inventory.
- 14.3 Only the required amount of culinary tools/equipment will be maintained in the work area. Culinary equipment in excess of reasonable need will be inventoried and stored by the physical plant director.
- 14.4 All culinary equipment will be securely stored within the assigned work area. Only designated facility staff will have access to culinary equipment storage areas.
 - 14.4.1 Unsupervised clients will not be permitted to work in, or otherwise be allowed access to, areas used for the storage of culinary equipment.
- 14.5 All culinary equipment will be accounted for in a permanent **shift** log. The log will indicate date, name of employee who is checking out the tool, description of the item, quantity, time checked out and time checked in.
 - 14.5.1 An informal count of all culinary equipment will be taken before and after each meal. The employee performing the count will initial on the permanent log indicating all knives and tools/equipment is accounted for.
 - 14.5.2 At the conclusion of the meal, the escorting youth care specialist shall conduct an informal count of all eating utensils (sporks) issued to clients as they are discarded. For example, checking to see that each client throws their spork away.
- 14.6 A complete inventory of the storage cabinet or shadow board will be conspicuously displayed in that storage cabinet or shadow board.
- 14.7 Only authorized employees will have access to the storage cabinet or shadow board.
- 14.8 The physical plant director will classify slicer blades, knives and other tools of this nature restricted tools/equipment. Extra tools/equipment deemed restricted by the physical plant manger will be placed in secure storage outside of the food service and client access areas and be counted daily.

15 **CONTINUOUS QUALITY IMPROVEMENT**

- 15.1 The facility superintendent will use the quarterly tool/equipment audits and any accompanying corrective action as the continuous quality improvement plan.
 - 15.1.1 Annually, the four quarter reports will be forwarded to the Director of Juvenile Justice Services or designee for review. Based on this review, any changes in practices will be incorporated into this procedure.

16 **AUTHORIZED SIGNATURE**



APPROVED: _____

**Dorian Dodson, Cabinet Secretary
Children, Youth and Families Department**

6/9/10

Date