

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	POLICY NUMBER	PAGE NUMBER
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	RELATED ACA STANDARDS:	
	4-4196	
CHAPTER: Administration	SUBJECT: Tool & Sensitive Item Control Policy	
APPROVED BY THE COMMISSIONER:	 7/16/14	
EFFECTIVE DATE:		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C., 6502, 6504, 6517 and DOC Policy 8.28.

II. PURPOSE: To establish an effective, uniform plan that ensures all tools, food service, medical equipment, and hazardous materials stored and used within the facilities are controlled in a safe, secure manner.

III. APPLICABILITY: All agency employees, volunteers, visitors, contractors, and persons conducting business with the DOC.

IV. DEFINITIONS:

A. Class "A" Tools: Any item that can itself be used as a weapon or in an escape, or can be used to fabricate weapons or facilitate an escape including medical/dental instruments (syringes, needles and other sharps). Class A tools will be used by staff, or by inmates under constant, direct staff supervision.

B. Class "B" Tools: Those tools that have a nominal weapon or escape potential and that are subject to lesser controls. Class B tools may be issued to inmates under less restrictive circumstances.

C. Program Directors: Include administration of functionary units such as Arts, Correctional Industries, Education, Vocational Education, Food Service, Maintenance, Central Supply and Medical, where tools are used or stored within correctional facility.

D. Quality Assessment Group: Multi-disciplinary teams convened to analyze policy systemic effects, document inefficiencies, identify processes to improve efficiency, and recommend policy development or revision, that champions best practices and standardization.

V. POLICY: It is DOC policy to safely maintain all tools, knives, food service implements, medical/dental instruments, needles, syringes, and hazardous materials necessary for operations, and to ensure that these items are used solely for their intended purposes.

VI. PROCEDURES: These guidelines shall comply with ACA/NIC standards.

A. Positive control of tools is ultimately the responsibility of all employees, who are issued or otherwise have tools in their work areas.

B. Bureau Chiefs are responsible for the overall implementation of a tool control program and share this responsibility with Facility Wardens and Program Directors.

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C. Typical examples of Class “A” tools, which must be marked in red (medical/dental instruments, syringes and needles are not required to be marked due to sterilization), include but are not limited to:

- end nippers & large pliers
- ice picks & knives
- pipe & conduit benders
- saw blades of all types
- bolt cutters
- cutting torches, tips, and mixing chambers
- drills, electric grinders, and grinding wheels,
- files & hones
- gear pullers & come-alongs
- needles
- scalpels

D. Typical examples of Class “B” tools, which must be marked in black, include but are not limited to:

- small pliers
- screwdrivers
- hammers
- hand wrenches

E. Bureau Chiefs shall ensure development of tool issue and storage standards.

F. Bureau Chiefs shall ensure development and adherence to a standardized tool marking system that identifies the work site, work unit, tool class, and storage area.

G. Bureau Chiefs shall ensure implementation of SOPs and Post Orders requiring the routine search of inmates prior to entry or departure from any work site.

H. Bureau Chiefs shall ensure that every DOC facility and program utilizes a uniform month-end inventory reporting cycle and documentation package (including forms for purchased, missing, broken and replacement tools).

I. Bureau Chiefs shall ensure implementation of SOPs and Post Orders requiring the removal of excess tools, effective inventory levels and distribution of consumable materials or supplies, as well as deploying an “easy-to-search” standard of operation.

J. In order to ensure effective, uniform management of outside vendors, Bureau Chiefs shall develop and implement procedures for minimum escort requirements, inventory quantity management, and a vendor notification process.

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K. In order to assist Bureau Chiefs with effective administration under this policy, the Special Operations Group Warden shall arrange periodic compliance audits and inspections of work sites, and report all findings or recommendations to the Office of the Commissioner.

L. Quality Assessment Groups may convene, at the request of any Bureau Chief, to evaluate tool control issues or compliance with any applicable related policy, procedure and post order. Written analysis and recommendations shall be provided to the requesting authority.

