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			OPI:	OPERATIONS	
			REVIEW DATE:	January 14, 2027	
			Approving Authority	Thomas Faust Director	
SUBJECT:	TOOL CONTROL				
NUMBER:	5022.1J				
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SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>
§18. Return b.	<i>“unless authorization is given in writing by the Major or higher authority.” was added to this section for All Class “A” Tools.</i>
§23. Tool Acquisitions c.	This section now reads as follows: <i>“If the request is approved by the Major, the Major then forwards the Tool Acquisition Request to the Warden or designee, shall be attached to a completed Purchase Order and forwarded to the Tool Control Officer.”</i>
§24. Disposition of Tools b. 2)	<i>Pat and wand, x-ray body scanner and strip search were added to this section for missing tools procedures.</i>

APPROVED:



Thomas Faust, Director

1/14/2026

Date Signed

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1. **PURPOSE AND SCOPE.** To establish effective policy for the supervision, accountability, and control of tools stored and/or used within the DC Department of Corrections (DOC).
2. **POLICY.** It is the policy of DOC to control tools in a manner that maintains the safety, security and order of the facilities.
3. **APPLICABILITY.** This policy applies to all DOC employees, volunteers, and contractors. All employees, contractors, and volunteers are responsible for reading this policy and complying with the tool control procedures in their respective work areas.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Safety, security, and the orderly operation of the facility shall be enhanced by minimizing improper access to and use of tools.
 - b. Tools shall be accounted for at all times.
 - c. Tools shall be stored in secure locations.
 - d. Accurate inventories of tools shall be maintained.
5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES AFFECTED**
 - a. **Directive Rescinded**
 - 1) PP 5022.11 Tool Control (4/23/2020)
 - b. **Directives Referenced**

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- 1) PP 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
- 2) PS 2000.2 Retention and Disposal of Department Records
- 3) PP 5020.1 Entrance and Exit Procedures
- 4) PP 5009.2 Searches of Inmates, Inmate Housing Units, Work and Program Areas

7. AUTHORITY. D.C. Code § 24-211.02, Powers; Promulgation of Rules

8. STANDARDS REFERENCED

- a. American Correctional Association (ACA), 5^h Edition, Performance-Based Standards for Adult Local Detention Facilities: 5-ALDF-2D-02, 5-ALDF-2D-03 and 5-ALDF-4C-38.

9. DEFINITIONS. For the purpose of this directive, the following definitions shall apply:

- a. **Direct Supervision.** Constant sight and sound supervision by a designated employee.
- b. **Intermittent Supervision.** Observation by a designated employee(s) on a thirty (30) minute basis.
- c. **Shadow.** For the purpose of this policy, shadow is defined as a red or black silhouette outlining a designated tool.
- d. **Tool.** Any instrument or utensil designed for a particular kind of work, (e.g., cutting, hitting, digging, and rubbing) by directing manually applied force or by means of a motor; or the cutting or shaping part of a power-driven device, such as a drill bit or band saw blade.

10. TOOL CLASSIFICATION. The tool classification outlined in this policy applies to all service areas. All tools shall be appropriately classified under one of the following two headings:

- a. **Class “A” Tool.** The Class “A” tool group includes those tools most likely to be used in an escape or escape attempt, to manufacture or serve as a weapon capable of doing serious bodily harm, or as being hazardous to

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facility security or personal safety. Class “A” tools shall be documented and signed for on the Class “A” Tool Sign Out Log (Attachment 1).

- b. **Class “B” Tool.** The Class “B” tool group includes any tool that is not a Class “A” Tool. Class “B” tools shall be documented and signed for on the Class “B” Tool Sign Out Log (Attachment 2).

11. TOOL IDENTIFICATION AND CLASSIFICATION

- a. All facility tools shall be classified on the Tool Classification List. All tool classifications shall be recommended by the Tool Control Officer and approved by the Warden.
- b. The Tool Control Officer shall mark all tools assigned to each work/storage location with a unique number.
- c. Tools that cannot be marked without causing damage, such as surgical instruments, micrometers, and small drill bits, shall be inventoried and kept in a locked storage when not in use.

12. TOOL STORAGE

- a. **Class “A”.** All Class “A” tool storage areas shall be secured behind at least two (2) locks and keys.
- b. **Class “B”.** All Class “B” tool storage areas shall be secured behind at least one (1) locked door or gate.
- c. **Shadow Boards**
 - 1) Shadow boards shall be used to store any tool that can be mounted. Only one tool or tool set shall be kept on each shadow and the shadow shall be identical to the tool in size and shape.
 - 2) All shadow boards shall have white backgrounds.
 - 3) Class “A” tool shadows shall be red and Class “B” tool shadows shall be black.
 - 4) All shadow boards accessible to inmates shall be caged with expanded metal and locked. Ladders shall be secured to a stationary object, in the horizontal position if possible, with an approved chain and padlock.

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Ladders shall be secured to a shadow board. The shadow numbers shall reflect the ladders assigned to that one shadow.

- 5) In the event a tool is no longer used and is subsequently removed from the inventory, the corresponding shadow shall be removed immediately from the shadow board.
 - 6) Tools not adaptable to a shadow board shall be kept in a locked drawer, cabinet, or a secure metal toolbox within the corresponding class A or B storage area. Toolboxes shall be shadowed on the floor or shelf where they are stored.
- 13. INVENTORY.** All tool storage areas shall be maintained through an inventory and audit system. A current inventory shall be displayed and maintained at each tool storage area.
- a. **Tool Control Officer Responsibilities:**
 - 1) Maintain the Master Tool Inventory of all approved facility tools.
 - 2) Update and maintain all individual area tool inventories as needed.
 - 3) Review monthly and weekly inventories.
 - 4) Conduct monthly and quarterly audits.
 - 5) Conduct random inspections of area inventories for accuracy.
 - 6) Notify the Major, in writing, of any tool control discrepancies.
 - b. **Daily Tool Inventory Verification Procedures**
 - 1) A physical inventory of all tool areas shall be conducted, verified, and documented on the Weekly/Monthly/Quarterly Tool Inventory/Audit Report (Attachment 3) at the beginning and end of each shift/work day.
 - 2) End of shift/work day inventory requires verification by two (2) staff members, one (1) of whom is a sergeant or above.
 - 3) Tool Inventory Verification shall be maintained by the Tool Control Officer.
 - 4) Individual(s) shall account for all tools issued under the following circumstances:

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- a) Prior to the release of any inmate from the work area to include, completion of the inmate work day, meals, medical appointments, visitation, etc.
 - b) Prior to moving inmate from one location to another location.
 - c) Prior to leaving a work location.
- c. **Weekly/Monthly Inventory Procedures.** A weekly and monthly tool inventory shall be conducted by each area manager. These inventories shall be documented using the Weekly/Monthly/Quarterly Tool Inventory/Audit Report (Attachment 3). Completed weekly inventories shall be maintained by the area manager and copies shall be forwarded to the Tool Control Officer monthly. The Tool Control Officer shall be responsible for reviewing these inventories for completeness and accuracy.
- d. **Monthly/Quarterly Audit Procedures.** A monthly tool audit shall be conducted by the Tool Control Officer (Attachment 3). A quarterly tool audit shall be conducted jointly by the Area/Department Manager and the Tool Control Officer. These audits shall be documented on the Monthly/Quarterly Tool Inventory/Audit Report and a copy of the completed reports shall be forwarded to the Warden. If any tool control discrepancies are discovered or recommendations made, a copy shall be forwarded to the affected area manager for corrective action. These audits shall include the following:
- 1) Verification of monthly inventory received
 - 2) Verification of weekly inventories conducted
 - 3) Verification of daily inventories conducted
 - 4) Review of Tool Control Log
 - 5) Verify tools stored/secured properly
 - 6) Verify tools are marked properly
 - 7) Identify any damaged or worn tools
 - 8) Identify any excessive tools
 - 9) Verify monthly inventory

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e. **Revisions to The Master Tool Inventory**

- 1) Additions. Any addition of tool(s) to the Master Tool Inventory shall be classified according to the Tool Classification List. If the tool is not listed on the Tool Classification List, it shall be approved by the Warden or designee.
- 2) Deletions. Deletion of tool(s) from the Master Tool Inventory requires approval of the Warden or designee.

14. SURPLUS TOOLS. Surplus tools shall not be stored in the facility.

15. TOOL CONTROL FILES

- a. The Tool Control Officer shall maintain a file for each location where tools are stored.
- b. This file shall contain monthly and quarterly inventories, tool acquisitions and dispositions with incident statements if applicable, Daily Construction Tool inventories, tool reports and logs, and any other pertinent information.

16. OUTSIDE SERVICE PROVIDERS

- a. Outside service providers shall be escorted by an assigned staff member at all times.
- b. Outside service providers will submit to routine inspections and inventories of all tools. The outside service providers' tools shall be listed on the Daily Construction Tool Inventory (Attachment 4).
- c. Verification that a physical inventory of all tool areas has been conducted shall be documented on the Daily Construction Tool Inventory (Attachment 4), at a minimum, as follows:
 - 1) Prior to entering facility.
 - 2) When leaving the work area (e.g., meals, breaks).
 - 3) When moving from one work location to another work location.
- d. Prior to exiting facility. The Daily Construction Tool Inventory (Attachment 4) shall be held by the escorting staff member until departure from the facility. Prior to departure from the facility a staff member shall account for all tools listed on the Daily Construction Tool Inventory. Any discrepancies shall require

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immediate action to locate and account for the missing tool(s). Any discrepancies noted shall be reported to the Major or Shift Captain before the outside service provider exits the facility. The completed Daily Construction Tool Inventory shall be forwarded to the Tool Control Officer.

- e. All tools brought into the facility by outside service providers shall be removed from the facility at the close of each business day, unless authorization is given in writing by the Major or higher authority
- f. All incidents involving outside service providers, to include loss or damage of tool(s), shall be documented on a DCDC 1 (Attachment 5) in accordance with *PP 1280.2, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.

17. ISSUANCE

- a. When tools are assigned to specific departments, tools shall be issued by the area manager or designated individual who shall record the issuance in the Tool Control Log.
- b. Tools assigned to the Maintenance Department shall be issued by the Tool Control Officer, Lieutenant or higher authority.
- c. The Tool Control Log shall be maintained in close proximity to the tool storage area.
- d. Tools issued after hours shall be signed out in the same manner as normal working hours. A Lieutenant or higher authority shall document any access to a tool storage area, to include a physical inventory of tools issued, time in/out, purpose, and to whom the tool was issued or returned by, in the Tool Control Log.
- e. Each employee (maintenance staff, culinary staff, or staff determined by the Tool Control Officer) who draws tools daily shall be issued chits with a picture and assigned number. When the employee draws a tool, he/she shall surrender a chit. When a tool is issued from a shadow board, the chit shall be placed on the shadow corresponding to the tool. When a toolbox or tool cart is issued, the tab shall be placed on the designated tool box tab. Tool issuance shall be documented using the appropriate Tool Sign Out Log (Attachment 6).

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- f. Tool cart issuance shall be documented using the Tool Cart Sign Out Form (Attachment 6). The Tool Cart log shall be maintained in close proximity to the cart storage area.

18. RETURN

- a. Return of all tools and tool carts shall be recorded in the Tool Control Log by the Tool Control Officer, Lieutenant or higher authority.
- b. All Class "A" tools shall be returned to the issuing storage area by close of business each day, unless authorization is given in writing by the Major or higher authority.
- c. All Class "B" tools shall be returned to the issuing storage area by the end of the work period. Any Class "B" tool not returned by the end of the work period shall be approved in writing by the Major and recorded as such in the Tool Control Log.

19. SUPERVISION

- a. **Class "A" Tools.** When issuing Class "A" tools to staff responsible for inmate details, maintain direct supervision while using the tool(s).
- b. **Class "B" Tools.** Any inmate using Class "B" tools shall be under intermittent supervision of an employee.

20. MEDICAL/DENTAL TOOLS

- a. The Health Services Department shall comply with tool control procedures as set forth in this policy, with the exception of tool classification procedures.
- b. Surgical, dental and other medical tools, supplies, equipment, and materials shall be maintained in the safest manner possible. Tools and supplies of a hazardous nature shall be maintained in a locked storage area or container. The Medical Department shall conduct a weekly tool inventory (Attachment 3) and the Dental Department shall conduct a monthly inventory (Attachment 3). Both inventories shall be forwarded to the Tool Control Officer. The Tool Control Officer shall conduct weekly random audits of the tools in both departments. Medical tools shall not be marked due to the size and character of the tools.
- c. The reserve stock of hypodermic needles and syringes shall be kept in a locked and secure area. An accurate daily perpetual inventory of needles and

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syringes shall be maintained. This inventory shall be submitted to the Tool Control Officer weekly and the Health Authority shall be responsible for periodic verification of the inventory.

- 1) Only the minimum number of syringes and needles for proper operation of the clinic shall be available for daily use. These items shall be kept in a convenient, secure and safe place.
- 2) Used disposable syringes and needles represent both a security and potential health hazard and should be handled with extraordinary care to prevent unintentional injuries, and the likelihood of spreading infectious diseases. In keeping with the state and local health department standards and guidelines of infection control, Health Services personnel shall adhere to the following procedures:
 - a) Disposable syringes and needles, scalpel blades and other disposable sharp instruments shall be placed into puncture-resistant, tamper-proof containers that are located as close as practical and secured to the area in which the instruments were used.

21. FOOD SERVICE

- a. **Class “A” Tool Issuance.** Class “A” tools maintained in food service areas shall be issued and inventoried by correctional staff only. Class “A” food service tools shall be managed and maintained in accordance with all Class “A” tool procedures outlined in this policy.
- b. **Class “B’ Tool Issuance.** Class “B” tools maintained in food services areas may be issued and inventoried by contracting agency personnel. Contracting agency personnel shall be required to adhere to all issuance and inventory procedures as outlined in this policy.
- c. The Culinary Officer shall inventory equipment in the Culinary daily by documenting the report on the Culinary Equipment Inventory Sheet (Attachment 7). The Culinary Officer shall also inventory and document all utensils being used in the Officer Dining Room (ODR) daily (Attachment 8). Culinary Utensils shall be documented and signed for on the Culinary Utensil Sign Out Log (Attachment 9).

22. HAIR CARE. All hair care service areas and equipment shall be managed and maintained in accordance with all procedures outlined in this policy.

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23. TOOL ACQUISITIONS. The Tool Control Officer and Major shall approve or deny any tool purchase in writing. The area manager requesting the purchase/order of tool(s) shall submit a Tool Acquisition Request (Attachment 10), to the Tool Control Officer. The procedure for processing a request is as follows:

- a. The area manager submits the completed Tool Acquisition Request to the Tool Control Officer.
- b. The Tool Control Officer shall review the request and make a recommendation for approval or denial to the Major.
- c. If the request is approved by the Major, the Major then forwards the Tool Acquisition Request to the Warden or designee, shall be attached to a completed Purchase Order and forwarded to the Tool Control Officer.
- d. If disapproved by the Major, a copy shall be forwarded to the area/department manager.
- e. The original Tool Acquisition Request and a copy of the Purchase Order shall be maintained by the Tool Control Officer.
- f. Staff assigned to Loading Dock shall notify the Tool Control Officer when tools are delivered to the facility. Tools may not be issued until they have been marked and inventoried by the Tool Control Officer.

24. DISPOSITION OF TOOLS. A tool chit labeled "Out of Service" shall be placed on the shadow of the tool when it is not present due to any of the below outlined situations. If a tool is not to be replaced, the shadow is to be removed immediately, following authorization on the Tool Dispositions Request Form (Attachment 11).

NOTE: Tool chits shall be requested and controlled by the Tool Control Officer. DOC shall provide the chits with the employees' picture and assigned number. Tool chits cannot be constructed of paper or any material that can be easily duplicated or easily destructed.

a. Damaged Tools

- 1) Damaged tools shall be turned in to the Tool Control Officer with a DCDC1 attached. In the event the damage results in multiple pieces, all pieces should be present and accompanied by a completed Tool Disposition Request Form (Attachment 11).

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- 2) The Tool Control Officer shall forward the unserviceable tool(s) form to the Major for disposal. Unserviceable tools shall be secured in a locked storage area and shall be destroyed/disposed of within one (1) month.
- 3) A record of receipt and disposal of these tools shall be maintained.
- 4) Damaged tools sent out for repair shall be removed from service by the Tool Control Officer for the duration of the repair time. In the event a tool is to be repaired at the facility, that tool shall be placed on the repair site's inventory.
- 5) In the absence of the Major and Tool Control Officer (i.e. after hours), the damaged tool(s) and Tool Disposition Request Form (Attachment 11) shall be forwarded to the on-duty Shift Captain to be appropriately secured.

b. Missing Tools

- 1) The on-duty Shift Captain shall be notified immediately of any tool that is missing. The Shift Captain shall get a DCDC 1 from the notifying Officer and then notify the Major and Tool Control Officer. The Warden shall be immediately notified of any Class "A" tool that is missing.
- 2) When a tool is unaccounted for, the area surrounding the last known location of the missing tool shall be locked down and a thorough search shall be conducted to include all inmate in the area. Inmates in the immediate area having access to the tool may be searched, which may include pat and wand, x-ray body scanner or strip search at the discretion of the Shift Captain, and subject to PP 5009.2, Searches of Inmates, Inmate Housing Units, Work and Program Areas. If the immediate area searched does not produce the tool, the areas of lockdown and searches shall be expanded to the extent necessary. The Tool Control Officer shall document the missing tools on the Lost/Recovered Tool Report (Attachment 12) and forward a copy to the Major.
- 3) A Tool Disposition Report (Attachment 11) shall be completed and submitted to the Tool Control Officer when a tool is missing.
- 4) In the event a missing tool has not been located after a complete investigation and at the end of a sixty (60) day waiting period, the tool shall be removed from the Master Tool Inventory.

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- 5) In the event the tool is later found, a DCDC (1), on the surrounding circumstances shall be submitted to the Major and Tool Control Officer.

c. Worn Out Tools

- 1) Worn out tools shall be forwarded to the Tool Control Officer, accompanied by a completed Tool Disposition Report (Attachment 11).
- 2) Worn out tools shall be removed from service and deleted from the facility inventory by the Tool Control Officer. For tool replacement follow procedures listed in Tool Acquisitions (section 23 above).

d. Relocation of Tools

- 1) In the event it is determined necessary to relocate a tool from one storage area to another, a Tool Disposition Report (Attachment 11) shall be completed and forwarded to the Tool Control Officer.
- 2) The Tool Control Officer shall make a recommendation to the Major for final approval.
- 3) The Tool Control Officer shall make the appropriate inventory changes to the affected tool storage area(s) if approved.

25. INMATE WORKERS. Any inmate working on a detail squad where tools are used shall be searched via pat/wand and body scanner prior to returning to his/her housing unit at the end of the workday. If a tool is found on the inmate's person, he/she shall be subject to disciplinary action in accordance with the institutional disciplinary code (PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures).

26. TRAINING. All employees shall receive pre-service training on the Tool Control policy and annual refresher training.

Attachments

- Attachment 1 Class A Tool Log
- Attachment 2 Class B Tool Log
- Attachment 3 Weekly/Monthly/Quarterly Tool
Inventory/Audit Report
- Attachment 4 Daily Construction Tool Inventory Form
- Attachment 5 DCDC-1 Form
- Attachment 6 Tool Cart Sign In/Out Form

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- Attachment 7 Culinary Equipment Inventory Sheet
- Attachment 8 Officer Dining Room (ODR) daily
- Attachment 9 Culinary Utensil Sign Out Log
- Attachment 10 Tool Acquisition Request
- Attachment 11 Tool Dispositions Request Form
- Attachment 12 Lost/Recovered Tool Report

DOC/PP5022.1J/1/14/26/OPP



WEEKLY/MONTHLY/QUARTERLY TOOL INVENTORY/AUDIT REPORT

INVENTORY CONDUCTED (CIRCLE ONE): WEEKLY MONTHLY
QUARTERLY

DATE: _____

AREA/DEPARTMENT INVENTORIED: _____

INVENTORIED/AUDITED BY: _____

(Print Name & Title)

The tool storage area listed above was inventoried in accordance with the Tool Control Program Statement. No discrepancies were noted; all tools are accounted for and are in good working condition.

(Signature of Area/Department Supervisor)

(Date)

In conducting an inventory of the above area/department the following discrepancy(ies) were found:

1. _____

2. _____

Action Taken: _____

Area/Department Supervisor (signature)

Date



* Written authorization is required when contractors maintain tools on site. If tools remain on site a daily inventory sheet must be completed at the beginning and end of each work day. If tools are maintained in an area other than maintenance, the Tool Control Officers must be notified, a copy of the inventory must be placed with the tools, and the tools must be secured.

Contractors maintaining tools on site: _____

Project/Project Site: _____

Authorized by (Warden or designee): _____

Location being maintained: _____

Date: _____

Tool Control Officer Notified: _____ Yes _____ No



**D.C. DEPARTMENT OF CORRECTIONS
 EMPLOYEE REPORT OF SIGNIFICANT INCIDENT/EXTRAORDINARY OCCURRENCE
 (Type or Print)**

Institution: _____ **Date:** _____
Employee Name: _____ **Title:** _____

Signature: _____ **Supervisor:** _____

Shift : _____ **Post :** _____

Type of Occurrence: _____ **Location:** _____

Time of Occurrence: _____

Inmates Involved Name and DCDC	Staff Involved Name and Title	Witness Inmate and/or Staff

Complete detailed description of incident (if force was used, include events leading up to the use of force)

DCDC-1
EOR#_____

Actions Taken (In chronological order with times listed)

Descriptions of Weapons, if any (Include photocopy if possible)

Describe injuries to staff or inmates and medical attention required (if any)

If force was used, describe type (i.e. physical, chemical agent, baton, etc.)



PP 5022.1
Attachment 7

CULINARY EQUIPMENT INVENTORY SHEET

Discrepancies in the inventory are to be reported immediately to the Shift Commander. This inventory sheet must be signed and remain in the Culinary Book. The Tool Control Officer will retrieve the paperwork daily or the next scheduled work day. All Changes to the inventory must be reported to the Tool Control Officer.

ODR. EQUIPMENT INVENTORY SHEET

DATE: _____
SHIFT: _____

Qty	Class	ID #	Utensil Name & Description	COMMENTS	Qty	Class	ID #	Utensil Name & Description	COMMENTS
	A	Cul-	Spatula			A	Cul-001	Spatula	
	A	Cul-	Spatula			A	Cul-002	Spatula	
	B	Cul-003	Salad bar spoon			B	Cul-003	Salad bar spoon	
	B	Cul-004	Salad bar spoon			B	Cul-004	Salad bar spoon	
	B	Cul-005	Salad bar spoon			B	Cul-005	Salad bar spoon	
	B	Cul-006	Salad bar spoon			B	Cul-006	Salad bar spoon	
	B	Cul-007	Salad bar spoon			B	Cul-007	Salad bar spoon	
	B	Cul-008	Salad bar spoon			B	Cul-008	Salad bar spoon	
	B	Cul-009	Salad bar spoon			B	Cul-009	Salad bar spoon	
	B	Cul-011	Salad bar spoon			B	Cul-011	Salad bar spoon	
	B	Cul-012	Salad bar spoon			B	Cul-012	Salad bar spoon	
	B	Cul-013	Salad bar spoon			B	Cul-013	Salad bar spoon	
	B	Cul-014	Salad bar spoon			B	Cul-014	Salad bar spoon	
	B	Cul-015	Salad bar spoon			B	Cul-015	Salad bar spoon	
	B	Cul-016	Salad dressing spoon			B	Cul-016	Salad dressing spoon	
	B	Cul-017	Salad dressing spoon			B	Cul-017	Salad dressing spoon	
	B	Cul-018	Salad dressing spoon			B	Cul-018	Salad dressing spoon	
									Pending Replacement
	B	Cul-020	2 oz spoodle			B	Cul-020	2 oz spoodle	
	B	Cul-021	2 oz perforated			B	Cul-021	2 oz perforated	
	B	Cul-022	4 oz spoodle			B	Cul-022	4 oz spoodle	
	B	Cul-023	4 oz perforated			B	Cul-023	4 oz perforated	
	B	Cul-024	6 oz spoodle			B	Cul-024	6 oz spoodle	
	B	Cul-025	6 oz perforated			B	Cul-025	6 oz perforated	
	B	Cul-026	8 oz spoodle			B	Cul-026	8 oz spoodle	
	B	Cul-027	8 oz perforated			B	Cul-027	8 oz perforated	
	B	Cul-028	10 oz Spoodle			B	Cul-028	10 oz Spoodle	
	B	Cul-029	10 oz poodle			B	Cul-029	10 oz spoodle	
	B	Cul-030	12 oz spoodle			B	Cul-030	12 oz spoodle	
	B	Cul-031	12 oz spoodle			B	Cul-031	12 oz spoodle	
	B	Cul-032	18' tongs			B	Cul-032	18' tongs	
	B	Cul-033	18' tongs			B	Cul-033	18' tongs	
	B	Cul-034	Long handle spoon			B	Cul-034	Long handle spoon	
	B	Cul-035	Perforated spoon			B	Cul-035	Perforated spoon	
	B	Cul-036	4 oz spoodle			B	Cul-036	4 oz spoodle	
	B	Cul-037	4 oz spoodle			B	Cul-037	4 oz spoodle	
	B	Cul-038	Salad bar spoon			B	Cul-038	Salad bar spoon	
	B	Cul-039	Salad bar spoon			B	Cul-039	Salad bar spoon	
	B	Cul-040	Salad bar spoon			B	Cul-040	Salad bar spoon	
	B	Cul-041	Salad bar spoon			B	Cul-041	Salad bar spoon	
Verifying Signature					Verifying Signature				
Beginning of Shift					END OF SHIFT				
Culinary Officer					Culinary Officer:				
ODR. STAFF:					ODR. STAFF:				

Note: The above Culinary Equipment must be physically counted and verified on the #1, 2 and 3 shifts. The assigned Culinary Officer along with the Aramark (ODR) Cook will do an inventory of the above equipment at the beginning of the shift and at the end of the shift. Any Discrepancies in the inventory are to be reported immediately to the Shift Commander. This inventory sheet must be signed and remain in the Culinary Book. The Tool Control Officer will retrieve the paperwork daily or the next schedule work day.

***PLEASE ENTER SIGNATURE- DO NOT ENTER INITIALS

*** PLEASE ENSURE THAT THE UTENSIL IDENTIFYING NUMBER IS ENTERED- DO NOT ENTER A DESCRIPTION OF THE TOOL



TOOL ACQUISITION REQUEST

TO: _____
(Name) **Major for Operations**

FROM: _____
(Name and Title) **Maintenance Supervisor**

DATE: _____

Request approval of the following tool:

Reason for request (i.e. new, replace damaged, missing, or worn tool): _____

Tool Storage Location: _____

Major for Operations (signature) _____
Date

Approved / Not Approved
(Circle one)

Deputy Warden of Operations (signature) _____
Date

Approved / Not Approved
(Circle one)

Reason (if disapproved): _____

(NOTE: The original request and a copy of the Purchase Order will be maintained by the Tool Control Officer)

Upon receipt of the new tool, the Tool Control Officer will complete the following:

Date Received by the Tool Control Officer: _____

Description of Tool: _____

Tool Classification: _____

Designated Tool Identification Number: _____

Tool Storage Location: _____

Tool Control Officer (signature)

Date



TOOL DISPOSITON REPORT

TO: _____ DATE: _____
Tool Control Officer (Name)

FROM: _____
(Name and Title)

Please circle one per sheet: (Damaged) (Missing) (Worn) (Relocated)

Description of Tool Tool Identification Number Tool Storage Area (current)

Explanation: _____

Area/Department Supervisor's Signature

(This section to be completed by the Tool Control Officer)

TOOL RELOCATION:

Description of Tool: _____

Current Tool Information

Relocation Tool Information

Current Tool Storage Area: _____

New Tool Storage Area: _____

Current Tool ID Number: _____

New Tool ID Number: _____

Tool Control Officer (Signature) Date Approved/Disapproved
(circle one)

Deputy Warden of Operations (Signature) Date Approved/Disapproved
(circle one)

(This section to be completed by the Tool Control Officer)

OUT OF SERVICE OR WORN OUT TOOLS:

- ____ Out of service awaiting repair.
- ____ Worn out. To be destroyed/disposed.

(signature) _____
(date)

(This section to be completed by the Deputy Warden of Operations or higher authority)

TOOL DISPOSAL:

Tool Destroyed By: _____
(Name and Title)

Date Destroyed: _____

How Destroyed: _____



LOST / RECOVERED TOOL REPORT

To _____
Major

Date: _____

From: _____
Tool Control Officer

The following tool is being reported as Lost:

Description: _____ Size: _____

Inmate using tool: _____

Date tool was last accounted for: _____

Staff Member Accountable for the Tool: _____

Circumstances Surrounding Loss:

Efforts made to find or recover tool: _____

Other inmates in the area where tool was last seen or being used:

REPORT OF RECOVERY OF LOST TOOL

Circumstances of Recovery: _____

Signature of Tool Control Officer

Date