

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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SUBJECT: **CONTROL OF TOOLS**

CATEGORY: **FACILITY SAFETY AND  
SECURITY**

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**Policy**

The Idaho Department of Juvenile Corrections (IDJC) promotes the safety and security of staff and juveniles by establishing a procedure for using and storing tools and for reporting lost, misplaced, or damaged tools.

**Operating Procedures**

**I. Purchase/Inventory**

- A. Tools are purchased and issued by the purchasing agent or purchased by facility departments, using normal purchasing procedures. New tools are ordered to replace those which have become worn out, lost, or broken.
- B. A perpetual inventory of all state-owned hand tools located within the facility is maintained. An accurate record is kept of all tools purchased and replaced.
- C. Food Services, Clinic, and Education are responsible for the inventory control of their specific equipment and hand tools. They also keep a record of tools purchased and those replaced.
- D. All tools used are returned and/or accounted for at the close of each day.

**II. Lost or Misplaced Tools**

Anyone who becomes aware of a lost or misplaced tool makes a reasonable search of the immediate area. If the tool is not found, the staff report it to their supervisor, [security staff/control](#), and the duty officer and complete a Non-Juvenile Incident Report Form (DJC-175).

**III. Tools, Equipment, and Supplies**

- A. All facility issued sharp knives are affixed to a shadow board (if applicable) or in a controlled lock box and have a maintained inventory list and inventoried daily.

- B. All tools with a cutting edge that are staff's property and required for a job, are secured to their person when not in use. Refer to Firearm/Weapons and Use of Metal Detector (680) policy/procedure.
- C. Sharp objects, including scissors, are secured out of the juvenile's access and accounted for during daily building checks.

#### IV. Toolboxes/Tool Storage

Maintenance locks all tool boxes and secures maintenance vehicles at the end of each shift. Tools not being used are locked in a secure location.

#### V. Contractors

Any individual or company that performs work on department property signs an agreement regulating control of their tools and other equipment. The agreement is signed during the pre-construction meeting.

*Reference:* [Glossary of Terms and Acronyms](#)  
*Facility Operations Manual*

*Desk Manual:* *N/A*

*Related Policies:* [Contraband Acquisition and Disposition/Searches \(620\)](#)  
[Documentation of Incidents \(600\)](#)  
*Classroom Management and Safety (5, 6, 780.06)*  
[Firearms/Weapons and Use of the Metal Detector \(680\)](#)

*Related Forms:* [Non-Juvenile Incident Report Form \(DJC-175\)](#)  
*Contractor Agreement Form*