

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.22	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2D-02, 2D-03	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Security and Control	SUBJECT: Control of Tools, Culinary Equipment and Medical Equipment	

- I. **PURPOSE:** To establish facility standards and procedures for the security and control of tools, culinary and medical equipment.
- II. **POLICY:** All tools, culinary, and medical equipment that can cause death or serious injury shall be secured when not in use. A system of accountability and control shall be maintained with all tools, culinary, and medical equipment to facilitate the safety of staff and inmates.
- III. **DEFINITION:** Tool is a general term in the procedure referring to all tools, culinary and medical equipment.
- IV. **PROCEDURE:** Control, accountability and use of tools, culinary, and medical equipment used at the detention facilities will be as follows:
 - A. GENERAL SECURITY AND CONTROL:
 1. Facility personnel whose job entails working with or supervising the use of tools will be responsible for the control and security of the tools within the facility.
 2. Facility personnel working in any area accessible to inmates will maintain strict control of their tools. Under no circumstances will any tools be left unattended in a security area.
 3. Tools not kept in locked enclosures will be placed on shadow boards for identification and accountability.
 4. Any missing tool shall be immediately reported to the Watch Commander.
 - B. BUILDING MAINTENANCE DEPARTMENT/GENERAL SERVICES AGENCY (GSA) PERSONNEL:
 1. Facility maintenance personnel will make a daily check of their tools prior to leaving the facility, to ensure all tools are accounted for. They shall verify their tool count against the inventory kept with each tool box/bag and within each locked enclosure or shadow board. Any discrepancies will be reported immediately to the facility Watch Commander.
 2. An inventory of all tools used by BMD personnel will be maintained by the appropriate maintenance supervisor.

3. BMD personnel removing a tool from a locked enclosure or shadow board shall sign out for its use, indicating their name, date, and time of removal. Upon returning the tool, the maintenance person shall record that the tool has been replaced, listing the appropriate date and time.
4. Gardening/Landscaping:
 - a. All large lawn care equipment (mowers, trimmers, blowers, etc) shall be regularly inventoried for accountability.
 - b. Landscaping chemicals shall be stored in a separate, locked enclosure and shall be closely monitored by the Gardening Supervisor.
 - 1) Only trained gardening/landscape staff shall use landscaping chemicals.
 - 2) Appropriate safety clothing shall be worn when using landscaping chemicals.
5. Lost or Broken Tools:
 - a. Broken tools shall be turned in to the BMD supervisor for replacement. The supervisor shall arrange for disposal of broken tools and equipment in such a manner that no breach of security or safety to the facility or staff is possible.
 - b. BMD personnel will immediately notify their supervisor and the Watch Commander when any tool is lost or missing.
 - 1). A search of the area where the tool was lost or last seen shall be initiated.
 - 2) The BMD supervisor will complete and submit an incident report to the Watch Commander prior to leaving the facility.
 - 3). Any contraband tools confiscated during a search will be checked against the incident report log. Identifiable tools will be returned to the BMD person who reported the tool lost or missing.

C. MEDICAL EQUIPMENT:

1. Medical equipment such as syringes, hypodermic needles, scalpels, and other such equipment shall be properly secured and accounted for.
 - a. Sharp instruments (needles, scalpels, cut-down trays, etc.) will be stored in locked cabinets.
 - b. A sign out and accountability system will be in place for instruments stored in the locked storage cabinets. Medical personnel removing any item or instrument from the locked cabinet, shall document its use on the sign-out sheet, the location of use, and who used it.
 - c. A regular inventory will be taken of items in the locked storage cabinet and new items

ordered as necessary.

2. Only the amount of equipment needed will be removed from the locked storage area and taken to medical treatment areas.
3. The use of all medical equipment in the presence of any inmate will be closely monitored.
4. Used “sharps” items shall be put into the appropriately marked containers, and shall be disposed of by *medical health services*.

D. FOOD SERVICE/KITCHEN:

1. Deputies will ensure that all culinary equipment is properly secured. Dangerous utensils and hazardous kitchen implements will be stored in a locked cabinet or box when not in use. All knives will be fitted with a tether, engraved with an inventory number and provided with a paddle lock.
2. Hazardous kitchen tools will be inventoried and logged daily.
 - a. The inventory will include the number engraved on each knife, a description of the size and style knife, and the time and location when inventoried.
 - b. Knife inventories will be reported to Control Point-1 at Santa Rita Jail and Central Control at Glenn E. Dyer Detention Facility and will be noted in the daily log at both facilities.
3. All equipment will be accounted for prior to the departure of the Kitchen deputy. Missing knives will be reported to the Watch Commander immediately. The Watch Commander will take appropriate action to locate missing knives.
4. Knives shall be secured by locked and/or fixed chain or cable to the assigned work surface.
 - a. Knives removed from the locked cabinet or box and secured to the work surface shall be logged out, and upon the completion of its task, logged back in by the Kitchen deputy.
 - b. Kitchen deputies and staff shall monitor the use of hazardous kitchen tools and visually inspect the work area regularly to ensure proper use and presence of the tool.
 - c. Knives will be utilized for prescribed kitchen duties only and will not be loaned out for other uses, i.e. parties, potlucks, etc.
5. Hazardous cutlery items that are broken and/or damaged beyond the point of usefulness, will be removed by the Kitchen deputy, and given to BMD for destruction and disposal. Replacement knives will be allowed on a one for one basis, and must be brought directly to a Kitchen deputy to be tethered and engraved with the appropriate inventory number.
6. No other knives shall be brought into the kitchen without specific approval of the Kitchen Sergeant.

E. SECURITY STAFF:

1. Deputies and technicians shall be responsible for the following, regarding the security and control of tools and equipment in the facility:
 - a. Staff assigned to entry points, shall positively identify contractors and repair service personnel entering the facility.
 - b. Deputies shall remove inmates from the immediate working area of private contractors, repair service providers, or BMD personnel.
 - c. Staff shall closely monitor working areas to prevent inmate access to tools and materials.
 - d. Staff shall ensure that private contractors, repair service providers, and BMD personnel remove all tools and equipment from the secure areas of the facility when work is completed. It is mandatory that tools be kept in lockable containers and attended at all times. Unattended tools shall be confiscated.
 - e. Staff shall immediately notify the Watch Commander of any missing tools and equipment.
 - f. Staff shall submit required reports on lost or missing tools and equipment as necessary.
2. The Watch Commander shall take appropriate measures to locate any missing tool and ensure the security of the facility and safety of staff and inmates.