

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 862
(Replaces A.D. No. 862 dated 2/14/07)

Effective Date: March 8, 2007

SUBJECT: TOOL CONTROL INSIDE SECURITY

I. PURPOSE

To establish a uniform method for controlling and accounting for any and all tools within the secured portions of Coalinga State Hospital.

II. AUTHORITY

Department of Mental Health Special Order No. 246.01.

III. POLICY

All tools, equipment, and materials must be considered potentially dangerous and a security risk. All tools, materials, and equipment used in the operation of this institution, inclusive of all departments and their respective programs, will be controlled by the department/program responsible under provisions established by the Chief of Plant Operations. No privately owned tools will be used for state business other than through established rental or leasing agreements.

IV. METHOD

- A. As it is difficult to define what common items are considered as tools, the Chief of Plant Operations shall be responsible for maintaining a listing of what common equipment items are exempt from this policy.
- B. Tool pouches, boxes, cabinets, bins, cribs, and rooms are necessary for effective tool control. These facilities aid in the safeguarding of tools while they are being moved to and from work sites and for safekeeping when they are not in use.
- C. The use of tool boxes or pouches is required inside the security area when tools are outside of the shop area. An immediately available inventory of all tools carried in boxes or pouches must be maintained. The tool containers and all listed tools must be returned to the regular control point after their use.
- D. Locked tool cabinets, bins, cribs, or rooms are required for accounting and safekeeping of tools in the individual shops, on the grounds, and at other authorized work areas. A tool inventory shall be posted at each tool storage facility inside the security area. All tools must be marked.

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- E. Tools can only be used by Individuals when directly supervised by staff; and when strictly adhering to all other applicable policies and operational procedures that are in place through General Services, Plant Operations, or Program Services.

V. CONTROL

- A. Each program or department shall be responsible for its tool identification, either by engraving or painting. The identification mark shall be sufficient as to readily identify the program/department responsible for its control.
- B. Each employee shall be responsible for adequate supervision of all tools under their control. All tools will be accounted for at the beginning and ending of the shift.
- C. A tool check system shall be arranged so that an inspection of tool rooms inside security would reveal any missing tools. Internal maintenance/equipment and material shall be subject to security inspection procedures for control purposes by Police Services.
- D. When tools or equipment become obsolete, worn out, broken or un-repairable, such items shall be removed from the secured area and identified as contraband. Each department/program should have written procedures as to the disposition of such contraband. Every item/tool shall be replaced on a "one-for-one" basis.
- E. Each quarter a review of the tool inventory shall be completed by the Program Director. Police Services will conduct random checks with Plant Operations and all Programs to ensure Quarterly Inventories are complete and accurate.
- F. Tool Security Procedure for Unit and Program Maintenance
 - 1. When maintenance personnel arrive on the unit or work area, the maintenance employee will report to the shift lead/ or their designee prior to initiating any work.
 - 2. No toolboxes or tools are to be opened or used prior to this notification.
 - 3. Once the lead is notified, the maintenance employee will sign-in and be logged in the daybook by the shift lead/ or their designee only and the worksite identified. No other unit personnel may complete this task.
 - 4. The shift lead or their designee or supervisor will then assign an employee to clear the work area of Individuals while maintaining security and observing tools and space. All assigned unit coverage should be made aware of maintenance employees to aid in supervising the unit.

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5. Staff assigned to the work area will inspect the area for any contraband before the maintenance employee exits the unit. The maintenance employee will account for their tools by logging their tool inventory. Once the inventory check accounts for all tools, the maintenance employee will be logged out by the shift lead or assigned staff.
6. Police Services will be immediately notified if tools are found improperly marked or scribed or when tools are removed from the secured area.
7. Any violation of the tool control policy must be reported to Police Services immediately; a Police Report will be written for documentation and tracking purposes.

VI. LOST TOOLS

In the event that a tool is lost, stolen, or missing, an immediate notification will be made to the area's supervisor and to Police Services. The area will be immediately secured and a "Lost/Missing Item" report will be initiated. If the tool is not found the Chief of Protective Services will advise the Executive Officer of the Day (EOD) of the situation and the EOD will determine if a Hospital-Wide search is warranted. Tools shall be replaced only on a "one-for-one" basis when needed. Any new or additional tools shall be added to the inventory.

VII. PROCEDURAL REVIEW

The implementation of this Administrative Directive and its procedures is the responsibility of the Department Head/Program Director. The Executive Director's Inspection Team will periodically review these procedures and guidelines.



W. T. VOSS
Executive Director

Cross-Reference(s):
A.D. No. 818 Contraband