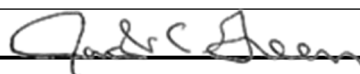




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

TOOL CONTROL	Section	Classroom and Student Management
	Number	5.13
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	

1.0. **PURPOSE:**

Control of tools is paramount for a safe and secure correctional facility environment. The purpose of this operational procedure is to establish procedures for the safe and secure storage, issue and inventory of all tools.

2.0 **APPLICABILITY:**

These operational procedures apply to all Division of Corrections (DOC) juvenile and adult Diversion and Transition Programs.

3.0 **POLICY GUIDANCE:**

All Diversion and Transition Programs in DOC juvenile and adult facilities shall follow these procedures for the control of tools in order to provide for the safety and security of all students and staff within these facilities.

4.0 **DEFINITIONS:**

- 4.1 "Restrictive Tools" ("R" or Class A): Tools that can be used as weapons or in an escape, or can be used to fabricate weapons or facilitate an escape. These tools shall be used by staff or by students under constant, direct staff supervision. They must be accounted for at the end of every class period. (See your local facility Operational Procedure for examples.)
- 4.2 "Less Restrictive Tools" ("L" or Class B): Tools that have a minimal weapon or escape potential and that are subject to lesser control than restricted tools. These tools may be issued to students under general supervision and accounted for at the end of class periods. (See your local facility Operational Procedure for examples.)
- 4.3 "Class C Tools": Tools or implements that are non-hazardous. They may be used with a minimum of supervision but must be accounted for in accordance with the facility procedures. (Generally perceived as cleaning supplies, brooms, mops, etc. See your local facility Operational Procedure for examples.)

5.0 **PROCEDURES:**

- 5.1 Diversion and Transition Programs shall categorize all tools in accordance with the definitions established in the policy, utilizing classifications that are in place at their respective facility.
 - (a) A written policy must be in place regarding the access to all tool rooms within CTE programs at a school. This policy must clearly state that only instructors are permitted within tool rooms/cages. This policy will be posted within the immediate areas outside tools rooms and cages.
 - (b) Students must sign a statement acknowledging the policy as part of the rules governing classroom activities.

- 5.2 The teacher shall maintain a detailed inventory and storage location of tools, materials, and equipment in their shop. This includes the addition of new tools, materials and equipment and the discarding/deletion of irreparable tools, materials and equipment. All tools must be shadow boarded, this includes peg boarded walls, cabinets, and drawers.
- 5.3 The principal/lead teacher shall arrange for the safe disposal of tools, materials and equipment.
- 5.4 Each Diversion and Transition Program shall cooperate or comply with the host agency tool identification system that is in place at the respective facility (color coding, etching, bar coding, etc.) This tool identification system must facilitate the identification of the ownership of the tool if it is found in a search or in an unauthorized location.
- 5.5 The teacher shall secure, store or display tools in compliance with host agency/local facility requirements. Tool Cages/Rooms will be secured at all times and signage forbidding the entry of students within tool cages/rooms shall be posted in the immediate area outside of the entry to the tool cages/rooms.
- 5.6 The teacher shall follow the requirements within the local facility operational procedure for tool classification (Class A, Class B, Class C, Class R, Class L).
- 5.7 All tools shall be used under the level of supervision as dictated by the DOC tool classification guidelines of the facility. All tools shall be checked out for student use by the teacher. The teacher shall use a log or receipt system.
- 5.8 All tools shall be accounted for at the end of the class period and the end of the day. This will be done thru visual inspection of shadow boards and check-in/check-out documentations combined. If a tool cannot be accounted for, the teacher shall verbally notify security immediately. An incident report shall be written and submitted to security. No students shall be released by the teacher until the tool is found or until directed to do so by security.
- 5.9 Tool reports shall be completed and submitted as scheduled and in accordance with the requirements of the local facility and the designated tool control officer or staff.

6.0 AUTHORITY

- 6.1 Directive of the Superintendent of WVSDT, the West Virginia Division of Corrections Tool Control Policy Directive, and the local facility Operational Procedure relating to tool control.