



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .2500
Title: Tool Control
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POLICY AND PROCEDURE

.2501 GENERAL

Tool control procedures should establish effective measures to ensure control and accountability for all tools, utensils, and equipment attachments stored or used in the Food Management Department. The following procedures establish minimum standards in the development of individual facility plans for the storage, issue and accountability of tools, utensils, and attachments.

.2502 PROCEDURES

(a) Storage of Tools:

- (1) Utensils shall be stored on shadow boards to provide quick inventory and identification of missing items.
- (2) Shadow boards shall be located in an area that is secured by lock and key and is not accessible to offenders. Shadow boards in food service should be constructed of non-absorbent material for easy cleaning and sanitizing.
- (3) Equipment attachments shall be stored in a locked cabinet with a posted inventory.
- (4) Tools shall be marked with the unique identifier "F" to designate Food Service.
- (5) Tool inventories must be performed by the Food Management staff per the facility SOP.
- (6) Additional tools and utensils not in the shadow board must be secured and accounted on a separate inventory and reviewed weekly.

(b) Tool Issue:

- (1) A tool log must be maintained for all issued tools. The log must include the offender name, OPUS number, staff member's name, date, time issued and time returned.
- (2) Each facility must develop an SOP that ensures accountability, safety and sanitation of the utensils and leashes.

Commissioner of Prisons
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June 1, 2020

Date