

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 8 - SECURITY

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DATE

03-27-13

TOOL CONTROL

POLICY

All tools are inventoried and kept in secure areas. Inmates will always be supervised when using tools.

DEFINITIONS:

TOOLS - Any implement for working, cutting and shaping.

RESCUE KNIFE – A knife with a hooked blade, which can be used as cutting instrument or life-saving rescue tool.

INCIDENT REPORT: A report which documents criminal and non-criminal events that do not involve criminal prosecution, however, could involve civil litigation.

PROCEDURE

All kitchen knives, metal forks and other sharp instruments are kept locked inside the kitchen lock box. These items are not to be used without staff supervision. Kitchen staff will issue tools as needed and will account for them at all times. The cooks will inventory all tools at the end of the PM inmate worker shift, just prior to the inmates being returned to their pod after the dinner meal service. Before the MRDs search and return the inmates to their pod, the MRD will verify that the knife inventory list is accurate and all tools are accounted for. Upon completion and verification of the list, the MRD and the cook will sign and date the knife inventory sheet. If a knife or tool is missing, the kitchen and surrounding area will immediately be searched. All inmate workers are to be searched by an MRD immediately following the inmate workers' shift in the kitchen. This shall be completed before the inmate workers are allowed re-entry into their pods.

The Maintenance Department secures issues, accounts for, and cares for all maintenance tools and related equipment. All tools are kept in a locked tool cabinet or hung on an outlined, labeled pegboard in the Maintenance office. The Maintenance office will be locked at all times when unattended.

If Maintenance, kitchen, or program staff discovers that a tool is missing, they will immediately search the area where the tool was last used. If the tool is not found, the Booking Sergeant and Housing Sergeant will be notified immediately. The sergeants will coordinate and initiate additional searches of the area and/or inmates as appropriate. If the tool is still not found, the staff member shall write an Incident Report and submit it to the Booking Sergeant.

Located in each pod is a rescue knife that is only to be used in emergency situations. Staff will only be authorized to use these knives to assist them in life saving situations where an inmate has tried to hang themselves in the pod. The purpose of having the knives in the pods is to provide deputies cutting tools that will quickly allow them to cut inmates down during suicide attempts. The knives will remain locked in the top left side drawer underneath the deputies' work station in the pod. Each pods' key ring has a specifically labeled key on it to help staff locate the key in an emergency. Additional knives are rescue knives will also be kept in the Booking Sergeant's and Housing Sergeant's lock boxes in case of emergencies.

No staff member shall carry any knife or utility tool on their persons in the jail at any time, except when using a jail rescue knife during an emergency situation.

RELATED STANDARDS

Chapter 1, Section 7

DATE REVISED

2-8-13

3-27-13

By order of

DOUG ENDY

BUREAU COMMANDER