

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

712 – Tool Control

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**OPS
MS**

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ACCESS

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

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EXPECTED PRACTICES

American Correctional Association (ACA) Expected Practices: 5-ACI-3A-23 (M) and 5-ACI-3A-01

PURPOSE

This Department Order establishes procedures at all institutions and units to ensure the accountability and safe use of all tools and their appropriate storage, inventory and supervision.

References to healthcare professionals (i.e., Medical Services and Dental Services) are referring to the Contract Healthcare Provider (CHP) and their subcontractors unless otherwise stated.

PROCEDURES {5-ACI-3A-23 (M)} {5-ACI-3A-01}

1.0 GENERAL REQUIREMENTS FOR TOOLS – Wardens, Deputy Wardens and Administrators shall ensure:

- 1.1 Tools are stored in a secure area, inaccessible to inmates and consistent with fire and safety codes.
- 1.2 Accountability of tools is maintained at all times and that units keep only minimal amounts of tools on hand.
- 1.3 Tools are appropriately classified and levels of supervision are indicated consistent with the custody level of the affected unit in accordance with Attachment A, Class “A” Tools and Attachment B, Class “B” Tools. Any tool not listed on the Attachments shall be classified according to the criteria in section 2.0.
 - 1.3.1 Class “A” tools, when not in use, shall be secured in a lockable expanded metal enclosure. This enclosure shall be in addition to any redundant locking mechanisms in place for general tool access.

2.0 TOOL SECURITY AND STORAGE

- 2.1 All tools, when not in use or in transport, shall be stored on a shadow board in such a manner that their presence or absence can be readily determined. An outline, cutout or shadow closely resembling the tool shall be painted on the shadow board. Tools that cannot be adapted to the shadow board or cutout shall be stored in an alternative secured designated tool storage area, as determined and approved by the Complex Chief of Security. A shadow resembling the footprint of the tool shall be painted on the floor or shelf. These restrictions do not apply for tools used by outside labor contracts and stored offsite.
 - 2.1.1 All tools classified as Class “A” shall be stored outside the secured perimeter of the unit with the exception of Food Service tools, medical tools or large equipment (e.g., forklifts, pallet jacks, bottle jacks, floor jacks, and other hydraulic tools), which shall be stored inside a designated building and secured with a lock when not in use.
 - 2.1.2 Class “A” tools shall be secured behind three locking devices.
 - 2.1.3 Class “B” tools shall be secured behind two locking devices.
 - 2.1.4 For facilities with an exterior complex perimeter, tools classified as Class “A” shall be stored outside the secured unit perimeter with the exception of large equipment (e.g., forklifts and pallet jacks), which shall be stored inside a designated building and secured with a lock when not in use.

2.2 Tool Rooms/Inventories

2.2.1 The Tool Control Officer shall:

- 2.2.1.1 Ensure all tools, when issued or returned, are issued using the Tool Check-Out, Form 712-4, or the Tool Chit System as outlined in this section. If the Tool-Check out is used, copy shall be provided to the staff member responsible for the tools at the time of check-out.
- 2.2.1.2 Maintain the completed Tool Check-Out forms for a minimum of 30 calendar days.
- 2.2.1.3 Conduct a beginning and ending tool inventory, when tool storage areas are accessed, to include the outlying tool storage areas, documenting the results of the inventory in the applicable Correctional Service Log, Form 105-6.
- 2.2.1.4 Update, publish and maintain monthly the current Master Tool Inventory, Form 712-5, of the tools stored in each tool storage area.
- 2.2.1.5 Engrave/stamp and color-code all tools, prior to commissioning them into service. The commensurate Master Tool Inventory shall also be adjusted to reflect accurate disposition of the tools. Engraving shall be in accordance with Attachment C, Complex/Units Engraving List.
 - 2.2.1.5.1 Private prisons shall establish equivalent engravings.
- 2.2.1.6 Ensure tools that cannot be engraved/stamped or color-coded without damage or violating health code standards shall be stored in a readily inventoried and secured area. Only the Tool Control Officer shall mark tools.
- 2.2.1.7 Conduct a monthly inspection of all tools and update engrave/stamp and color-code as needed.
- 2.2.1.8 Annotate tools scheduled for decommissioning or new tools that are added on the Master Inventory. This process shall be annotated on a Tool Disposition, Form 712-6.
 - 2.2.1.8.1 Decommissioned or unserviceable tools shall be disposed of in accordance with Department Order #304, Inventory and Fixed Assets Management.

2.2.2 Tool Chit System Tool Control Method - Responsible staff or designated responsible inmates shall:

- 2.2.2.1 Request a Tool Chit Ring containing a set number of individual Tool Chits, which is then logged on a Tool Check Out form and issued by the Tool Room Officer.
- 2.2.2.2 Request the properly authorized tool or tools they need, and provide to the Tool Room Officer a Tool Chit from their issued Tool Chit Ring for each tool.

- 2.2.2.2.1 The Tool Room Officer shall place the Tool Chit on the hook where the tool is located and issue the requested tool. Tool Boxes shall continue to be logged out on Daily Tool Box Inventory, Form 712-9.
 - 2.2.2.3 Return the issued tools to the Tool Room Officer when done using them or at the end of their shift.
 - 2.2.2.3.1 The Tool Room Officer shall place the tools back in their locations and return the Tool Chit for each tool to the responsible staff member or inmate.
 - 2.2.2.4 Place the Tool Chit/s back on their issued Tool Chit Ring, verify the number of Tool Chits on the ring match and return their Tool Chit Ring to the Tool Room Officer.
 - 2.2.2.4.1 The Tool Room Officer shall verify the number of Tool Chits on the ring match the Tool Chit Ring tag and verify return of the Tool Chit Ring logged on the Tool Check Out form.
 - 2.2.3 Wardens shall establish, through the corresponding Post Order, a common tool room/storage area that is located outside the secure perimeter of the unit for storage of surplus/unserviceable tools.
 - 2.2.4 The Chief of Security over assigned tool areas shall:
 - 2.2.4.1 Approve and account for all tools that are introduced into the unit prior to commissioning or use.
 - 2.2.4.2 Maintain a current inventory of all tools assigned to the unit using a Master Tool Inventory form.
 - 2.2.4.3 Reconcile the Master Inventory at the end of each month.
 - 2.2.4.4 Ensure daily inventories are completed and logged in the applicable Correctional Service Log by all staff who verifies all tools are accounted for.
- 2.3 Categories – Tools shall be divided into two categories in accordance with Attachments A and B. Only the minimal number of tools shall be on hand in the unit.
 - 2.3.1 Class “A” tools present an inherent safety or security risk. Examples include files, knives, saw blades and grinders.
 - 2.3.1.1 Class “A” tools, when utilized by an inmate, shall be used under staff supervision and, unless meeting the criteria outlined below, have their own hanging device and shadow/cutouts on the board. Class “A” tools shall be stored in a secured tool room or storage area when not in use. Class “A” tools may also be transported on a rolling tool box or rolling tool cart.

- 2.3.1.1.1 Class “A” tools utilized by kitchens and medical areas may remain stored within the secure perimeter, provided they are stored behind two solid secure doors with locking mechanisms.
 - 2.3.1.2 Indirect supervision of a Class “A” tool is permitted in secure work areas under general staff supervision, for example: fleet maintenance, Arizona Correctional Industries (ACI), physical plant, Career and Technical Education and Wildland Fire Crews.
 - 2.3.1.3 Handheld Class “A” tools shall be maintained in either inventoried tool storage boxes or clearly marked shadow boards or cutouts in secure tool rooms or tool enclosures. Only one Class “A” tool shall be stored in each shadow.
 - 2.3.1.3.1 The Chief of Security may authorize storage of multiple Class “A” tools on one shadow board or cut out in a secured tool room/cage when physical plant layout does not allow for individual storage.
 - 2.3.1.3.2 Tool rooms containing multiple cages shall have no more than one cage open simultaneously, and shall not be left unattended by staff.
 - 2.3.2 Class “B” tools constitute a lower level of risk. Examples include rakes, hoes and shovels. Class “B” tools, considered less hazardous, may be stored and issued under less stringent conditions, but shall still be accounted for by staff.
 - 2.3.2.1 Multiple identical Class “B” tools may be hung back-to-back over each shadow.
 - 2.3.3 Ladders/scaffolding less than six feet shall be stored in Class “B” fashion in a secure area when not in use. Ladders/scaffolding six feet and over shall be considered Class “A” tools and stored in Class “A” fashion within a secure area outside the unit perimeter, as approved in writing by the current Chief of Security.
 - 2.3.3.1 For tool storage involving ACI operations, the Chief of Security shall advise ACI Management of the security requirements for storage of ladders, scaffolding, forklifts and hydraulic/pallet jacks in the secure area.
- 2.4 Shadow Boards/Cutouts
 - 2.4.1 Silhouettes/cutouts shall closely mirror the outline of each tool to ensure quick inspection of the shadow board.
 - 2.4.2 If a tool is removed from inventory, the shadow board/cutout shall be immediately updated.
 - 2.4.3 Tools out for repair or replacement shall remain on the Master Inventory with an engraved tool chit or durable tag written with the tool number or type of tool and placed on the shadow board/cutout.

- 2.4.4 All shadow boards accessible to inmates shall be secured behind an expanded metal locked screen or in a secured tool room.
- 2.4.5 Tools that are permanently affixed do not require shadows/cutouts such as table vices or mounted saws.
- 2.4.6 Blades or drill bits shall be removed and stored as Class “A” tools when not in use, with the exception of those affixed to calibrated equipment.

2.5 Inmate Use of Tools/Restrictions

- 2.5.1 Tools shall be issued to staff, or to inmates that are supervised by staff.
 - 2.5.1.1 When tools are checked out of the tool room by a staff member, the staff member shall:
 - 2.5.1.1.1 Maintain on his/her person the appropriate copy of the Tool Check-Out form.
 - 2.5.1.1.2 Keep a list of the tool(s) issued to inmates in order to maintain accountability.
 - 2.5.1.1.3 Account for all tools prior to releasing the work detail at the end of the work period.
 - 2.5.1.2 When tool(s) are checked-out to an inmate, he/she shall keep a photo copy or similar facsimile of the Tool Check-Out form on his/her person.
 - 2.5.1.3 When tools(s) are returned by an inmate, the Tool Check-Out form shall be returned with the tool(s).
- 2.5.2 Inmates are not allowed to enter the tool room at any time.
- 2.5.3 Portable explosive and air-driven tools shall only be checked out by the Inmate Work Crew Supervisor.
- 2.5.4 Inmates using ladders/scaffolding six feet and over inside the perimeter shall be under direct supervision.
 - 2.5.4.1 The ladder/scaffolding must be secured to a stationery object with at least one lock or by another method as determined by the Chief of Security in accordance with OSHA requirement(s) 1926.1053 (b)(1).
- 2.5.5 Inmates working for ACI, Physical Plant and/or Fleet Services may use secure, fixed/mobile tool storage for Class “B” tools. Class “A” tools must be secured outside a unit perimeter. Assigned staff shall complete a beginning, middle, and ending inventory throughout their scheduled work hours. The Daily Tool Box Inventory form may be utilized for daily tracking/accountability of individual tool cages. The Daily Tool Box Inventory form may be used as a substitute for the Tool Check-Out form and maintained for a minimum of 30 calendar days.

- 2.6 After Hours Issuance of Tools – The Shift Commander shall authorize staff entering the tool control areas to obtain tools outside the hours of the assigned Tool Room Officer. Tools shall be checked out using a Tool Check-Out form and returned to their original location after use.

- 2.6.1 Any access to a Tool Room shall require a complete inventory of that Tool Room. Upon completion of work and return of tools, an ending inventory must be completed to confirm full accountability of all tools.
- 2.6.2 Tool inventories shall be documented in the applicable Correctional Service Log form. Discrepancies noted during any inventory require immediate notification of the Shift Commander as well as the completion of an Information Report, Form 105-2.
- 2.7 Private Contractors or Private Maintenance/Technical Staff – Private sector personnel shall provide a tool inventory to the Chief of Security for all of tools that they bring onto prison grounds. This tool inventory shall be reconciled with the private sector personnel’s tools upon leaving the prison grounds.
 - 2.7.1 Vehicles that enter the perimeter of a unit shall be supervised or escorted based on the security needs of the unit as determined by the Chief of Security.
 - 2.7.2 Private contractors shall confine their work to the authorized area(s) and perform the work with proper security and safety precautions. In addition, upon leaving these individuals shall not leave tools at the prison unless specifically exempted, in writing, by the Warden.
- 2.8 Lost/Missing Tools – Any staff member who discovers that a tool(s) is lost or missing shall immediately report the loss to the Shift Commander. The report shall include identification of the tool(s) lost or missing and the circumstances surrounding the disappearance, and all measures taken to investigate and search for the tool(s). The Shift Commander shall ensure all involved staff completes an Information Report form, and the appropriate Tool Disposition forms prior to the end of the shift.
- 2.9 Documentation – The most recent copy of the reconciled Master Tool Inventory and supporting disposition documents shall be provided to the Chief of Security no later than the third business day of each month.
 - 2.9.1 The Chief of Security shall review the Master Tool Inventory packet to ensure correct accountability of tools on hand as well as appropriate documentation for any additions or deletions.
 - 2.9.2 The Chief of Security shall maintain the monthly Master Tool Inventories on file for continuous 12 month cycle.
 - 2.9.3 Electronic copies are not a suitable replacement for this requirement.
- 3.0 MEDICAL TOOL/INSTRUMENT STORAGE** – Healthcare staff shall ensure appropriate security measures for controlling access to tools and instruments are maintained at all times.
 - 3.1 Master Tool Inventory
 - 3.1.1 The Contract Healthcare Provider (CHP) Health Administrator or private prison equivalent shall maintain a Master Tool Inventory for all non-disposable surgical and dental tools, medical instruments, devices and handheld tools used in providing medical and dental services to inmates. Tool inventories shall:

- 3.1.1.1 Be completed on the Master Tool Inventory by the staff member assigned by their supervisor of each medical discipline (Nursing, Dental and the Medication Area). The completed inventory shall be submitted to the CHP Facility Health Administrator who shall ensure that the monthly, reconciled copy of the Master Tool Inventory and supporting disposition documents is on file with the Chief of Security no later than the third business day of each month. Electronic copies are not a suitable replacement for this requirement.
- 3.1.1.2 Be developed in conjunction with the Complex Major or designee. All established inventories shall be submitted to the designated Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) Medical Services Division staff member at Central Office.
- 3.1.2 Where practical, any tool identified on the Master Tool Inventory shall be engraved to identify it as a Medical Services item. Identification engravings shall be in accordance with Attachment C, Complex/Unit Engraving List.
- 3.1.3 The manufacturer's serial number shall be used to identify dental hand pieces, since these tools cannot be engraved. Tools that are unable to be engraved, due to size of the tool/instrument, shall be photographed next to a ruler to show true size. A color copy of the photograph(s) shall be maintained with the Master Tool Inventory, and used by staff while conducting an inventory.
 - 3.1.3.1 Dental tools that are subject to sterilization do not require engraving.
 - 3.1.3.2 Disposable dental tools (e.g., dental burs) do not require inventory.
- 3.1.4 Each medical discipline shall provide a copy of the Master Tool Inventory for the previous month to the CHP Facility Health Administrator by the third business day of each month. The CHP Facility Health Administrator, Medical Services staff and the Chief of Security may request a copy at any time.
- 3.1.5 Tools used within the Health Unit shall not be logged out, but are to be returned to the secure location upon procedure completion. Healthcare staff at each discipline shall conduct a daily Health Unit tool inventory and notify security staff to document the results of the inventory on the applicable Correctional Service Log.
 - 3.1.5.1 Handheld tools shall not be left unattended.
- 3.1.6 Any set of multiple tools/instruments shall be counted as one item. A list shall be maintained identifying the type of set, and individual items in the set (e.g., dental cassettes) shall be noted on the container inventory and remain with the container at all times.
- 3.1.7 Any item removed for repair shall be removed from the Master Tool Inventory as outlined in section 2.0.
 - 3.1.7.1 Tools or sets in use outside of the Health Unit shall be logged out using the Tool Check Out form.
 - 3.1.7.2 Tools or sets shall be returned to the secure tool area when no longer in use.

- 3.2 The CHP Facility Health Administrator shall require the use of a shadow board/cutout for tool storage.
 - 3.2.1 Class "A" tools, when not in use, shall be secured in lockable expanded metal caging. This locked cage shall be in addition to any redundant locking mechanisms in place for general tool access.
 - 3.2.2 Tools that must remain in sterile packaging after use of the autoclave may be stored in a bin/container.
 - 3.2.2.1 When stored in such a manner, the CHP Facility Health Administrator shall ensure the presence of a binder containing a photo of each tool, along with a Master Tool Inventory, indicating the tool number and description.
- 3.3 Needles, syringes and instrument sets (disposable and non-disposable) shall be stored in a manner that affords the daily count in all posted Health Units at the beginning and end of each Medical Services shift. Medical and Dental clinics shall be designated as separate units for the purposes of tool inventory in accordance with the applicable Medical Services Technical Manuals.
 - 3.3.1 Only the minimum number of needles, syringes, laboratory needles and disposable/non-disposable instrument sets necessary for proper unit operation shall be kept in the Health Units. Any reserve stock of these items shall be stored in one specific area in Medical Services.
 - 3.3.2 All syringes, needles, sharps and disposable instrument sets that Medical or Dental obtain from the storage area shall be noted on the applicable log.
 - 3.3.3 Tools or other items that are secured in a tamper-proof container, with a numbered break-away security tag, shall be listed on the inventory for the area where they are stored. The container shall be opened monthly and inventoried. Staff conducting inventories shall check the seal of these containers daily and note the results on the applicable inventory sheet.
 - 3.3.3.1 When sealed containers are in use, assigned staff shall open the container for inspection and inventory. Once the inventory is complete a new break-away security tag shall be used. The new security tag number shall be noted on the applicable inventory documents.
 - 3.3.4 Needles, syringes and disposable/instrument sets shall be removed from the inventory using the Medical Sharps Inventory Control Log, Form 712-8.
 - 3.3.5 Used disposable syringes, needles and disposable tool/instruments that are ready to be destroyed shall be treated as infectious waste and disposed of in a manner that does not pose a hazard.
 - 3.3.5.1 These materials shall be secured in a separate part of the medication room away from clean items.
 - 3.3.5.2 Only approved Occupational Safety and Health Administration (OSHA) tool/instrument/needle/syringe containers shall be used.

3.3.5.3 There shall be no permanent disposal containers in rooms where inmates have access such as emergency or treatment rooms. When needed, portable containers shall be brought into the room and removed after use. The containers shall be secured in a locked cabinet out of the view of inmates.

3.4 All posted Health Units shall conduct a tool inventory and portable disposal container inventory at the beginning and at the end of the Health Services shift.

3.4.1 Inventories shall be conducted by contract healthcare staff and verified by a uniformed Correctional Officer. All Sharps inventories shall be conducted in the presence of at least one Correctional Officer.

3.4.1.1 When a Correctional Officer verifies an inventory, the results of the tool inventory, the number of tools and the location of portable disposal containers shall be noted in the applicable post's Correctional Service Log.

3.4.2 Medical equipment (e.g., stethoscopes, blood pressure cuffs, etc.) shall be defined in agreement between the CHP Facility Health Administrator and the Complex Major. Medical equipment is not required to be listed on Class "A" or Class "B" inventories, however an equipment inventory must be completed and readily available at all times.

3.4.3 The immediate response to a lost or missing tool/instrument shall be in accordance with section 2.0. In addition, the Assistant Director for Medical Services, the appropriate medical supervisor, and the Chief of Security shall be notified.

3.4.3.1 Staff shall complete Information Reports as directed. A copy of such reports shall be forwarded to the ADCRR Medical Services Contract Monitor and the institution Chief of Security.

3.4.3.2 A copy of the reports shall be forwarded to the ADCRR Medical Services Contract Monitor to coordinate with the Property Custodian when a lost or missing item is considered a capital equipment/fixed asset item as outlined in Department Order #304, Inventory and Fixed Assets Management and other applicable written instruction. The Master Tool inventory shall be adjusted as appropriate.

4.0 OCCUPATIONAL HEALTH UNIT

4.1 Needles, syringes, laboratory needles and instrument sets (disposable and non-disposable) shall be stored in a manner that allows for a daily count in all posted Occupational Health Units when staffed.

4.1.1 Results of this inventory shall be called into the Complex's Main Control Room and documented on their Correctional Service Log.

4.1.2 Inmates are prohibited from entering areas where medical sharps are stored or utilized.

4.1.3 The institution's Occupational Health Nurse shall keep an appropriate inventory of tools available for attending to the needs of staff assigned to the institution.

- 4.1.4 Only the minimum number of needles, syringes, laboratory needles and tools needed for proper unit operation shall be kept in the in the Occupational Health Unit.
- 4.1.5 Needles, syringes and disposable/non-disposable tools shall be removed from the Medical Sharps Inventory Control Log upon use.

5.0 FOOD SERVICE TOOLS

- 5.1 All Food Service tools shall be stored in cabinets with a shadow board and locking device located in the Food Service area. Only correctional security staff shall have access to this cabinet.
 - 5.1.1 All Food Service tools shall be checked out/in on a Tool Check-Out form. Tool Check-Out forms shall be maintained by the Kitchen Security Officer for a minimum of 30 calendar days.
- 5.2 Inmates may use cutting tools/serving tools in the kitchen and preparation areas as designated by Food Service staff. All tools/utensils shall have cables or chains attached to the handle and locked in order that they may be secured to the serving table or line.
 - 5.2.1 Only serving/dispensing tools may be secured to the serving line.
 - 5.2.2 When cables are accounted for separately and not permanently attached to a tool, they shall be assigned as tools on the Master Tool Inventory form.
- 5.3 Food Service Inventories
 - 5.3.1 At a minimum, Food Service tool inventories shall be completed and documented in the Correctional Service Log for the following events:
 - 5.3.1.1 Upon the beginning and conclusion of each meal served
 - 5.3.1.2 Immediately prior to any inmates departing the kitchen
 - 5.3.1.3 Immediately prior to trash removal from the kitchen
 - 5.3.1.4 Upon the beginning and ending of the posted employee's shift
 - 5.3.1.4.1 At all shift changes the relieving officer shall verify the inventory and indicate the verification in the Correctional Service log.
 - 5.3.2 All utensils shall be accounted for before inmates are released from work and whenever trash is removed from the kitchen.
 - 5.3.3 Lost/missing tool incidents shall be handled in accordance with section 2.0.
 - 5.3.4 Documentation shall be maintained as described in section 2.0.

IMPLEMENTATION

Upon the effective date of this Department Order, the Assistant Director for Prison Operations or designee shall review appropriate Post Orders, and update as necessary.

The Assistant Director for Medical Services shall ensure additional tool/syringe security, inventory and storage requirements are included in the appropriate Medical Services Technical Manual.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Class "A" Tools
- Class "B" Tools
- Direct Supervision
- Medical/Surgical/Dental Tools
- Mobile
- Permanent
- Posted Unit
- Tool
- Tool Chit
- Tool Chit Ring
- Tool Container
- Tool Control Officer
- Tool Room/Crib(s)

ATTACHMENTS

Attachment A - Class "A" Tool List

Attachment B - Class "B" Tool List

Attachment C - Complex Engraving List

FORMS LIST

712-4, Tool Check-Out

712-4A, Tool Check-Out (Short Form)

712-5, Master Tool Inventory

712-6, Tool Disposition

712-7, Individual Prescribed/Stock Narcotics Inventory Control Log

712-8, Medical Sharps Inventory Control Log

712-9, Daily Tool Box Inventory

ATTACHMENT A

CLASS "A" TOOLS	
TOOL	SIZE
Abrasive Cutoff Saw (Metal Cutting)	
Abrasive Discs	
Abrasive Wheels	
Abrasive Wheel Disc Cutter	
Aviation Metal Snips	
Awls	
Axes/Pick Axes	
Abrasive Cutoff Saw (Metal Cutting)	
Bandsaw Blades (metal only)	
Bayonet Saw	
Belt Sanders	
Block and Tackle	
Bolt Cutters ****	All sizes
Cable	6' and over
Cable Cutter	
Cable Tightener	
Ceramic Tile Nips	
Chains (all types)	6' and over
Chain Hoists	
Chain Saw	
Chain Wrench (all types)	
Chisel (wood, all types)	
Cleavers	
Cold Chisel	
Come-a-Long/Fence Stretcher	
Concrete Breaking Point	
Crow Bars	36" and over
Diagonal Side Cutters	
Diamond Masonry Blades	
Diamond Tile Blades	
Drill Bits	
Drill Motors (handheld: battery and electric)	
Dry-wall/keyhole saw	6" and over
Electric Grinder****	
Electric Hammer (drill and chipping)	1/2" and over
Electric Sanders (belt and disc)	
Electric/Gas Welders	
Emery Wheels	7" and over
End Nippers	w/cutting edge

CLASS "A" TOOLS	
TOOL	SIZE
Etchers	
Explosive-Driven Tool (Ram Set or Actuated Hammer)	
Extension Cord (commercial)	6' and over or when any combination of Extension Cords issued for use in one area that exceeds 6'
File (all types)	
Floor Scraper (with razor blade edge)	
Fork Lift	
Gloves: Leather Palm and Multi-layer	
Hacksaw Blades/Hacksaw Frames	
Hammer, Sledge	10 lbs and over
Hammer, Jack	Electric/air
Hatchets	
Hawk Bill Knife	
Honing Stones	
Hoses	Air/Water 8' and over
Hydraulic/Jack Lift	
Hydraulic Tools (all types)	
Ice Cream Blades	
Ice Picks	
Knives (all types)	
Ladders	6' and over
Lineman Pliers ****	
Meat Saw Blades	
Meat Forks	
Metal Cutting Blades	
Masonry Drill Bits	
Mixing Chamber	
Multi-tool (Leatherman, Gerber, Sears, etc.)	Any Brand (all varieties)
Needle-Nose Pliers with wire cutting capability****	
Oven mitts (commercial)	Heavy Duty
Oxygen/Acetylene Cutting Torch/Cutting Heads and Tips	
Pliers	With cutting ability
Pneumatic Chisels	
Pneumatic Nailers	
Pneumatic Staplers	
Portable Grinder****	

CLASS "A" TOOLS	
TOOL	SIZE
Quick Saw (concrete cutting)	
Razor, Scraper	
Razor, Straight	
Regulator, Hose	
Rope	
Rotary Scaling and Chipping Tool	
Roto Hammer/Hammer Drill	
Routers and Cutters	
Saber Saw Blades (all types)	
Sanders	
Saw Blades	
Saw, Miter Box	
Scaffolding	6' and over
Scissors	2" and over w/ Sharp point
Screwdriver (all types) ****	
Scribe	2" and over
Shear Presses	
Sheet Metal Cutter	
Side Cutter ****	
Skill Saw (wood)	
Tile Cutting Blades	
Tin Snips	6" and over
Torches****	
Trimming Shears/Bypass Lopper	24" and over
Vegetable Cutter Blades	
Vegetable Peeler	
Wire Twister with Cutter	
Wood Auger Bit	

Class "A" tools with an asterisk (****) is also Class "A" tools on the outside of the **secured** perimeter.

Remaining Class "A" tools are to be considered Class "A" only when being used or stored within the perimeter or within 30 feet of the outside perimeter fence. Outside of those parameters, they are Class "B" tools.

Ammunition for Ram Set/Hilti Guns is to be stored and accounted for in the complex armory.

ATTACHMENT B

CLASS "B" TOOLS	
TOOL	SIZE
Abrasive Wheel Dresser	
Adjustable Square	
Adjustable Tee Tap Wrenches	
Allen Wrenches	
Backsaw	
Bar, Clamp	
Bar, Nail	36" and over
Bar, Wonder	36" and less
Barrel Wrench	
Basin Wrench	
Battery Terminal Cleaner	
Box-End Wrench Set/Combination wrench	
Brake Spring Remover	
Brake Tool	
Breaking Bar	
Brick Chipping Hammer	
C-Clamps, Wood	Under 6 feet
C-Clamps, Metal	8" and over
Cable (all types)	Less than 6'
Cable, Grip	
Camber Mixing Valve	
Carbon Scrapers	
Carpet Chisel	
Caulking Gun	
Cement Edger	
Ceramic Picks (Stilts)	
Ceramic Tile Cutter	
Ceramic Tile Grout Float	
Cement Trowels	
Circle Glass Cutter	
Clamp (wood)	
Clutch Adjusting Tool	
Conduit Bender	2 1/2" and over
Conduit, Pipe and Tubing Benders	1/2", 3/4" and 1"
Coping Saw	
Coping Saw Blades (wood)	
Core Drill Bits	
Core Drilling Machine	
Cotter Pin Extractor	
Crow Bar	Less than 36"
Depth Gauge	

CLASS "B" TOOLS	
TOOL	SIZE
Desoldering Tool	
Diamond Coring Bits	
Die Set, Metal Stamping Letter	
Die Set, Metal Stamping Number	
Drain Plug Wrench	
Drop Light	
Duck Clamps	
Easy Outs	
Edger, Cement	
Egg Beater Drill (handheld, manual power)	
Electric Engravers	
Electric Sewer Snake	
Extension Bar	
Extension Cord (commercial)	Less than 6'
Feeler Gauges	
Flair Nut Wrench	
Flaring Tool	
Food Dispensing Utensils	
Funnel (Metal)	
Fuse Puller	
Garden Equipment (hoes, shovels, hedge clippers, edgers, etc.)	
Gasoline-Powered Tools (lawn mowers, weed-eaters, etc.)	
Gear Pullers	
Glass Cutter	
Glass Pliers	
Hammers (ball peen, claw, sheet metal)	
Hammers, Sledge	Less than 10 lbs.
Hand Impact Tool Set	
Hand Picks	
Hand Rivet Gun	
Handsaws	
High Speed Brushes	
Hole Cutters (wood)	
Hoses	Air/Water less than 8'
Hot Stick	
Impact Wrench, Electric	
Inside Spud Wrench	
Jig Saw	
Jitter Bug	
Jointer Tool (brick)	

CLASS "B" TOOLS	
TOOL	SIZE
Key Hole Saw	
Knock-Out Punch Set (all)	
Knurling Tools	
Ladder	Less than 6'
Leather Scraper	
Letter Opener	
Levels (all)	
Loose Nut Extractor	
Mallet (all types)	
Mandrel	
Manifold Gauges	
Mattock	
Measuring Instruments	
Meat Thermometers	
Micrometer	
Miter Box	
Miter Box, Stanley, Bench Type	
Mud Bucket Trowel	
Machine, Trench	
Nail Puller	
Needle Nose Pliers (without cutter)	
Nut Buster	
Nut Driver	
Nylon Line	
Oil Filter Wrench	
Outside Caliper	
Paint Paddles	
Paint Roller Frame	
Pick	
Pipe, Bender	2 1/2" and over
Pipe Clamp	
Pipe Cutter (handheld)	
Pipe Reamer	
Pipe Wrench	
Plier, Wire Crimp	
Pliers	Non-cutting
Plumb Bob	
Pneumatic Impact/socket wrench and sanders	
Pocket Stethoscope	
Post Hole Digger	
Protractors	
Pry Bar, Rolling Head	
Punch	

CLASS "B" TOOLS	
TOOL	SIZE
Putty Knife	
Rafter Snake/Rafter Tape	
Rasp (wood)	
Ratchet	
Roller	
Router Snake	
Scissors (blunted end)	
Scoops	
Screen Roller	
Screw Treading Set	
Screw Folder	
Set Radius Gauges	
Sled Runner	
Snow Shovel	
Socket Sets	
Soldering Iron	
Spanner Wrench	
Square	
Staple Gun	
Surface Gauge	
Swaging Set	
Swivel Socket Set	
Table Vise	
Tap and Die Set	
Tape Measure	
Tension Gauge	
Tread Gauges	
Tile Cutter	
Torque Wrench	
Tri-Square and Level	
Trim Saw	
Trowel	
Valve Spring Compressor	
Vehicle Jack and Handle	
Vise Clamps	
Vise Grips (all types)	
Wheelbarrow	
Wheel Pullers	
Whip (grass)	
Whitney Punch	
Wire Brush	
Wire Stripper	
Wood Auger Extension	

CLASS "B" TOOLS	
TOOL	SIZE
Wood Mallet	
Wood Stripper	
Wrench, Adjustable	Less than 48"
Wrench, Pipe	Less than 48"

ATTACHMENT C

COMPLEX/UNIT ENGRAVING LIST

TOOL ENGRAVING REQUIREMENTS

- **STATE COMPLEX** - "ASPC" followed by the first letter of the name of the Complex

Exceptions: ASPC-PH (Phoenix) and ASPC-PV (Perryville)

- **UNIT** (single name) – Use the first 2 letters of the unit
- **UNIT** (double name) – Use the first letters of each of the 2 names

Exceptions: Complex Unit (CX), Cook Unit (CK), Globe Unit (G), Barchey Unit (BR), Cimarron Unit (CM), Catalina Unit (CT), Santa Rita Unit (SN), Winchester Unit (WN), and Apache Unit (A)

- **CONTRACT BEDS** – "ASP" followed by the first 2 letters of the name of the facility

MEDICAL TOOL ENGRAVING REQUIREMENTS

- **COMPLEX** - "HSD" followed by the first letter of the name of the State Complex

Exceptions: HSD-PH (Phoenix) and HSD-PV (Perryville)

- **CONTRACT BEDS** – "HSD" followed by the first 2 letters of the name of the facility