SOUTH DAKOTA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE			POLICY NUMBER 300-04	PAGE NUMBER 1 OF 7
			DISTRIBUTION:	Public
			SUBJECT:	Tool Control
RELATED STANDARDS:	**ACA 5-ACI-3A-23 (M)**		EFFECTIVE DATE:	September 01, 2026
			SUPERSESSION:	09/01/2025
DESCRIPTION: Facilities - Security & Management		REVIEW MONTH: August	**NICK LAMB** **SECRETARY OF CORRECTIONS**	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to ***govern the control, inventory, and use of tools, culinary, and medical/dental instruments, and supplies (syringes, needles, and other sharps)*** **[ACA 5-ACI-3A-23 (M)]**.

II. PURPOSE

The purpose of this policy is to establish an effective tool and instrument system for the safety and security of employees, offenders, contract workers, and volunteers. This includes the accountability, inventory, classification, and use of all tools.

III. DEFINITIONS

Class A Tool (Restricted):

Tools that present a significant threat to the security of the institution due to design, size, or potential use as a weapon or in escape or is a tool that can be used to fabricate weapons or aid in escape. Each facility will develop and maintain a list of all tools that are to be designated as Class A tools to be determined by the warden of such facility.

Class B Tool (Less Restricted):

Any tool not presenting a significant threat to the security of the facility and is not designated as a Class A tool or a controlled item. Each facility will develop and maintain a list of all tools that are to be designated as Class B tools to be determined by the warden of such facility.

Controlled Item:

Items not designated as tools but are items a facility wants to account for at a higher level to prevent theft or loss. Each facility will develop and maintain a list of controlled items.

Direct Supervision (Class A Tools):

Supervision level that requires staff to supervise an offender or group of offenders by physically remaining in the immediate area while maintaining intermittent line-of-sight supervision throughout the work period.

Durable Marking:

Any semi-permanent marking method used to mark tools that is not easily removed when tools are used. Methods include but are not limited to, engraving, stamping, welding, metal tags, permanent marker, painting, and stenciling.

Indirect Supervision (Class B Tools):

Intermittent observation of an offender by employees or contract workers throughout the work period.

Master Tool Inventory:
A computerized listing of all tools in a facility/center. The master tool inventory will be maintained by the facility tool control officer. Each work area supervisor is also responsible for maintaining an inventory for each tool storage area.

Tool Audit:
An inspection of every tool is conducted by the tool control officer to ensure compliance with policy which includes verification of shadowing, etchings/markings of the tools, and documentation compliance. The audit is documented in a written report that will be submitted to the facility custody and control manager/designee.

IV. PROCEDURES

1. Tool Control Officer:

A. A tool control officer will be designated for each facility by the warden to monitor compliance within the guidelines of this policy. The work area supervisor(s), who maintain an inventory of tools will coordinate tool control/inventory with the respective tool control officer.

2. Tool Categories/Classification:

A. Each facility will develop a list of *Class A Tools* (attachment #1), Class B tools, and controlled items. These lists will be maintained by the tool control officer and updated annually, or as needed. The warden of each facility may designate any tool(s) that are stored, issued, and utilized by off-grounds work crews outside of the hard perimeter of the facility, as Class B tools or controlled items

3. Tool Issue:

A. When a tool is issued, the *Tool Issue Log* (attachment #2) must be completed by the individual issuing the tool.
   1. When a tool is issued to an offender, the offender's last name and DOC number will be recorded on the Tool Issue Log along with the date and time of issuance.
   2. A tag/chit system may be used **in addition to** a Tool Issue Log. Tool Issue Logs and Chit Board Logs (if used) must be located in a visible place at each tool storage area.
   3. Tool issue logs will be forwarded to the designated area supervisor to review for accountability and completeness at the end of each month.

4. Tool Storage:

A. The custody/control manager at the facility will approve the design, location, and placement of tool storage.
   1. Tools will be hung on shadow boards or stored in toolboxes with cut-out depression boards within a secure area. Several shovels, rakes, and similar, large tools, which are not designated Class A, may be hung on a shadow; however, each item will be numbered and listed on the shadow board, so that missing tools can be identified at a glance.
   2. Tools that are stored on the floor and cannot be hung on the wall are not required to have shadows the same size and shape of the tool but must be shadowed in a manner that missing tools are identified at a glance. When feasible, a laminated photograph of the item may also be posted to aid in the identification of the item.
      a. Class A tools will be hung or placed over a red shadow, which will reflect the size and shape of that tool. The tool control number marked on the tool will also be marked above, besides, or in the field of the shadow. A laminated photograph may be substituted for the shadow.
      b. Class B tools will be hung or placed over a black shadow. The tool control number marked on the tool will also be marked above, besides, or in the field of the shadow. A laminated photograph may be substituted for the shadow.
      c. Controlled items will be listed on a computer-generated inventory that must be located in a visible location in each storage area, indicating the quantity and type of items. Inventories will

be signed by the supervisor of each area in which the items are stored. Controlled items may be hung or placed over a green shadow. Tool issue logs are not necessary for controlled items but may be used. Controlled items not in use, such as in a warehouse, storage area, etc. will be accounted for on the inventory, but do not need to be shadowed until put into service. A laminated photograph of controlled items that are stored on the floor or cannot be hung on the wall may be substituted for the shadow. Designated controlled items will be stored, accounted for, and destroyed as designated by each facility.

d. Tools not adaptable to shadow boards will be stored in locked drawers, cabinets, or cages, or appropriately secured with an inventory of all tools that are assigned to that drawer, cabinet, or cage. Tools secured in drawers or toolboxes may be shadowed by placing the tool on a digital picture or photocopy of the tool or placing the tool in a cut-out/depression form.

e. All tools utilized in pouches or toolboxes will be inventoried at the end of the work shift. These tools will be removed from the pouch/toolbox and placed or hung on shadow boards. Tools that are stored in toolboxes with cut-out depression boards will be inventoried and stored in the box. These toolboxes will be stored in the designated tool storage area.

3. Inactive Class A and B tools that are not currently in service must be accounted for on a perpetual inventory. These tools may have an identification number but are not required a shadow until placed into service. These items will be stored in a secure location, as approved by the warden or designee.
4. Expendable/consumable items will be stored inside a secure storage area. A perpetual inventory of each item will be accurately kept by the assigned employee or contract worker after each transaction.
5. Acetylene Cutting Torches: Mixing chambers will be stored separately from the bottles in a secure area that is not accessible to offenders. Offenders will be under direct supervision while using cutting torches. Supplies of acetylene in any work area will be limited to only that amount needed for routine operation of the area. Excess bottles are to be stored properly.
6. Barber equipment will be maintained in a control room or locked cabinet. These tools will be accounted for at the end of each work period.

5. Tool Marking:

A. All tools will be marked by etching and/or durable marking, where feasible. The marking will distinguish the area where each tool is assigned.
   1. This marking will consist of a letter code distinguishing the area where the tool is assigned and a numerical code key to the tool itself for identification purposes.

6. Purchase/Receipt of Tools/Instruments:

A. Tools may not be ordered or delivered to the facility or Correctional Industries without approval of the warden or designee and the tool control officer.

B. The tool control officer will receive, mark, and inventory all tools prior to issuing.

C. No tools may enter through facility main entry except by the tool control officer.

7. Tool Allotment:

A. The custody/control manager, physical plant manager, tool control officer, and work area supervisors will establish tool/instrument allotments for each work area, within the facility, which will be the tool inventory for the area. Each work area will maintain only the number of tools/instruments required to meet daily needs.

8. Excess Tools:

A. All tools in excess of routine needs will be transferred from the work area to the designated storage area outside of the facility and inmate access. The tool control officer will first receive the excess tools to be stored in a secure area and make appropriate changes to the facility's computerized master tool inventory. After the excess tools have been removed from the master tool inventory, the tool control officer will assign tools to appropriate storage.

9. Tool Replacement:

A. When a tool, instrument, or controlled item is determined to be unusable, broken, or worn out, it will be turned over to the tool control officer, along with a written report (attachment #4 – *Broken Tool Report*), who will remove the tool from the master tool list and place a "broken tool chit" on the shadow board where the tool is assigned. The tool control officer will maintain a permanent written record of its disposition and remove the tool from the facility's computerized master tool inventory. All identification on the tool will be removed before disposal.
   1. Broken, unusable, or worn-out tools are to be turned over to the tool control officer along with a written report before the end of the shift, if possible, or kept in a secured location until the tool control officer is available.
   2. In the case of a broken tool, the employee will make a notation (in ink) on the tool inventory sheet that the tool is broken and sign his/her name legibly. The employee will also make a notation at the tool's shadow to show the tool has been removed.
   3. New tools and replacement tools will be added to the inventory only after going through the tool control officer. In the case of a replacement tool, the tool control officer will need the tool being replaced so that the old tool is accounted for and removed from the inventory.
   4. New tools and replacement tools will be added to the inventory and issued a new number, not the number of the tools they replace. The same number may only be used when a food service utensil such as a ladle or scoop is unusable, broken, or worn out and it is replaced with a utensil of the same size and shape. If the utensil is lost or replaced with a different or upgraded utensil, a new number will be issued and the old number will be retired.

B. If a tool is not accounted for at the end of the work period or at any other time, the responsible employee or contract worker will immediately notify the shift commander and implement a search. Area employees, contract workers, or volunteers will be notified to assist in the search.
   1. Changes made throughout by SOMP, clinical services, and parole staff. Employees will detain any offenders who may have had access to the missing tool at the work location until a thorough search has been conducted. If the tool is not located, offenders will be strip searched and/or processed with either a hand-held metal detector or a traditional metal detector before being released into population.

C. All employees, contract workers, or volunteers will remain in the facility until released by the shift commander. If the tool is not located, the responsible person (e.g., employee, contractor) will complete an incident report and submit it to the shift commander and forward a copy to the tool control officer before leaving the facility.

D. If the tool is still missing after three (3) months, it will be removed from the master tool inventory.

E. The tool control officer will maintain a listing of all tools reported lost. All contraband tools confiscated during searches will be checked against this file. Identifiable and serviceable tools that are recovered will be forwarded to the tool control officer, with written notice to the associate warden. If they have already been replaced, the recovered tools will be placed in excess tool storage. If unserviceable, they will be destroyed.

10. Tool Inventory/Accountability:

A. A current master tool inventory of all tools/instruments and their storage and issue locations are to be maintained by the work area supervisor. Gang boxes, toolboxes, and pouches will have an inventory (attachment #3 – *Toolbox – Pouch Inventory*) of all tools that are assigned to that area, which must be located in a visible place in each designated tool storage area.

1. The tool control officer will maintain a current computerized master tool inventory of all tools/instruments assigned in the facility and ensure the inventory is completed semiannually. The inventories will be documented in writing and submitted to the associate director of emergency management / security audit controller.
    a. Computer-generated inventories will be maintained with hard copies forwarded to area supervisors for physical and visual verification.
        1) Area supervisors, to include food services and clinical services will ensure all tools and instruments stored in their area, are inventoried weekly, the inventory sheet is signed and returned to the tool control officer by the end of the next working day.
        2) Any discrepancies will be reported to the tool control officer immediately.
2. The facility tool control officer will personally conduct a tool audit of every tool in the facility once, annually.
3. To document accountability, an updated inventory will be posted in each designated storage area at least quarterly or more frequently if changes are made to the inventory.
4. All tools and controlled items will be accounted for at the end of the work period. Any and all pieces of broken or damaged tools will be accounted for by the work area supervisor. Each tool storage area will be checked and verified by at least two (2) employees/contract workers at the end of each work period/shift. A visual inspection of every tool will be conducted and completed before offenders are allowed to leave the work area.
5. If the facility warden identifies areas of the facility that cannot operationally be checked by two (2) employees, the warden will designate in a facility Implementation Adjustment (IA) form for the areas that are approved for only a single DOC employee to conduct the accountability. The identified areas must meet one (1) of the following criteria to be exempted:
    a. Areas must have restricted employee access and no offender access due to facility safety/security restrictions, such as an armory, lock shop, Emergency Response Team room, investigator's office, etc.
    b. Areas that are secure, such as maintenance rooms, located in non-staffed/limited access areas of a facility that are not routinely or easily accessed due to the location of the area.
    c. Areas that are off-grounds tool storage areas or trailers.

B. Accountability and oversight of programming and educational tools and equipment will be maintained by daily completion of a *Classroom Equipment Checklist* (attachment #5).

1. Any programming and educational tools or equipment that are lost, stolen, or broken will be logged on a Broken, Stolen, or Lost Classroom Equipment Log (attachment #6). Completed forms are to be submitted to the officer in charge (OIC).

11. Food Service Tool Storage and Usage Requirements:

A. All food preparation/processing knives will be stored in a locked cabinet when not in use.

B. When in use all food preparation/processing knives, metal blade dough cutters, and paddles over three feet (3') long will be tethered by an employee.

1. The tether will be comprised of a 3/16-inch stainless steel cable with a vinyl covering for a total diameter of 1/4 inch.
2. The tether that is attached directly to a table will not be longer than thirty-six inches (36") in length unless it is for a paddle which the length will be sized appropriately for safe and productive usage.

3. Tethers attached to a wall (for mobile workstations) will not be longer than forty-two inches (42") in length unless it is for a paddle which the length will be sized appropriately for safe and productive usage.
4. The tether length for knives will not exceed twelve inches (12") beyond the edge of the working surface.
5. The tether will pass completely through the utensil to include the tang and be crimped with a suitable crimping tool.
6. Tethers will be inspected for wear and sanitary condition at the beginning and end of each work period.
    a. Tethers will be replaced when visible wear or sanitary concerns are present.

C. Accountability of food service tools/instruments will be checked and verified by at least two (2) employees or contract workers, one (1) of whom must be a food service employee or contract worker, at the end of each work period/shift and documented.

12. Clinical Services Tools and Instruments:

A. Each facility health services administrator (HSA), in coordination with the custody/control manager, will establish secure storage areas for medical and dental tools and instruments and maintain inventories.

B. Accountability of clinical tools/instruments will be checked and verified by at least two (2) employees or contract workers, one (1) of whom must be a clinical services employee or contract worker, at the end of each work period/shift and documented.

C. Clinical services instruments and sterile instrument packs will be maintained in locked cabinets/drawers and will never be issued to an offender. These items will be used within a restricted area with observation maintained by the clinical services employee and/or contract worker.

D. Crash carts and man-down ready bags will be inventoried and accounted for after emergent situations when the crash cart or the man down ready bag were utilized.

E. Clinical sharps must be secured and accounted for in the following manner:
    1. Clinical sharps will be maintained in locked cabinets/drawers and inventoried.
    2. Each time a sharp instrument, including a needle, is used it must be signed out at the time of use, providing the offender's name and DOC number. Direct supervision by staff will be used as inmate utilizes the needle or syringe.
    3. Back-up stock of needles, syringes, and sharps will be separated from in-service inventories in locked cabinets. The back-up stock will be secured and kept behind at least one (1) locked door.
    4. Accountability of all sharps will be checked and verified each shift by at least two (2) employees or contract workers, one (1) of which must be a clinical service employee/contract worker. Any discrepancies in any count will be reported immediately to the facility shift commander and the HSA.
    5. Disposal of needles, syringes, sharps, and biological hazardous waste will be accomplished within Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations.
    6. Interim storage of needles, syringes, and sharps while awaiting disposal will be in secure containers in a secure location.
    7. Offenders will not be directed to handle or remove sharp containers from any clinical work area.

13. Contractors/Other Non-Institutional Tools:

A. Each facility will designate a manager to be the contact person for outside contractors.

B. The contractors, vendors, and repair persons will be informed of allowable items and that tools being brought into a DOC facility must be inventoried.
   1. Two (2) copies of the tool inventory must be brought to the facility/office; one (1) to be kept with the tools and one (1) for the facility/office.
   2. Contractors,' vendors,' and repair persons' tools will be inventoried with the supplied list by the designated manager at the end of each workday.

C. The designated manager and the facility tool control officer will be notified if a tool is reported lost or missing, and a detailed incident report will be submitted to the shift commander.

14. Personal Tools:

A. Personally owned tools, such as pocketknives, are NOT authorized within any DOC facility.

V. RESPONSIBILITY

A. Work area supervisors, employees, and contract workers who have offenders assigned to use tools will train offenders on the tool control process, prior to job assignment.

B. The deputy secretary of Corrections will be responsible to review and update this policy on an annual basis.

VI. AUTHORITY

None.

VI. HISTORY

September 2026
September 2025
February 2025
September 2024
September 2023 – New policy

ATTACHMENTS

1. Class A Tools *(v1 revised 08.03.2026)*
2. Tool Issue Log *(v1 revised 08.03.2026)*
3. Toolbox – Pouch Inventory *(v1 revised 08.03.2026)*
4. Broken Tool Report *(v1 revised 08.03.2026)*
5. Classroom Equipment Checklist *(v1 revised 08.03.2026)*
6. Broken, Stolen, or Lost Classroom Equipment Log *(v1 revised 08.03.2026)*

CLASS A TOOLS

The following is a list of our Class A tools for SDSP, MDSP, SDWP and Jameson Facilities:

Drills, electric grinders, portable grinding wheels and emery wheels
Gear pullers, come-alongs, and pry bars
Conduit benders and tubing cutters
Tin snips, side cutters, end nippers, and box cutters/utility knives
Ice picks
12’ or longer extension cords
Bar Clamps
Hammers and Mallets
Chisels
Rake / Shovel / Spade / Auger
Pointed scissors longer than 6”
Screw drivers and wrenches 12” and longer
Carpentry and book weights
Routers
Pipe wrenches
Ladders 6’ or taller
Long kitchen paddles over 3’ in length
Spiral dough hooks and flat beaters (found in the kitchen)
Dough knives/Dough cutters
Any tools that are sharpened
Any motorized tools that have potential to be used for escape

The following is a list of our Class A tools for Minimum Units:

Axes
Kitchen knives
Box cutters/utility knives
Bolt cutters (within the fenced perimeter)
Ladders 6’ or taller (within the fenced perimeter)
Sawzall and any powered saw (within the fenced perimeter)
Any tools that are sharpened to a point

TOOL ISSUE LOG

Date Issued	Time Issued	Tool ID#	Tool Description	Issued To (Print Employee Name or Offender Name & ID#	Signature of Person Receiving Tool	Issued by (Print Name)	Returned Date	Returned Time	Return Signature

When any tools listed on this issue log are unaccounted for, immediately notify shift commander and complete an Incident Report.

_____ _____

Area Supervisor Signature Date

TOOLBOX – POUCH INVENTORY

Area: _____ Date: _____

Toolbox Inventory ID Number: _____

Inventory			
#	**Tool ID#**	**Class**	**Description & Size**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

When any tools listed on this issue log are unaccounted for, immediately notify shift commander and complete an Incident Report.

BROKEN, STOLEN, OR LOST TOOL LOG

Date: _____

To: _____

From: _____

Description of Tools (List ID #, size, color, etc.)	Check One		
	Broken	**Lost**	**Stolen**

Circumstances surrounding this loss, to include disposition:

Type details here.

Work Area Supervisor: _____

CLASSROOM EQUIPMENT CHECKLIST

Date:	Computers	Keyboards	Mice	Speakers	Scissors	Rulers	TV/Radio/DVD Player/Projector	Other (Please Indicate)
Start Count								
End Count								
Initials								

Date:	Computers	Keyboards	Mice	Speakers	Scissors	Rulers	TV/Radio/DVD Player/Projector	Other (Please Indicate)
Start Count								
End Count								
Initials								

Date:	Computers	Keyboards	Mice	Speakers	Scissors	Rulers	TV/Radio/DVD Player/Projector	Other (Please Indicate)
Start Count								
End Count								
Initials								

Date:	Computers	Keyboards	Mice	Speakers	Scissors	Rulers	TV/Radio/DVD Player/Projector	Other (Please Indicate)
Start Count								
End Count								
Initials								

Date:	Computers	Keyboards	Mice	Speakers	Scissors	Rulers	TV/Radio/DVD Player/Projector	Other (Please Indicate)
Start Count								
End Count								
Initials								

BROKEN, STOLEN, OR LOST CLASSROOM EQUIPMENT LOG

Date: _____
To: _____
From: _____

Description of Equipment (Type, size, color, etc.)	**Check One**		
	Broken	**Lost**	**Stolen**

Circumstances surrounding this loss, to include disposition:

Type details here.

Work Area Supervisor: _____

Submit completed form to the OIC.