

# YOUTH SERVICES POLICY

<b>Title:</b> Tool Control-Cecil J. Picard Education and Recreational Center	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.14A
<b>Page 1 of 5</b>	
<b>References:</b> ACA Standard 4-JCF-2A-25; (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; YS Policy Nos. A.1.14 "Unusual Occurrence Reports" and A.7.1 "Safety Plan"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>E. Dustin Bickham, JD, Interim Deputy Secretary</i>	<b>Date of Approval:</b> 09/01/2020

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish an effective Tool Control Program which ensures that all tools, stored and used within the Cecil J. Picard Education and Recreational Center are used in a safe, economical and secure manner, to provide necessary supervision over tools and to establish accountability and responsibility for issue, storage, receipt and disposal of tools.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Food Services Director and all Picard Education and Recreational Center employees.

## IV. DEFINITIONS:

**Tool** - A hand-held implement, such as hammer, saw or drill used to accomplish work. The cutting parts of a machine, such as a lathe for cutting and shaping mechanical parts.

**Tool Control Officer** - The Regional Director has designated the Safety Officer/Program Director as the Tool Control Officer responsible for auditing tool inventories, marking tools for identification purposes, and monitoring the security of tools. The Safety Officer/Program Director has the responsibility of maintaining, organizing and monitoring the Tool Control Program to increase the effectiveness of accountability.

***Unusual Occurrence Report (UOR)*** - A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

***Work Area*** - A room inside a building or structure, or an outside area or other defined space in the workplace where tools are stored or used, and where employees are present during the course of their daily work assignments.

**V. POLICY:**

It is the Deputy Secretary's policy that an effective Tool Control Program is established and maintained to ensure all tools are positively controlled during use and storage. This shall be accomplished by maintaining a systematic method of inventory and review.

It is the Regional Director's responsibility to ensure that all the tools are managed and controlled to ensure accountability and prevent misuse, that tools are used for the purpose intended, and that staff are instructed in the proper use of tools, as applicable to the situation.

**VI. PROCEDURES:**

- A. The Safety Officer/Program Director shall serve as the Tool Control Officer responsible for the following:
  - 1. Auditing tool inventories;
  - 2. Marking tools for identification purposes;
  - 3. Monitoring the security of tools; and
  - 4. Maintaining, organizing and monitoring the Tool Control Program to increase the effectiveness of accountability.
- B. The Tool Control Officer shall establish inventories for each work area, and maintain and account for all tools within the work area.
- C. The Tool Control Officer shall maintain a Master Inventory of all tools by work area. The Master Inventory shall be dated and utilized when conducting quarterly reviews. Upon completion of the quarterly review, the Master Inventory shall be updated and/or revised, as needed.
- D. Each quarter (July, October, January, and April), a complete review shall be conducted of all tools. The review shall include at a minimum:

1. Verification of all tools according to master inventory;
2. Tool markings;
3. Proper storage of tools;
4. Daily check-in and check-out procedures; and
5. Evaluation of adherence to policy and procedure.

The master tool inventory shall be adjusted as necessary to reflect the quarterly review findings.

A written report shall be provided to the Regional Director and CO Safety Officer detailing the review findings. Corrective action shall be documented and immediately initiated as needed. The written report is due no later than the 15<sup>th</sup> of the following month.

## **VII. TOOLS:**

### **A. Tool Identification**

All tools shall be permanently marked for identification purposes with an etching tool, and labeled or steel stamped with a sequential tool number easily identified on inventories and check-out logs. Each tool shall have its own unique tool identification number.

### **B. Tool Storage**

All tools shall be maintained and stored in a locked room within the Maintenance Yard.

Tools shall be stored in drawers, cabinets and/or chests, and secured in a designated tool area as determined by the Tool Control Officer. Ladders over 4 feet tall, and all electric and battery powered tools must be stored in a secure location. The Tool Control Officer shall maintain an inventory in the area where all these tools are stored.

### **C. Tool Issue**

The Safety Officer/Program Director and maintenance staff shall be responsible for all tools assigned to their work area.

When a tool is issued from the maintenance yard, the receiving employee shall document in the Tool Control Log Book the following:

1. Date;
2. Tool #;
3. Tool Description;
4. Time Checked Out; and
5. Staff Initials.

When the tools are returned, the employee shall document in the Tool Control Log Book the following:

1. Time Returned; and
2. Staff Initials.

All tools shall be returned to their assigned storage area at the end of each work day.

**D. Tool Accountability and Inventory**

The Tool Control Officer shall maintain a complete Master Inventory of all tools and their locations. Each tool storage area shall have an inventory of all tools assigned to that area.

The inventory shall be current and readily available for tool inventory, tool accountability, be dated by the Tool Control Officer, and at a minimum contain the following information:

1. Tool Identification Number
2. Description of Tool
3. Serial Number, as applicable, and
4. Tool Location.

The Regional Director shall ensure that established procedures for tool control include documented tool inspections as outlined below:

1. Quarterly tool inspections, which include a complete review of all tools as outlined in Section VI. D. above, shall be conducted by the Tool Control Officer.

**E. Lost/Missing or Broken Tools**

An Unusual Occurrence Report (UOR) shall be completed for any tool that is lost, missing or broken before the end of shift with copies being forwarded to the Regional Director and Tool Control Officer. The Tool Control Officer shall maintain on file all UORs detailing the circumstances of any lost, missing or broken tool. (Refer to YS Policy No. A.1.14 for a copy of the UOR form)

**VIII. STAFF DEVELOPMENT**

The Regional Director shall ensure the Safety Officer/Program Director provides all current employees training on the contents of the Tool Control Program.

The Safety Officer/Program Director shall provide all new employees this training within 90 days of hire.

**IX. QUALITY ASSURANCE**

Comprehensive audits are conducted on an annual basis by staff from the Office of Risk Management, in conjunction with the State's Loss Prevention Program. The Program Director and designated CQIS staff shall be present during the exit interview following the review. Corrective action shall be established and submitted if necessary for any negative audit findings.

**Previous Regulation/Policy Number:** C.2.14A

**Previous Effective Date:** 04/23/2020

**Attachments/References:** C.2.14A(a) Tool Control Inventory 2020-2021

Cecil J. Picard Center  
 Tool Control Inventory  
 2020 - 2021

C.2.14A(a)

Tool Identification Number	Detailed Description of Tool	Serial Number Location of Tool	1st QTR July 2020	2rd QTR Oct 2020	3rd QTR Jan 2021	4th QTR April 2021
3	Tree Pruner	N/A Tool Storage				
21	Oil Filter Wrench	55714 Tool Storage				
54	200' Fish Tape	137035 Tool Storage				
56	Bosch Hammer Drill	11317EUS Tool Storage				
70	24" Level	N/A Tool Storage				
77	Skill Saw	H86424 Tool Storage				
80	4 1/2" Hand Grinder	N/A Tool Storage				
88	Post Hole Digger	N/A Tool Storage				
121	Caulking Gun	686001942 Tool Storage				
149	3/8" Milwaukee Drill	928B4981301 Tool Storage				
158	Air Nailer	Pro 701 XP Tool Storage				
177	Jack Hammer	492000718 Tool Storage				
183	18 Volt Cordless Impact	DC820KA Tool Storage				
188	Floor Jack	F0405000984 Maintenance Shop				
202	Portable Air Tank	ST110905391 Tool Storage				
203	2" Water Hose	22303 Tool Storage				

Prepared By: Christopher Hines

Cecil J. Picard Center  
 Tool Control Inventory  
 2020 - 2021

C.2.14A(a)

Tool Identification Number	Detailed Description of Tool	Serial Number Location of Tool	1st QTR July 2020	2rd QTR Oct 2020	3rd QTR Jan 2021	4th QTR April 2021
204	18 Volt Cordless Drill	DC759KA Tool Storage				
206	Pressure Washer Nozzle	ST2000 Maintenance Shop				
207	Toilet Auger	931222608 Tool Storage				
209	Red 2 Wheel Dolly	4ZJ32 Maintenance Shop				
210	Red 2 Wheel Dolly	SAFCO Maintenance Shop				
211	Blue Power Floor Buffer	85200022953 Cafeteria				
212	Blue Tennant 2030 Stripper	803 Maintenance Shop				
213	Power Flite Scrubber	30503353 Maintenance Shop				
300	Dewalt Jig Saw	785114 Tool Storage				
301	Drill Bit Sharpener	E208863 Tool Storage				
302	Milwaukee Reciprocating Saw	C24D3134900422 Tool Storage				
303	Craftman Reciprocating Saw	H9A37 Tool Storage				
304	7" Hand Grinder	45728 Tool Storage				
305	7 1/2" Circular Saw	H76305 Tool Storage				
306	3/4" Proto Socket Set	5649 Tool Storage				
307	Westward 17 pc Metric Wrenches	4PL91 Tool Storage				

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Cecil J. Picard Center  
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 2020 - 2021

C.2.14A(a)

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308	Rivet Kit	39001 Tool Storage				
309	Drill Bit Assortment	N/A Tool Storage				
310	Blackhawk, Photo SAE Combo Wrenches	N/A Tool Storage				
311	1/2" Drive Impact Wrench	231HA Tool Storage				
312	Battery Load Tester	3180 Tool Storage				
313	Proto 1/2" Drive Socket Set	1226/S Tool Storage				
314	3 Lb. Mall Hammer	N/A Tool Storage				
315	Task Force Claw Hammer	N/A Tool Storage				
316	Vaughn Claw Hammer	FS20-20 oz. Tool Storage				
317	Lite Weight Claw Hammer	N/A Tool Storage				
318	Ball-Ping Hammer	N/A Tool Storage				
319	Craftsman Rubber Hammer	88224107 Tool Storage				
320	Warner 3" Scraper	N/A Tool Storage				
321	12" Flat Crow Bar	N/A Tool Storage				
322	Ricahrd 2 1/2" Scraper	N/A Tool Storage				
323	Stanley 10" Scraper/Floater	5720 Tool Storage				

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C.2.14A(a)

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324	3" Angle Scraper	N/A Tool Storage				
325	2" Flat Chisel	N/A Tool Storage				
326	Pully Kit	5180-00-423-1506 Tool Storage				
327	Crescent 18" Adjustable Wrench	N/A Tool Storage				
328	William 12" Adjustable Wrench	AB-12 Tool Storage				
329	Crescent 12" Adjustable Wrench	N/A Tool Storage				
330	Crescent 10" Adjustable Wrench	N/A Tool Storage				
331	Crescent 6" Adjustable Wrench	N/A Tool Storage				
332	Westward 3/8" SAE Socket Set	4PL98 Tool Storage				
333	Westward 3/8" Metric Socket Set	4PL97 Tool Storage				
334	Proto/Metric Allen Wrenches	4968PB-M Tool Storage				
335	Proto/SAE Allen Wrenches	4968PB-SAE Tool Storage				
336	Pittsburgh 12 pc Easy Out Set	40349 Tool Storage				
337	Enderes 7 pc Chisel Set	523 Tool Storage				
338	10 CR Vise Grip Plyers	10 CR Tool Storage				
339	10CR Vise Grip Plyers	10 CR Tool Storage				

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340	10LW Vise Grip Plyers	5377567 Tool Storage				
341	Needle Nose Plyers	N/A Tool Storage				
342	Olympia 30" Tape Measure	299 Tool Storage				
343	Taiwan/10 Duck Bill Vise Grp	N/A Tool Storage				
344	Irwin/6R Vise Grip	6R Tool Storage				
345	Irwin/6R Vise Grip	6R Tool Storage				
346	3" C-Clamp	1430-3" Tool Storage				
347	Super 4" C-C	No. 44 Tool Storage				
348	Battery Post Cleaner	N/A Tool Storage				
349	Westward Channel Lock Plyers	1UKJ1 Tool Storage				
350	Proto 1/2" Pull Handle	5468 Tool Storage				
351	Craftsman 38" X 20" Socket Extension	44263 Tool Storage				
352	25 Gallon Sprayer	N/A Tool Storage				
353	MS360 Stihl Cain Saw	N/A Tool Storage				
354	MS360 Stihl Cain Saw	N/A Tool Storage				
355	MS290 Stihl Cain Saw	N/A Tool Storage				

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Tool Identification Number	Detailed Description of Tool	Serial Number Location of Tool	1st QTR July 2020	2rd QTR Oct 2020	3rd QTR Jan 2021	4th QTR April 2021
356	Kobalt Tile Cutting Saw	L1204678 Tool Storage				
357	Pipe Threader	D-280 Tool Storage				
358	Tee Handle for Water Valves	N/A Tool Storage				
359	24X12 Framing Square	N/A Tool Storage				
360	48" Drywall T-Square	88-012 Tool Storage				
361	Johnson 12X12 Square	RAS-120 Tool Storage				
362	Chipping Hammer	N/A Tool Storage				
363	Torque Wrench	N/A Tool Storage				
364	Oil Filter Wrench	N/A Tool Storage				
365	Oil Filter Wrench	N/A Tool Storage				
366	Oil Filter Wrench	N/A Tool Storage				
367	DeWalt DW987K-2 Cordless Drill	239201 Tool Storage				
368	Bosch 1/2" Drill	601028734 Tool Storage				
369	Dewalt 1/2" Drill	301414 Tool Storage				
370	Black & Decker Belt Sander	7498 Tool Storage				
371	Wilton 408 C-Clamp	W45 Tool Storage				

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372	Wilton 408 C-Clamp	W45 Tool Storage				
373	Ridgid 36" Pipe Wrench	N/A Tool Storage				
374	Hand Saw	N/A Tool Storage				
375	Hand Saw	N/A Tool Storage				
376	Sears 18" Pipe Wrench	30854 Tool Storage				
377	Ridgid 14" Pipe Wrench	N/A Tool Storage				
378	Ridgid 14" Pipe Wrench	N/A Tool Storage				
379	Minicraft 12" Pipe Wrench	12-300mm Tool Storage				
380	Top Forged 36" Pipe Wrench	N/A Tool Storage				
381	HK Porter Bolt Cutters	N/A Tool Storage				
382	Drop Forged #6 Log Splitter	85 Tool Storage				
383	Top Most 8" - 12" Hack Saw	N/A Tool Storage				
384	Popular Mechanics 12" Hack Saw	N/A Tool Storage				
385	Hand ROTO RUTA	N/A Tool Storage				
386	Superior Tool #2 Pipe Cutter	N/A Tool Storage				
387	Minicraft Pro 8 lb Sleg Hammer	N/A Tool Storage				

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Tool Identification Number	Detailed Description of Tool	Serial Number Location of Tool	1st QTR July 2020	2rd QTR Oct 2020	3rd QTR Jan 2021	4th QTR April 2021
388	Lincoln 93497 High Lift Jack	237944 Tool Storage				
389	Lincoln 93497 High Lift Jack	237944 Tool Storage				
390	Jumper Cables	N/A Tool Storage				
391	Air Blow Gun 90PSI	N/A Tool Storage				
392	Stanley 30' Tape Measure	33-730 Tool Storage				
393	Lufkin 25' Tape Measure	L525 Tool Storage				
394	C-L Drill Bit Set	6235 Tool Storage				
395	5" Pinch Bar	N/A Tool Storage				
396	Ingersoll Rand 3/8 Air Ratchet	107 X PA Tool Storage				
397	Stanley Wood Planer	N/A Tool Storage				
398	Vaughan Claw Hammer	N/A Tool Storage				
399	Craftsman Multi Meter	82141 Tool Storage				
400	Milwaukee 14" Chop Saw	968C903 Maintenance Shop				
401	Westward 2 1/2 Ton Floor Jack	3ZC65 Maintenance Shop				
402	Westward 2 1/2 Ton Floor Jack	3ZC67 Maintenance Shop				
403	4' Level	N/A Tool Storage				

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C.2.14A(a)

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404	Sears Floor Jack M# 32812031	34921068 Maintenance Shop				
405	Stihl BG86 Leaf Blower	297469889 Maintenance Shop				
406	Stihl HS56C Hedge Trimmer	294687375 Maintenance Shop				
407	Dayton 250 amp Battery Charger	1JYU1 Maintenance Shop				
408	Schumacher 200 amp Battery Charger	SE2001 Maintenance Shop				
409	Victor Torch Set	315FC Maintenance Shop				
410	Balkamp Parts Washer	823-2902 Maintenance Shop				
411	Stihl FS90R Weed Eater	273421007 Maintenance Shop				
412	Stihl FS85 Weed Eater	244185427 Maintenance Shop				
413	Stihl FS250 Weed Eater	41349673402AS Maintenance Shop				
414	White Side Creeper	MTLV-6 Maintenance Shop				
415	Atlas Post Hole Digger	17.077 (507) Maintenance Shop				
416	50' Sewer Fish Tape	N/A Maintenance Shop				
417	100' Sewer Fish Tape	N/A Maintenance Shop				
418	Hastings Telescopic DeFuzer	ST235 Maintenance Shop				
419	Nupla Fiberglass 3 1/2' Shovel	N/A Maintenance Shop				

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420	Nupla Fiberglass 5' Shovel	S-9000 Maintenance Shop				
421	623 Rolatape	2716819 Maintenance Shop				
422	Werner 6' (orange) Step Ladder	N/A Maintenance Shop				
423	Werner 6' (orange) Step Ladder	N/A Maintenance Shop				
424	Stanley 7' (yellow) Step Ladder	ST677 PW Maintenance Shop				
425	Werner 12' (yellow) Step Ladder	7312 Maintenance Shop				
426	Werner 24' Aluminum Extension Ladder	D1524-2 Maintenance Shop				
427	4' Step Aluminum Ladder	N/A Maintenance Shop				
428	4' Step Wood Ladder	N/A Maintenance Shop				
429	48' Heat Buster TPC 42313 Fan	A99 Maintenance Shop				
430	48' Heat Buster TPC 42313 Fan	C98 Cafeteria				
431	Briggs 7 Staton 3000 psi Pressure Washer	121012012388 Maintenance Shop				
432	Briggs 7 Staton 3000 psi Pressure Washer	1011128875973 Maintenance Shop				
433	Snapper 20" Push Mower	41027082 Maintenance Shop				
434	Jet 2 Ton Cain Hoist L-80	K10492 Maintenance Shop				
435	48" Heat Buster TPC 4213 (Fan)	A99 Cafeteria				

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C.2.14A(a)

<b>Tool Identification Number</b>	<b>Detailed Description of Tool</b>	<b>Serial Number Location of Tool</b>	<b>1st QTR July 2020</b>	<b>2rd QTR Oct 2020</b>	<b>3rd QTR Jan 2021</b>	<b>4th QTR April 2021</b>
436	Blue 2 Wheel Hand Truck	N/A Cafeteria				
437	Red 4 Wheel Flat Dolly	N/A Cafeteria				
438	Blue Handle Channel Locks	N/A Maintenance Shop				
<b>Date Quarterly Review Conducted:</b>						
<b>Staff Initials:</b>						