



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.1.1400	Subject: TOOL CONTROL
Reference: DOC 3.1.14; 53-1-203, MCA	Page 1 of 2
Effective Date: 08/25/14	Revision Dates:
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division's facilities will provide procedures and establish practices for the maintenance and control of all tools, culinary, and medical equipment used in facility operations to ensure against loss, damage, or use for other than intended purposes.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and contracted facilities of: Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), Nexus Correctional Treatment Center (Nexus), and Elkhorn Treatment Center (Elkhorn).

III. PROCEDURES:

- A. Each facility will develop operational procedures for tool control that are applicable to the program structure of the facility. These procedures may vary according to the physical plant and custody level of the facility or program.
- B. Common issues that may be addressed in procedures include:
 1. Responsibility/oversight of tool control
 2. Tool categories
 3. Tool issue
 4. Tool use supervision
 5. Tool storage
 6. Tool quotas
 7. Tool procurement and receipt
 8. Tool inventories
 9. Tool marking
 10. Tool exchange
 11. Lost tools
 12. Hobby craft tools
 13. Food service tools
 14. Medical tools
 15. Non-facility worker tools

Procedure No.: 3.1.1400	Chapter: Facility/Program Operations	Page 2 of 2
Subject: TOOL CONTROL		

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or Facilities Program Bureau.