

# KNIFE AND TOOL CONTROL

6243

(May 2003)

## Responsibility

### **Camp Superintendent Division Chief**

It is the responsibility of each Camp Superintendent and Division Chief to develop a camp operational guide addressing knife and tool control. They will also develop a master inventory of all dangerous tools and update the list on a regular basis as changes occur.

The guideline will identify:

- All areas or functions within the camp where tools or knives are stored or used. Areas for control shall include, but are not limited to:

Maintenance shops  
Vocational and education shops  
Yard work areas  
Crew carrying vehicles  
Fire engine  
Administrative offices  
Project shops  
Kitchen  
Warehouse  
Ward hobby and storage areas

- How inventories are to be completed and maintained and how tools are to be marked for identification.
- Who is responsible for inventory and control in each identified area.

Forms developed or acceptable to meet the intent of this policy.

- How worn out and broken tools will be controlled prior to disposal.
- A search-and-report procedure where a knife or dangerous tool is lost.

Ward job descriptions, CYA staff post orders, and CDF duty statements will reflect all duties relative to knife and tool control.

## **KNIFE AND TOOL INVENTORY**

**6243.1**

(May 2003)

### **Responsibility**

**All**

Dangerous tools, such as axes, Pulaskis, files, saws, chainsaws, saw chain, brush hooks, screw drivers, etc. shall be identified and listed. These tools will be secured on a daily basis and will be inventoried not less than annually. The CDF ME-103 "Tool Inventory" can be used to account for tools on CDF vehicles. Expendable tools, such as files that are issued to wards, shall be exchanged on a one-for-one basis.

## **KNIFE AND TOOL STORAGE**

**6243.2**

(May 2003)

### **Responsibility**

**All**

Knives will be stored in a locked metal cabinet, logged in and out, and will be accounted for each shift with a notation in the camp log. All knives and tools will be stored in a secured area. Construction, maintenance, and landscaping tools will be secured in appropriate locations before the end of the work day. These locations will be checked by camp staff.

## **KNIFE AND TOOL IDENTIFICATION**

**6243.3**

(May 2003)

### **Responsibility**

**All**

As needed tools will be marked for identification, according to the Camp Operations Manual. The guideline will specify the method used to mark them.

Knives carried by CYA and CDF camp staff, such as a lockback folding knife or similar tool, shall be identifiable as personal property. Any personal knife which is found to be missing will be immediately reported to the Camp Superintendent.

## **KNIFE AND TOOL DISPOSITION**

**6243.4**

(May 2003)

### **Responsibility**

**Camp Superintendent  
Division Chief**

Worn out or broken tools are to be disposed of according to departmental policy. They shall be secured pending disposal.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)