

## **KNIFE AND TOOL CONTROL**

**6443**

(No.21 May 2016)

### **Responsibility**

**Camp Commander**

**Superintendent**

**Division Chief**

It is the responsibility of each Camp Commander/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/emergency crew transports, fire engines
  - Administrative offices
  - Project shops
  - Kitchen
  - Warehouse
  - Offender 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.

Offender job descriptions, CDCR staff post orders, and CAL FIRE duty statements will reflect all duties relative to knife and tool control.

## **KNIFE AND TOOL INVENTORY**

**6443.1**

(No.21 May 2016)

### **Responsibility**

**All**

Dangerous tools, such as axes, Pulaski's, files, saws, chain saws, 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 CAL FIRE tool inventory forms shall be used to account for tools on CAL FIRE vehicles.

Expendable tools, such as files that are issued to offenders, shall be exchanged on a one-for-one basis.

## **KNIFE AND TOOL STORAGE**

**6443.2**

(No.21 May 2016)

### **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 register/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 CDCR staff.

## **KNIFE AND TOOL IDENTIFICATION**

**6443.3**

(No.21 May 2016)

### **Responsibility**

#### **All**

All tools will be marked for identification. The guideline will specify the method used to mark them. As a minimum, the identification will include the camp name and may also identify the area or function to which the tool is assigned.

Knives carried by CDCR and CAL FIRE camp staff, such as a lock- back 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 Commander/Superintendent.

## **KNIFE AND TOOL DISPOSITION**

**6443.4**

(No.21 May 2016)

### **Responsibility**

**Camp Commander**

**Superintendent**

**Division Chief**

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

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