

# DETENTION STANDARDS – COMPLIANCE COVERSHEET

<u>Standard</u> <b>8-5-24</b> <b>Mandatory</b>	<p>(a) Written policy, procedure, and practice provide a system to govern the control and use of tools, including culinary and medical equipment. Provisions are made for checking tools and utensils in and out based on their level of risk. Provisions are also in place to control their use at all times.</p> <p>(b) This is a mandatory standard.</p>
<u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u>	<p>Title, page number, and section of <b>Policy</b> demonstrating standard compliance with (a):  <u>Security Standards/ Control and Use of Tools/ Page 36</u></p> <p>Title, page number, and section of <b>Procedure</b> demonstrating standard compliance with (a):  <u>Security Standards/ Control and Use of Tools/ Page 37</u></p> <p>Title of document demonstrating <b>Proof of Practice</b> with (a):  <i>(Suggested document(s): Inventory and usage logs for tools, culinary, and medical equipment)</i>  <u>Needles/Sharps perpetual count, Knife Inventory and Utilization Log</u></p>

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p> <p><i>Shirley Cate-Cullison 3/4/15</i></p> <p> <input checked="" type="checkbox"/> Compliance  <input type="checkbox"/> Non-Compliance  <input type="checkbox"/> Non-Applicable (justification attached) </p>	<p>Auditor Signature and Date:</p> <hr/> <p> <input type="checkbox"/> Compliance  <input type="checkbox"/> Non-Compliance  <input type="checkbox"/> Non-Applicable </p>
<p>NOTES:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	



Madison County  
Circuit Court, Div. 2

Section: Security Standards  
Policy: Control and Use of Tools; Mandatory  
Standard: 8-5-24  
Date: February 4, 2015

Approved By: \_\_\_\_\_  
N. Gary Williams, Superintendent

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**I. STANDARD:**

- (a) Written policy, procedure, and practice provide a system to govern the control and use of tools, including culinary and medical equipment. Provisions are made for checking tools and utensils in and out based on their level of risk. Provisions are also in place to control their use at all times.
- (b) This is a mandatory standard.

Suggested document(s): Inventory and usage logs for tools, culinary, and medical equipment

**II. POLICY:**

The Madison County Youth Center (MCYC) has systems to govern the control and use of tools, including culinary and medical equipment. Provisions are made for checking tools and utensils in and out based on their level of risk. Provisions are also in place to control their use at all times.

**III. DEFINITIONS:**

None

#### IV. PROCEDURE:

MCYC Secure Detention Unit does not possess any tools other than culinary and medical equipment.


- (a) **Food service tools and equipment:** Inventory, control, use, and security of all kitchen tools and equipment are the responsibility of the Food Service Supervisor and will be stored and maintained within the secure kitchen. An inventory of all knives will be taken by kitchen staff at the beginning and end of each shift and documented on the Kitchen Knife Inventory and Utilization Log. At the beginning of each shift, the kitchen staff will sign out the knives that are needed to prepare the meal(s) on the Kitchen Knife Inventory and Utilization Log. The knives will then be used, sanitized and returned. The staff member will sign the knives back in and an inventory count will be taken and recorded on the Kitchen Knife Inventory and Utilization Log. At any time the count does not match, the Kitchen staff member shall notify the Food Service Supervisor immediately.
- (b) **Medical equipment:** Inventory, control, use and security of all medical equipment are the responsibility of MCYC's medical authority (S&R Medical Inc.). A perpetual inventory will be kept of all sharps and documented on the Needle and Sharps Inventory. If at any time the count does not match, S&R Medical staff shall contact the Manager of Secure Detention and Security immediately.

**Needles/Sharps Inventory MCYC**  
**S & R Medical Services, Inc.**

**Item Description:** 1B

Date	# In Stock	Medical Initials	# Used/Removed	# Remaining	Medical Initials
8-11-14					
9-8-14				50	NK
10-20-14				50	N
10/29/14	Combined		+ 23	50	NK
10/31/14	73	lp	X 2	73	N
11/3/14	71	lp	- 1	72 71	lp
12/12/14	70	lu	- 1	70	lp.
"	69	lu	- 1	69	lu.
12/26/14	68	N	- 1	68	lu
1/15/15	67	N	- 1	67	N
				60	N

**Initials/Signatures:**

 M. K. Singh	

**MADISON COUNTY YOUTH CENTER  
KNIFE INVENTORY UTILIZATION LOG**

[illegible]