STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number WR/OWI-50	Applicability ☒ DOC ☒ CBC
		Policy Code Confidential	Iowa Code Reference N/A
Chapter 8 WORK RELEASE/OWI PROGRAMS	Sub Chapter COMMUNITY BASED CORRECTIONS	Related DOC Policy N/A	Administrative Code Reference 201-43; 44; 47
Subject TOOL AND KEY CONTROL		ACA Standards ACRS-2D-01 through 2D-03	Responsibility Sally Kreamer
		Effective Date December 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To establish a plan that ensures all keys and tools in the residential facility are used and stored in a safe and secure manner.

II. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) that residential facilities have a control plan(s) for keys, tools and utensils, to address access, use and storage. **(Mandatory ACRS-D2-01)**

CONTENTS

A. Key Control

B. Tool Control

III. DEFINITIONS – See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES

A. Key Control

[redacted]

B. Tool Control

[redacted]

[redacted]