

DATE:	JULY 1, 2019
NUMBER:	I.67
SUBJECT:	FACILITY SECURITY – LOADING DOCK, KITCHEN & STORAGE ROOMS
RELATED SECTIONS:	I.37 , K.4

PURPOSE

To provide guidance in basic security for the areas of the loading dock, kitchen and storage rooms.

POLICY

Security measures will be observed in the loading dock, kitchen, and storage areas in order to prevent escapes, smuggling of contraband and injuries to staff and/or inmates.

PROCEDURE

I. LOADING DOCK AREA

- A. Deliveries of supplies are to be completed at the loading dock.
- B. Only inmate workers with approved security clearances will be allowed in this area.
- C. When inmate workers are permitted on the loading dock area for the purpose of unloading or moving supplies, or for the disposal of trash, a deputy or authorized professional staff will be present and the Central Control deputy will be advised of the activities.
- D. All doors leading to the loading dock area will be secured.
- E. All delivery vehicles will be searched prior to leaving the facility to ensure that no inmates are present.
- F. At facilities with an assigned perimeter deputy, and when inmates are present in the loading dock area, the perimeter deputy shall be present during the time the gates are open during ingress/egress of delivery vehicles. A deputy will also be present on the interior of the loading dock area.

II. KITCHEN

- A. The kitchen doors will be secured when the cook leaves the facility. A deputy will accompany inmate workers given access to the kitchen after normal operating hours.
- B. The kitchen door shall remain closed and locked at all times unless being used by staff for supplies, food carts, and staff passage.
- C. The staff dining room door should remain closed, and secured, whenever no personnel are present.

- D. Kitchen inmate workers will never be left unattended in the kitchen. If the cooks need to leave the kitchen for any reason, they will notify central control and request a deputy for relief.
- E. No kitchen inmate worker will be permitted in the cook's office or loading areas unsupervised.
- F. The cook's office door will be closed and locked when they are not in the immediate area, or when they are not able to keep it under visual observation.
- G. Security of Kitchen Tools:
 - 1. All kitchens shall store food service tools including knives, utensils and flatware in locked cabinets. These cabinets shall remain locked when not in use.
 - 2. Food Services staff shall be responsible for returning tools to the locked cabinet after each use and cleaning. All food service tools shall be inventoried at periodical intervals during each work shift. The inventory shall be recorded on the Security Tool Inventory Sheet in each kitchen to ensure proper control and accountability. The kitchen deputy will verify the inventory is correct and log the "Utensil check" in JIMS.
 - 3. Food Services staff shall secure each knife placed in service with a tether and padlock the tether to each workstation. Each knife shall be cleaned and returned to the locked storage cabinet when not in use.
 - 4. When a knife, utensil or any silverware is discovered missing, the cook will report the information to the watch commander immediately. A search for the missing item(s) will be conducted by the discovering shift and all personnel involved will remain on duty until relieved by the watch commander. No kitchen workers will be returned to housing until a search has been completed as deemed necessary by the watch commander.
 - 5. Rovers will make a final security check of the kitchen and ensure a utensil check was completed prior to returning inmate workers to their housing unit.

III. STORAGE AREAS

- A. All storage and janitorial supply rooms will be secured at all times.
- B. No security item will be kept in storage rooms that will be used by non-sworn personnel.
- C. No flammable or other combustible materials will be kept in storage rooms unless specifically made or marked for that purpose.