

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	MAY 2, 2020
NUMBER:	I.67.G
SUBJECT:	FACILITY SECURITY – LOADING DOCK, KITCHEN & STORAGE ROOMS

PROCEDURE

I. LOADING DOCK AREA

- A. Only escorted and supervised inmates with [REDACTED] will be allowed access to the loading dock.
- B. The Loading Dock vehicle gate will not be opened while there are inmate workers on the loading dock.
- C. All inmate workers will be accounted for and secured before the Loading Dock vehicle gate is opened.

II. KITCHEN WALK-IN REFRIGERATOR, COLD, AND DRY STORAGE AREAS

No inmate will be allowed in the Walk-In Refrigerator, Cold and Dry Storage Areas without food services personnel or sworn staff present. If the food services staff must leave, the Kitchen Deputy will be advised and provide security.

III. STAFF DINING ROOM (SDR)

- A. The Kitchen and SDR shall be accessible to all staff members. The only inmates authorized to be in these areas will be those assigned by kitchen staff.
- B. No inmate workers other than kitchen workers and inmates assigned to clean the area shall be allowed access to the SDR. Inmates assigned to clean the kitchen area shall be under direct supervision of sworn/professional staff. This will reduce the chance of contraband being passed to and from kitchen workers to other inmates.

IV. SECURITY OF KITCHEN TOOLS

The Cook and Kitchen Deputy will account for all utensils, knives, and silverware before the Kitchen Deputy dismisses the inmates from the kitchen and disposes any trash in the dumpster. The utensils will also be counted prior to change of shift. These counts will be documented in the JIMS Area Activity Log, under the type "Utensil Count" and in the Cooks Log.

- A. Trash disposal times are as follows (approximately):

[REDACTED]
[REDACTED]
[REDACTED]

- B. Utensils, knives and silverware inventory times are as follows (approximately):

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- C. If any utensils, knives, or silverware are discovered missing, the Kitchen Deputy will report the information to the Watch Commander immediately.
- D. 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. [REDACTED]
[REDACTED]
[REDACTED]
- E. Any utensil, knife, or item of silverware that becomes unusable/broken must be entered into the JIMS Area Activity Log, under the type "Utensil Count" and Cooks Log prior to its disposal.

V. STORAGE AREAS

Inmate workers will not be allowed access to the storage rooms without sworn staff or professional staff being present. Kitchen utensils (e.g.-knives, forks, spatulas, etc.) will be secured and inaccessible to inmate workers in all storage rooms.

VI. OUTBUILDINGS

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

VII. GROUNDS

- A. No inmate will be allowed within the outer "No Man's Land" areas unless under the direct supervision of sworn staff.
- B. Inmate workers will be granted access by the Utilities Deputy for working on the grounds.