

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 10, 2023
NUMBER:	I.67.L
SUBJECT:	FACILITY SECURITY- LOADING DOCK, KITCHEN & STORAGE ROOMS

PROCEDURE

I. KITCHEN AND SUPPLY DELIVERY AREA

A. Safety/Security Interests - 7922.000



B.

C.

D. If incarcerated workers are utilized to assist with tasks on the kitchen/ warehouse loading docks, that do not involve the loading/ unloading of vehicles, a sworn staff member must supervise the incarcerated workers at all times, while following the same procedure above regarding incarcerated worker verification.

II. UTENSIL, KNIFE AND SILVERWARE SECURITY

A. The cooks will maintain a "security tool inventory sheet" recording the name and booking numbers of the incarcerated workers using the items. Each cook will account for all the items on the security log at the beginning and end of their shift.

B. The professional staff kitchen worker will account for all utensils, knives and silverware

before the disposal of the kitchen and dining hall trash. The professional staff kitchen worker will notify the kitchen deputy of any missing items.

- C. If any utensils, knives or silverware are missing, a search will be conducted. The discovering shift along with the kitchen deputy and all personnel involved will remain on duty until relieved or directed to terminate the search by the watch commander.
- D. No incarcerated persons will enter the trash compactor at any time to look for missing utensils, knives and/ or silverware.
- E. If the item is not found, a deputy's report will be written by the kitchen deputy describing the item(s) lost and detailing the efforts used to find it. The report will be reviewed by the intake sergeant. After the report has been signed by a sergeant, the report will be placed in the deputy's report folder located in the intake sergeant's office.
- F. The kitchen deputy will make a log entry in the JIMS activity log notating any missing knives, silverware and/ or utensils.
- G. The watch commander will also make a notation in the watch commander's log regarding the missing kitchen items.
- H. Any utensil, knife or silverware that becomes unusable/ broken must be entered into the cook's log prior to disposal.