

DATE:	MAY 3, 2022
NUMBER:	I.67.S
SUBJECT:	FACILITY SECURITY – LOADING DOCK, KITCHEN & STORAGE ROOMS

PROCEDURE:

- I. The kitchen utensils and knives will be inventoried four times per day.
 - A. Upon arrival of the morning "A" shift cooks.
 - B. At shift change when the "A" shift is relieved by the "B" shift cook.
 - C. At the opening and closing of each meal.
 - D. At the end of the "B" shift and closing of the kitchen.

DELIVERIES:

- I. When a delivery arrives at the South Bay Detention Facility "B" Gate, the Control Deputy will notify the Station Three deputies via telephone, radio or steno phone.
- II. The "B" Gate will only be opened when the Loading Dock "C" Gate is closed. Only during emergencies will the "B" Gate and Loading Dock "C" Gate be opened at the same time.
- III. The Station Three deputy will notify the loading dock work crew of the delivery.
- IV. The Station Three deputy and loading dock work crew will go to the kitchen and notify the Senior Supervising Cook or designated Senior Cook.
- V. The Senior Supervising Cook or designated Senior Cook will accompany the Station Three deputy to the loading dock area.
- VI. Only escorted and supervised inmates with yellow badges will be allowed access to the loading dock.
- VII. The "B" Gate and the Loading Dock "C" Gate will not be opened at the same time when there are incarcerated workers on the loading dock.
- VIII. The Senior Supervising Cook or designated Senior Cook will count and verify each item on the delivery manifest.
- IX. If there is only one Senior Cook on duty, the Station Three deputy will remain in the kitchen supervising the kitchen workers. The Senior Cook will go to the loading dock and verify the delivered items. At no time will the loading dock workers handle the food trays prior to the delivery being accounted for by the Senior Cook.

- X. Upon verification of the delivery, the loading dock crew will bring the delivery into the kitchen.

- XI. All employees who are issued Home Garaged Vehicles, Maintenance Vehicles or are authorized to park their personal vehicle in a secured area (loading dock) will check their vehicle before departing the loading dock.