

DATE:	MAY 9, 2022
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 always remain closed and locked unless being used by staff for supplies, food carts, and staff passage.
- C. The staff dining room door should remain closed, and secured, whenever personnel are not 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. Kitchen inmate workers will not 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.

III. STORAGE AREAS

- A. All storage and janitorial supply rooms will always be secured.
- 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.