

DATE:	MAY 18, 2022
NUMBER:	K.4
SUBJECT:	FOOD SERVICES DIVISION TOOL SECURITY
RELATED SECTIONS:	I.37

PURPOSE

To provide appropriate, secure storage and control of food service tools within all detention facilities.

POLICY

All Food Services Division (FSD) tools will be stored in locked cabinets in each detention facility kitchen. All FSD tools will be returned to the secured storage and inventoried after each use and cleaning.

PROCEDURE

- I. All kitchens will store FSD tools including, but not limited to, knives, cooking utensils and flatware in locked cabinets. These cabinets will remain locked when they are not in use.
- II. FSD personnel will be responsible for cleaning and returning all tools to the locked cabinet after each use. All FSD tools will be inventoried at periodical intervals during each work shift. The inventory will be recorded on the "Security Tool Inventory Sheet" by FSD personnel in each detention facility kitchen to ensure proper control and accountability. The kitchen deputy will verify the inventory is correct and log the "Utensil Count" in the Jail Information Management System (JIMS).
- III. FSD personnel will secure each knife placed in service with a tether; and padlock the tether to each workstation. Each knife will be cleaned and returned to the locked storage cabinet when not in use. When any tools are discovered missing, the FSD personnel will notify the watch commander immediately. A search for the missing item(s) will be conducted by the FSD personnel on duty and all personnel involved will remain on duty until relieved by the watch commander. No incarcerated workers will be returned to housing until a search has been completed as deemed necessary by the watch commander.
- IV. FSD tools will not be removed from the kitchen at any time.
- V. FSD personnel will only use department issued knives and any other culinary tools. Any personal kitchen tools/items are prohibited in all detention facilities.
- VI. Rovers will conduct a final safety check of the kitchen and ensure a utensil count was completed prior to returning incarcerated workers to their housing unit.