

## **KITCHEN SECURITY**

STANDARD NO(S):

NYSSA # 119

DATE:

December 17, 2009

REVISED 07/06/2010

REVISED: 04/22/2011

REFER TO:

Roger O. Ward

### **I. OBJECTIVE:**

To establish guidelines for security and specific details within the kitchen.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to operate the kitchen in a safe and secure manner while being mindful of contraband and the prevention of escapes.

### **III. KITCHEN TOOLS:**

- A.** Food service tools will be kept secured in a designated cabinet when not in use.
- B.** Food Service Personnel will conduct a daily inventory of all tools at the start and end of their shift using form CF-074 – (Tool Inventory)
- C.** The Shift Supervisor will be notified immediately when any food service tools are unaccounted for.
- D.** Inmate workers will not be released from their assigned work area until all tools are accounted for.
- E.** Food Service Personnel will continually inspect their work area to ensure tools are maintained and properly utilized. Broken or badly worn tools will be forwarded to the Chief Administrative Officer for disposal and replacement. Food Service Personnel will instruct inmate workers in the proper use and condition of all tools and equipment authorized for inmate use.

### **IV. VENDOR DELIVERIES:**

- A.** Food Service Personnel will be responsible for all food service deliveries that arrive at the facility.

- B.** Central Control will notify the kitchen when a delivery is at the delivery/receiving dock.
- C.** Central Control will radio the designated Escort Officer to report to the receiving sallyport to supervise the delivery. Once the Escort Officer is secured in the receiving sallyport with Food Service Personnel, the Escort Officer will contact Central Control and have them open the motorized roll-up door to allow the delivery to be placed into the receiving sallyport by the delivery driver.
- D.** Food Service Personnel will inspect each delivery for damaged or missing items.
- E.** Once the delivery is completed, the Escort Officer will contact Central Control and instruct them to secure the roll-up door. Once the receiving sallyport is secured, the Escort Officer will retrieve inmate workers to assist with bringing the items to their proper storage area. The Escort Officer will take up a post in the receiving sallyport until such time as all of the delivered items have been removed and stored.
- F.** Inmate workers will not be allowed into the receiving sallyport when a delivery is being unloaded and will be supervised at all times when in the receiving sallyport area.

**V. KITCHEN TRASH DETAIL:**

- A.** When Food Service personnel are ready for a trash detail, they will notify Central Control by telephone.
- B.** Central Control will radio the designated Escort Officer to report to the kitchen to supervise the detail. Food Service Personnel will supervise the remaining inmate workers, if any, that are not being utilized for the trash detail.