



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.11	
Subject: Adult Detention Center Operations	Topic: Storage Areas	
Accreditation: 6VAC15-40-950		
	Revised: 09/22/2016	Reaffirmed:
Enacted: 04/16/2008	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to provide directives that ensure storage areas and janitor closets within the Loudoun County Adult Detention Center are able to provide a safe, secure, and orderly location for the storage of goods and cleaning items.

II. POLICY

It shall be the policy of the Corrections Division to provide and maintain storage areas and janitors closets throughout the facility. These areas are secured to prevent loss of inventory, to maintain the safety and security of the facility, and provide a location for the orderly storage of supplies and goods. All items shall be kept and stored in compliance with Department of Corrections Minimum Standards for Local Jails and Lock-ups and the Virginia Department of Health

III. PROCEDURE

A. Janitorial Supply Storage and Accountability

1. All janitorial supplies must be stored in janitor closets or secure storage areas.
2. An inventory sheet will be maintained within each janitor closet to keep accurate counts of supplies and equipment, to promote safety/security, and for re-ordering information.
3. Janitor closets will be searched and inventoried once, at the beginning of each shift and recorded on the duty post activity log by the assigned post deputy.
4. Janitor closet doors are to remain secure when not in use.
5. Inmate access will be limited and closely monitored by security staff.

B. Storage Areas

1. All storage rooms will remain secured when not in use by staff. At no time will an inmate be in any storage room without a security staff member present.

2. Flammable, toxic and caustic materials stored in these areas must be properly labeled, secured and their use closely monitored.

C. Food Service Area Storage

1. All food storage equipment must:
 - a. Comply with national, state and/or county safety or health codes.
 - b. Enable efficient and thorough cleaning.
 - c. Be operated and maintained in accordance with the manufacturers' health and safety instructions.
 - d. Maintain foods at the proper temperature.
2. Staff will monitor and log temperature readings on frozen and refrigerated foods 3 times daily. These readings must be maintained in accordance with health and safety standards as well as manufacturers' recommendations. The approximate time of these checks will be:
 - a. 0800 hours – Check will be conducted by kitchen staff.
 - b. 1600 hours – Check will be conducted by kitchen staff.
 - c. 2400 hours – Check will be conducted by Squad/Shift Supervisor.
3. In the absence of kitchen staff, this duty will be completed by a Squad/Shift Supervisor.
4. Each food container in the food storage area will be rotated so that the oldest stock is used first and to avoid the use of stock beyond the recommended expiration date.
5. All opened food containers that are stored in the refrigerator must be marked with the date and time that they were opened.
6. All food storage areas must be kept clean.
7. All food must be stored at a minimum of six (6) inches from the floor and not higher than eighteen (18) inches from the ceiling.
8. Poisons and toxic materials must be stored so that they cannot contaminate food, equipment, utensils, linens, and single-use articles at any time.

D. DOC STANDARD #6VAC15-40-950: Flammable, Toxic and Caustic Materials

Written policy, procedure and practice shall specify the control and storage of cleaning equipment and use of all flammable, toxic and caustic materials.

Compliance Documentation:

- Review written policy and procedures
- Observe storage area outside secure area of facility
- Observation
- Interview staff

Flammable, toxic and caustic materials can pose a threat to the health, welfare and safety of facility personnel and inmates. To maintain appropriate control, these materials must be stored securely and their use closely monitored. Inmate access should be limited and closely supervised.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.