



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.12
Subject: Adult Detention Center Operations	Topic: Food Service Area Security Operations
Accreditation: 6VAC15-40-940	
Enacted: 04/16/2008	Revised: 07/20/2020
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the security of food service operations within the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division that all food service tools and equipment be closely monitored, controlled, inventoried, and secured to promote the safety and security of the Food Service Area. No inmates shall be allowed in the secure storage room unless directly supervised by a Deputy or Kitchen Staff. All inmates shall be searched prior to entering or exiting the Food Service Area

III. PROCEDURE

A. Inventory and Control

1. Food service staff will be responsible for the issuance, accountability, and inventory of food service and equipment located in the Food Service Area.
2. All food service tools, when not in use will be stored in the secure storage room located in the Food Service Area. To aid in the inventorying of food service tools, items will be stored on a shadow board in locked cabinets.
3. A Zone supervisor will account for the items contained on the Food Service Tool and Equipment Inventory Sheet at the beginning and end of their shift. Food service staff will call a squad supervisor to verify and collect the inventory sheet upon completion.
4. If a food service tool or piece of equipment becomes unserviceable or misplaced, notification will be made to a supervisor. The shift supervisor will take corrective action as the situation dictates.
5. If a food service tool or piece of equipment has become unserviceable and is awaiting replacement, this information will be documented by the Squad Supervisor on the Shift Pass-on Log and the Food Service Tool and

Equipment Inventory Sheet will be adjusted until such time that the replacement piece is received.

IV. DOC STANDARD #

6VAC15-40-940: Culinary Items

Written policy, procedure and practice shall govern the control and use of culinary items.

Compliance Documentation:

- Review written policy and procedures
- Review master inventory sheet
- Review issue log
- Observation
- Interview staff

Kitchen utensils, knives, cutting devices and tools can serve as potential weapons and therefore need to be maintained in a secure location that minimizes the possibility of inmate contact. Secure storage can include locked cabinets, locked drawers or rooms. Whenever possible, tools should be stored outside the secure area of the facility. Tools and culinary equipment should be stored in such a manner as to afford easy determination of their presence or absence. A shadow board clearly marked is often used for this purpose.

This General Order becomes effective August 01, 2020, and rescinds all previous rules and regulations pertaining to the subject.