

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.09	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> P&P 10.01	
	<b>ISSUED DATE:</b> June 1, 1992	
	<b>REVIEW DATE:</b> December 4, 2015	
	<b>REVISION DATE:</b> September 21, 2012	
<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Food Service/Kitchen Security Deputy Post Order	

- I. **PURPOSE:** To describe the duties of the Food Service deputies.
- II. **POLICY:** The Food Service deputy is responsible for maintaining security in the food service area; controlling keys, tools, custody and supervision of inmates assigned to food service.
- III. **PROCEDURE:** The Food Services deputy shall:
- A. Have a working knowledge of, and comply with, the food service operation manual, all existing post orders, policies, procedures and directives.
    1. Ensure the security, safety and cleanliness of the food service area.
    2. Enforce all applicable health and safety laws and regulations and maintain high standards of personal hygiene. All workers must wear a head covering and plastic gloves when serving food. All beards must be covered. Inmates who appear to be ill will not be permitted to work and will be referred to sick call.
    3. Secure all dangerous equipment and toxic materials and direct their use only under staff supervision.
    4. Maintain a count and accountability of all knives and other utensils. Ensure security and supervision of all tools, work items, materials and other county equipment.
    5. Ensure custody, accountability and supervision of inmates assigned to the food service area.
      - a. Pick-up and drop-off inmate workers.
      - b. Maintain discipline and recommend disciplinary action when appropriate.
      - c. Conduct formal inmate counts at the appointed times and informal counts as needed.
      - d. Maintain a list of inmate workers, their work assignments, Personal File Numbers and release dates.
    6. Perform a search of the area for contraband each day before inmate workers are admitted to the area, and at the close of daily activity.
    7. Ensure that no inmates are hiding in any area of the kitchen before securing the post.

8. Ensure that all inmates leaving the area are searched.
9. Assist the security staff during any security emergency or unusual situations that may require assistance which may affect safety and security.
10. Work under the general supervision of the Food Service sergeant.
11. Advise the Food Service sergeant of any problems or delays relating to the daily meal schedule, including operating schedules and times.
12. Maintain a permanent log (Red Book) to record routine information, emergency situations and unusual incidents.
13. Perform other duties as assigned.