

## 3-04-040 Kitchen Dock and Delivery Procedures

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**Effective Date:** 12-04-95

**Revision Date:** 06-29-18

**Review Date:** 06-29-20

**Reference:** CDM 5-01-000

### **PURPOSE OF ORDER:**

[REDACTED TEXT]

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, specifically personnel assigned to work at the ODR and IDR. ~~Kitchen Officers.~~

### **ORDER:**

The double kitchen doors between the inmate dining room area and the kitchen loading dock at the IDR shall remain secured during meal periods when the general inmate population is present.

Perimeter gates shall remain secured when South Facility inmates are present in the dock area. [REDACTED TEXT] No inmates will be allowed in the dock area when the perimeter gates are open or unlocked. At no time will inmates be left unsupervised in the dock area.

~~The food for the inmates' evening meal shall be delivered before inmate workers are picked up for work. When the delivery truck is loaded and ready to make delivery to the South Facility Kitchen IDR, the Ranch Kitchen Officer ODR personnel shall make notification to notify the South Facility Kitchen Officer IDR personnel. The South Facility Kitchen Officer shall ensure the dock area is clear of inmates and that all kitchen inmates are secured and accounted for in the South kitchen or dining area or in the Inmate Dining Room (IDR). The South Facility Kitchen Officer will ensure that all doors/gates leading to the South Facility Kitchen dock area are secure. The South Facility Kitchen Officer will then notify the Ranch Kitchen Officer that the dock is secure and ready for the delivery truck.~~

~~[REDACTED TEXT] The keys to the delivery truck shall be removed from the vehicle and held by the Ranch Kitchen Officer IDR personnel (refer to Unit Order 3-08-140 3-05-150, Vehicles Inside Security). The Ranch~~

Kitchen Officer will walk outside of the dock security gates, re-secure the gates and place the gate key back into the lockbox. They will then notify the South Kitchen Officer **ODR personnel** that the dock is secured and the truck has been delivered. The Ranch Kitchen Officer will take the keys for the delivery truck to the South Kitchen Officer, via the front desk.

**At all times when the delivery truck is parked in either the Ranch Facility, South Facility or South Facility dock area, the vehicle keys shall be kept on the Kitchen Officer's person and never left in the truck. The cab windows shall be rolled up and the cab doors locked.**

**When the delivery truck is parked at the IDR/ODR dock area, it shall be parked with the windows rolled up and the cab doors shall be kept locked at all times. The key shall be kept by IDR/ODR personnel and never given to inmates for any reason.**

Once notified of the truck being secured the truck is secure inside the perimeter gates, the South Kitchen Officer **IDR personnel** will **pick up the inmate workers and** supervise the unloading of the truck by the inmate workers. While inmates have access to or are present on the kitchen **IDR loading** dock, an officer shall always be present. At no time will inmates be left unsupervised in the dock area.

**At all times when the Kitchen Officer is unable to personally supervise the inmate workers in the Kitchen (when inmates are actually present), he/she shall ensure that an officer from the compound is present in the kitchen as a replacement until his/her return.**

**Inmates shall never have unsupervised access to any secured area of the IDR (e.g., staff security office, staff restroom, supply closet, loading dock).**

Once the evening meal has been served and all food containers have been cleaned, they shall be loaded back into the delivery truck. After the kitchen has been cleaned and the delivery truck completely loaded with the cleaned food containers, the kitchen inmates should be accounted for, searched and sent back to their barracks. The South Kitchen Officer **IDR personnel** will then drive the delivery truck back to the Ranch Kitchen and deliver the keys to the Ranch Kitchen Officer **search the truck to ensure no inmates are hiding or left inside, and search the loading dock area. IDR personnel shall then secure the truck key and notify ODR personnel that the truck is ready for pickup.**

**Prior to opening Gate #22 and driving the delivery truck from the secured South Facility dock area, the Kitchen Officer shall make a thorough inspection of the truck to ensure that an inmate is not hiding within or underneath the vehicle.**

**Revision Date 06/29/18**

**12/04/95 SOUF**

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