

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Food Services <u>SECTION:</u> 9 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	---

Food Services

9.1 Purpose and Scope

This section sets forth the mandated requirements for food services, minimum diet and nutrition for youth, youth food handlers, and the Food Service Supervisor and kitchen staff (San Diego County Sheriff's Office employees). Kitchen facilities, sanitation, and food preparation, service, and storage are governed by the requirements and standards set forth in Health and Safety Code (H&S) Code, Sections 14130-14282. Food services and nutritional requirements youth are set forth in sections 1460-1467 of the California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities.

9.2 Policy

It is the intent of Institutional Services (IS) and the responsibility of all staff to ensure that all requirements are met or exceeded, regarding food services, in order to provide a healthy and safe environment for all youth and staff. In seeking compliance with Title 15 standards, policies regarding diet, menus, serving times, and food preparation have been established for implementation by Institutional Services (IS) food service personnel.

Section	Subject	Page
9.1	Purpose and Scope	1
9.2	Policy	1
9.3	Responsible Food Service Provider	2
9.4	Daily Meal Schedule	3
9.5	Food Preparation and Nutritional Standards	4
9.6	Minimum Diet	5
9.7	Menus and Medical Diets	6
9.8	Religious Diets	7
9.9	Food Service Supervisor	9
9.10	Food Handlers	10
9.11	Kitchen Facilities and Food Storage	11
9.12	Kitchen Security Procedures	13

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Responsible Food Service Provider <u>SECTION:</u> 9.3 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	---

9.3 Responsible Food Service Provider

Food services are provided by the San Diego County Sheriff's Office (Food Services Division) per a Memorandum of Agreement (MOA) with the Probation Department for provision of food services at all Probation Facilities. The Sheriff's Office must provide an on-site Food Service Supervisor and kitchen staff. The Sheriff's Office must also provide food for all meals, including "sack lunches" and evening snacks. The procurement, preparation of hot meals, and delivery of food shall be accomplished by the Sheriff's Office in accordance with the written Memorandum of Agreement.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Daily Meal Schedule <u>SECTION:</u> 9.4 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	---

9.4 Daily Meal Schedule

Each Facility Division Chief will develop a food service schedule consistent with Title 15, Section 1460. Actual food service times will depend on programming/security considerations in each facility.

The Watch Commander must advise the Food Service Supervisor, or the senior cook on duty, when there is a change in food service hours, or a change in the duration of meal times, if necessary.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Food Preparation and Nutritional Standards <u>SECTION:</u> 9.5 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	--

9.5 Food Preparation and Nutritional Standards

The following provisions set forth the standards for the preparation of food and the nutritional requirements for youth. Compliance with these standards is the responsibility of all facility and food service personnel.

1. Each youth must be provided a wholesome and nutritionally balanced diet, served in a pleasant dining atmosphere.
2. Youth must be served a minimum of three (3) meals per day during a 24-hour period. At least one of these meals must include hot food.
3. The Food Service Supervisor must be responsible for meeting or exceeding the provisions for a minimum diet as established in the 2010 Dietary Guidelines for Americans and by the Food and Nutrition Board of the National Research Council, National Academy of Sciences, regarding the essential food groups and recommended servings.
4. Food must be served to youth under the immediate supervision of an officer.
5. Youth must be allowed a minimum of 20 minutes for eating each meal except for those youth on medical diets where the responsible physician has prescribed additional time.
6. A meal or nutritional snack must be provided to all newly admitted youth.
7. No more than 14 hours must elapse between the evening meal and breakfast. All youth must be provided with a nutritional snack between 7:00 PM and 9:00 PM consisting of foods with substantial protein and/or nutrients, such as milk, pudding, custards, sandwiches, fruit, juice, cookies, graham crackers, etc. Additionally, supplemental food must be served in less than the 14-hour period for youth on medical diets requiring more than three meals.
8. Any youth who is unable or unavailable to eat their meal, must have a complete meal saved for them when possible, or at the least must be provided with a sandwich and a beverage (i.e., milk, juice, water).
9. Under no circumstances must officers withhold or deprive a youth of a regularly scheduled meal or snack. Meals may be delayed, with the Watch Commander's approval, if the youth is combative or assaultive. Meal portions may not be altered or reduced in size for youth as a disciplinary measure. However, the type of eating utensil or the service of food may be modified for the safety and/or security of the individual and other youth.
10. A count of youth and staff who eat (all or part of the meal) is recorded after each meal to get an accurate count of the number of meals served. A monthly accounting of meals served must be provided by each unit/cottage to the Food Service Supervisor for billing purposes.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Minimum Diet <u>SECTION:</u> 9.6 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	--

9.6 Minimum Diet

The minimum diet provided must be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2008 California Daily Food Guide, and the 2010 Dietary Guidelines for Americans. Facilities electing to provide vegetarian diets and facilities that provide religious diets must also conform to the RDA dietary guidelines. A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food served. Snacks may be included as part of the minimum diet. Pregnant youth must be provided with a supplemental snack. The Medical Clinic must notify the kitchen of pregnant youth so that extra milk and a snack can be provided daily. A minimum diet meeting the recommended dietary allowances of the Food and Nutrition Board of the National Research Council, National Academy of Sciences, consisting of the full numbers of servings from each of the four basic food groups, must be provided for each youth.

Substitution of the main protein portion due to medical reasons will be done on a case-by-case basis. The four basic food groups include:

- **Protein Group:** Meat, fish, poultry, and other protein sources;
- **Dairy Group:** Milk and dairy products;
- **Vegetable-Fruit Group:** Vegetables and fruit;
- **Grain Group:** Bread and Cereals.

Serving sizes for the above food groups must be in accordance with Title 15, Section 1461.

9.6.1 CALORIES

The average daily caloric allowances must be as follows: 1800 to 2000 calories for females 11 to 18 years of age; 2000 to 2800 calories for males 11 to 18 years of age.

(1) Providing only the minimum servings outlined in Title 15, Section 1461, is not sufficient to meet the youth's caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to meet caloric requirements.

(2) In keeping with chronic disease prevention goals, total dietary fat should not exceed 30 percent of total calories on a weekly basis. Fat should be added only in minimum amounts necessary to make the diet palatable.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Menus and Medical Diets <u>SECTION:</u> 9.7 <u>AUTHORITY:</u> Sections 1462-1463, Title 15
---	---

9.7 Menus and Medical Diets

9.7.1 MENUS

Menus for all meals must be planned at least one month in advance, and approved by the registered dietician or nutritionist assigned to the Sheriff's Office Food Services Division. Menus must be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus preventing repetitive meals. All menus must meet the minimum standards as set forth by Title 15 of the California Code of Regulations and the Department of Education, and must be posted in each housing unit/cottage.

Menus, as planned and including changes, menu production records/worksheets, menu components, food items used per meal, quantities of food, and sample menus must be retained for one year and evaluated by a registered dietitian at least annually. The Food Service Supervisor must also maintain copies of menus and logs for inspection by the State Office of Child Nutrition Services.

9.7.2 MEDICAL DIETS

In addition to providing a balanced diet, provisions for a medical diet, when prescribed by the physician, must be available. When needed, medical diets include clear liquids; liquids; bland food; hypo-allergic and diabetic supplements; low salt diet; low cholesterol diet; low fat diet; dental or mechanical soft diet; and blended liquid diet.

Medically prescribed diet orders or modified diet orders from the Clinic must be forwarded to the Food Service Supervisor, with a copy sent to the youth's housing unit/cottage. The Food Service Supervisor must comply with any therapeutic diet prescribed for a youth and must add the youth to the daily diet distribution list for ease of tracking. All medical diets must be documented, with the records maintained in the Office of the Food Service Supervisor for at least one year, to verify the preparation, and proper dissemination. Medical diets must be terminated only by the prescribing physician or the Medical Clinic.

The Food Service Supervisor must maintain a medical diet manual and ensure that the manual, with sample menus for therapeutic diets, must be available in both the Medical Clinic and the Food Service Office for reference and information. The therapeutic diet manual must be reviewed and approved annually by the registered dietician or nutritionist assigned to the Sheriff's Office Food Services Division. The Food Service Supervisor must obtain a copy of the prescribed medical diet, from the County dietician or nutritionist, to ensure the kitchen staff or an outside, authorized vendor, is in complete compliance. Late Night officers verify the Diet Log every morning with Sheriff's Office Food Services cooks in the kitchen.

9.7.3 VEGETARIAN/VEGAN DIETS

The SDSO's Food Services provides non-medical vegetarian diets when requested but does not provide vegan meals.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Religious Diets <u>SECTION:</u> 9.8 <u>AUTHORITY:</u> Section 1463, Title 15
---	---

9.8 Religious Diets

In addition to providing a balanced diet, provisions for a religious diet must be considered. Food will be offered in a broad enough range to provide minimum nutritional needs without the consumption of prohibited food.

This policy will provide a guideline for Supervising Probation Officers in order to approve or deny a youth's request for a religious diet. The religious diet arrangements are provided by San Diego County Sheriff's Office Food Services for youth of the Jewish faith (Kosher) and Muslim faith (non-pork). The San Diego County Sheriff's Office (SDSD) Food Service Supervisor is responsible for determining the content and preparation of all religious diets for county detention facilities.

9.8.1 RELIGIOUS DIET CONTENT

All meals conform to kosher standards for content, preparation and presentation. Islamic diets eliminate any pork or pork products from the standard diet prepared and served for all youth.

9.8.2 KOSHER DIET REQUESTS – PROCEDURES

A request for a kosher diet will be deemed a valid request if a youth demonstrates a sincere religious belief that necessitates adherence to a kosher diet. Officers shall adhere to the following procedures for youth who request kosher diets:

1. An officer must interview the youth submitting the kosher diet request to determine the validity of the request. Officers shall complete Section A of the "Kosher Diet Questionnaire" (A-105).
2. Staff must forward the kosher diet request to the unit/cottage Supervisor.
3. The unit/cottage Supervisor will obtain and verify the information provided by the youth in Section A of the Kosher Diet Questionnaire.
4. The unit/cottage Supervisor may interview the youth regarding their kosher diet request. The youth's responses must be considered by the unit/cottage Supervisor and given appropriate weight. The unit/cottage Supervisor may ask the youth whatever additional questions deemed necessary to determine sincerity in beliefs, not to test religious proficiency.
5. If the request is determined to be invalid, the unit/cottage Supervisor must complete Sections B of the Kosher Diet Questionnaire and forward it to the Facility Division Chief. The unit/cottage Supervisor must inform the youth that the diet request has been denied.
6. If the request is determined to be valid, the unit/cottage Supervisor must complete Sections B of the Kosher Diet Questionnaire and forward it to the kitchen.
7. A kosher diet request whose validity is not able to be determined shall be forwarded to the Sheriff's Office Detention Services Bureau Chaplain Coordinator's Office at (619) 258-3202. The Sheriff's Chaplain Coordinator's Office shall forward the request to a Rabbi on their staff for review. (The Probation Department does not currently have a volunteer Rabbi Chaplain.)
8. Any kosher diet request findings made by Sheriff's Detention Services Bureau's Rabbis shall be final.
9. The unit/cottage Supervisor shall inform the designated facility staff of all approved Kosher diets.
10. Late Night officers verify the Diet Log every morning with Sheriff's Office Food Services cooks in the kitchen.
11. The Religious Services Liaison shall retain a copy of all Kosher Diet Questionnaires.

9.8.3 ISLAMIC DIET REQUESTS - PROCEDURES

A request for an Islamic diet will be deemed a valid request if a youth demonstrates a sincere religious belief that necessitates adherence to an Islamic diet.

Officers shall adhere to the following procedures for youth who request Islamic diets:

1. All requests for Islamic diets shall be forwarded to the unit/cottage Supervisor.
2. Upon receipt of a request for an Islamic diet, the unit/cottage Supervisor will interview the youth in question. The youth's answers shall be considered by the unit/cottage Supervisor and given appropriate weight. The unit/cottage Supervisor may ask the youth whatever questions deemed necessary to determine sincerity in their Muslim beliefs, not to test religious proficiency.
3. If the request is determined to be invalid, the unit/cottage Supervisor must inform the youth that the diet request has been denied.
4. If the request is determined to be valid, the unit/cottage Supervisor must inform the youth that the diet request has been approved and notify the Kitchen staff.
5. An Islamic diet request whose validity is not able to be determined shall be forwarded to the Facility Division Chief for determination. (Neither the Sheriff's Office Detention Services Bureau Chaplain Coordinator's Office nor the Probation Department currently has a Muslim Imam volunteer contact.)
6. The unit/cottage Supervisor must inform the appropriate facility staff of all approved Islamic diets.
7. Late Night officers verify the Diet Log every morning with Sheriff's Office Food Services cooks in the kitchen. This keeps Sheriff's Food Services informed about the movement of special diet youth between housing units/dorms and Probation facilities.
8. The unit/cottage Supervisor shall retain a copy of all Islamic diet requests.

9.8.4 RAMADAN WAIVER

Islamic youth who wish to observe Ramadan must sign the "Observation of Ramadan Waiver" (A-106) indicating that they are aware of the restrictions relative to the time of day their meals will be served. The unit/cottage Supervisor must forward any request to observe Ramadan to the Kitchen. Each facility will develop a procedure for providing meals outside of daylight hours to youths who sign the Ramadan Waiver.

The unit/cottage Supervisor must retain a copy of all Observation of Ramadan Waivers.

9.8.5 REMOVAL FROM RELIGIOUS DIETS

Youth approved for religious diets shall remain on the requested diet until they request removal or violate the requirements of the religious diet. A violation of the requirements of the religious diet may (but not necessarily) be demonstrated by consumption of foods in conflict with the religious beliefs. Violations may result in removal from the religious diet program. The unit/cottage Supervisor and Division Chief have the authority to terminate or continue the religious diets of youth who violate their religious diets, at their discretion.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Food Service Supervisor <u>SECTION:</u> 9.9 <u>AUTHORITY:</u> Sections 1460-1467, Title 15
---	---

9.9 Food Service Supervisor

The Food Service Supervisor is assigned by the Sheriff’s Office, and is responsible for maintaining the “Site Book” which is a comprehensive guide to the Food Service Operations. The Site Book is essentially the Policy and Procedure Manual for the Kitchen.

The kitchen is not a self-supporting facility. It is supported by the Sheriff’s Office Food Services Division Central Production Center (CPC), which is a Cook-Chill Facility. The Food Service Supervisor shall ensure that kitchen staff, and youth workers, maintain a clean and sanitary environment in the kitchen at all times. (See [Section 9.10](#) for more details on youth kitchen workers.)

9.9.1 DUTIES AND RESPONSIBILITIES

The following is a partial list of the duties and responsibilities of the Food Service Supervisor:

- Supervise the preparation and serving of food
- Plan menus and make changes as necessary (copies to Sheriff’s Dept. Dietitian.)
- Conduct spot checks of food to ensure proper portion size and ingredients
- Provide training and direction to kitchen staff
- Provide training and supervision of youth kitchen workers
- Ensure cleanliness and sanitation
- Ensure all trash and garbage is removed from the kitchen to a secure area and that youth do not have access to any outside area without authorization
- Maintain a Utensil Security Log and inventory four times daily, report shortages or missing items immediately
- Order supplies and requisitions
- Maintain active interface with the Dietician and Medical Staff
- Maintain active interface with maintenance personnel to ensure equipment readiness
- Ensure all reports and logs are filled out properly and forwarded as necessary
- Review and revise Emergency Feeding Plan as necessary
- Update “Site Book” as necessary

9.9.2 GRIEVANCES

Grievances by youth against the kitchen, food, or kitchen staff shall be forwarded directly to the Food Service Supervisor. The supervisor must answer the grievance and forward it to the Watch Commander for resolution (see Manual Section 7.4.)

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Food Handlers <u>SECTION:</u> 9.10 <u>AUTHORITY:</u> Section 1465, Title 15
---	--

9.10 Food Handlers

The Food Service Supervisor must ensure that all food handlers are screened in accordance with the Public Health Department's regulations for certification as food handlers. Additionally, the Food Service Supervisor must ensure that all kitchen staff have received proper training regarding sanitation and safety regulations, and they are in compliance with the rules and standards which govern work areas and tasks as set forth by the Public Health Department.

9.10.1 DRESS

All food handlers must wear clean, washable outer garments, keep their hands clean, confine their hair with a hairnet and not smoke while working in food preparation or food service areas. Food serving utensils shall be maintained in a sanitary condition at all times.

9.10.2 YOUTH AS FOOD HANDLERS

Youth who engage in food service work in their units (see Manual Section 6.4.6), or in the facility kitchen must have appropriate workers clearance from the Facility Medical Clinic (see Manual Section 8.5). Staff and youth shall comply with rules regarding use of gloves, hairnets and cleanliness of clothes. The Food Service Supervisor shall ensure that these rules are strictly enforced in the kitchen. All youth assigned to the kitchen are under the direct supervision of the Food Service Supervisor or their staff. Acceptance of a youth as a kitchen worker is at the discretion of the food service cooks on duty, and no youth shall be in the kitchen without the presence of food service staff. Youth kitchen workers who are fired for minor misbehavior, laziness, or failure to follow the directions of the food service cooks shall be sent back to their housing units/dorms and the unit/cottage Shift Leader informed as to the reason the youth was fired. More serious incidents (i.e., fighting, etc.) shall be reported via written Incident Report.

9.10.3 YOUTH ORIENTATION AND TRAINING

As a general rule, youth assigned to work in the kitchen shall not be serious or violent juvenile offenders, and must not be on Unit Confinement, Close Watch or any other security status. They should be generally well behaved. Kitchen work is considered a privilege because it lets the youth get out of their units/dorms and do something different to help pass the time. However, many have no experience in kitchen work and some will be tempted to misbehave. Therefore, youth assigned as temporary kitchen workers must be closely supervised by the Food Service Supervisor and/or Kitchen Officer and the kitchen staff. Youth must also watch a food handling safety video prior to doing any work.

All youth kitchen workers shall be given an Orientation Form (from the Kitchen 'Site Book') describing the basic rules and regulations that are to be followed while working in the kitchen. This form must be signed and kept on file by the Food Service Supervisor. Youth kitchen workers must also receive training on their job assignments. Simply telling the youth how to operate a piece of equipment may not be enough, especially when the equipment is potentially dangerous (e.g. scullery, oven, etc.) It is very important to ensure that proper training and orientation is completed prior to the commencement of any task.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Kitchen Facilities and Food Storage <u>SECTION:</u> 9. <u>AUTHORITY:</u> Section 1466, Title 15
---	--

9.11 Kitchen Facilities and Food Storage

Cleanliness and sanitation standards for food service areas are established by the California Retail Food Code. These regulations set forth the guidelines for inspection of food service areas by the County Health Department. In complying with these regulations, the following standards shall be implemented for all Facility kitchen and food storage/service areas. The Food Service Supervisor and Facility Division Chief must ensure that all food service areas meet the required standards.

9.11.1 MEALS SERVED

All meals shall be served under sanitary conditions, under the direct supervision of Facility staff. Equal portions must be given to each youth and served fairly and impartially. Youth are required to consume their meals in the dining area (unless confined to their room) to discourage pilfering, disciplinary problems, and to avoid infestation of vermin. Officers shall not allow youth to store extra or uneaten food items in their sleeping quarters.

9.11.2 PEST CONTROL

The kitchen area is treated by County Insect Detection personnel on a monthly basis to eradicate insect infestation. The food service cooks shall be responsible for preparing the kitchen area for treatment, including storage of portable equipment and utensils, and covering equipment that cannot be moved. After treatment (usually the next morning) food service cooks shall re-stow portable equipment and wash out large equipment (e.g. steam-jacketed kettles.) The Food Service Supervisor shall request additional treatments as necessary.

Insecticides and poisonous substances shall be clearly labeled, kept under lock and key when not in use, and stored separately from food items. Under no circumstances shall youth kitchen workers ever have access to or use any insecticide.

9.11.3 TOILET FACILITIES

Toilet facilities shall be conveniently located, but separate from the food service areas, and shall be maintained under clean and sanitary conditions, and equipped with hot and cold running water, soap, paper or individual towels, and signs directing personnel to wash their hands prior to resuming work. They shall be equipped with tight self-closing doors, proper ventilation, and to be used by food service personnel only. Youth workers shall use the toilet facilities designated by their specific facility.

9.11.4 PERISHABLE FOODS AND REFRIGERATION

All perishable, cold foods and beverages shall be stored in refrigerated units at 41 degrees Fahrenheit. Frozen foods shall remain frozen until ready for preparation or processing. Thawed foods should not be re-frozen. Perishable hot foods shall be maintained at 135 degrees Fahrenheit or above, until served. An adequate and accurate thermometer shall be available for establishing the required temperature. Unpackaged food, previously served shall not be re-served. All refrigeration units shall be clean, contain a thermometer, and function properly. Foods are to be covered or otherwise protected from potential contamination. The Food Service Supervisor shall be responsible for maintaining a temperature log for all refrigeration units to ensure that the refrigeration plants are operating efficiently and to limit the amount of frozen and refrigerated foods loss should the plant become disabled.

9.11.5 STORAGE SPACE

Adequate and protected space must be available for the storage of all utensils and equipment. Adequate space must be provided for the storage of food and beverages. All foods and beverages from approved sources are to be stored and transported in a sanitary manner, and protected from contamination.

9.11.6 GENERAL CLEANLINESS GUIDELINES

The following general guidelines shall apply to all kitchen and food preparation areas:

- **Walls, Ceiling and Floors:** Kitchen floors, walls and ceilings shall be smooth, clean, in good repair and free of dirt, food and/or debris. Walls and ceilings must be light colored. All food service areas shall be clean, and free of dirt, litter and debris.
- **Utensils and Equipment:** All kitchen utensils and equipment must be kept clean, in good condition and constructed of non-toxic substances. The Food Service Supervisor must be responsible for ensuring that an adequate number of serving utensils are on hand.
- **Food Service Areas:** All food service areas must be clean and free of dirt, litter and debris.
- **Trash:** All waste and refuse must be placed in approved containers, stored in areas away from food preparation and/or storage areas, and disposed regularly. All soiled linens and clothing must be kept in approved containers. Linen that is used for any purpose other than food clean-up shall not be used for wiping or cleaning food service areas and equipment.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Kitchen Security Procedures <u>SECTION:</u> 9.12 <u>AUTHORITY:</u> Chief Probation Officer
---	---

9.12 Kitchen Security Procedures

The juvenile facility kitchen will enlist the assistance of youth as food handlers, which places these youth in daily contact with metal serving utensils, food and other items of potential contraband. The aforementioned facility kitchens also have access to exterior areas, which could lead to an escape attempt. Considering the security issues that the kitchen presents, it is imperative that sworn staff regularly monitor the activities of any youth engaged in kitchen work.

9.12.1 REGULAR CHECKS BY STAFF

Whenever youth are working in the kitchen, officers shall conduct a security check of the Kitchen area. These checks shall be done at random intervals. The intervals must not exceed 15 minutes for juvenile facility youth kitchen workers. During the check, staff must count the youth workers, ensure their behavior is appropriate and check the Kitchen for any security issues. If any behavior or security issues are found, staff must immediately request additional assistance.

9.12.2 NO PERSONAL ITEMS PERMITTED IN KITCHEN

Youth kitchen workers shall not be permitted to possess any personal items (books, letters, hygiene equipment, pencils, paper, etc.) while working in the Facility Kitchen. As youth kitchen workers have contact with food materials that are distributed to youth of different security statuses in different units/dorms, youth kitchen workers have a greater opportunity to circulate contraband or unauthorized correspondence throughout the facility.

9.12.3 PAT DOWN SEARCHES OF YOUTH KITCHEN WORKERS

Unit/Cottage officers must conduct a “Pat-Down” search (see procedure in Manual Section 5) of all youth working in the Facility kitchen prior to sending them to work, to minimize the chance for them to circulate contraband or unauthorized correspondence throughout the facility. After youth workers conclude their shifts in the kitchen, they must be patted down as soon as they return to their unit/cottage.

9.12.4 UTENSIL / KNIFE COUNT

Before youth kitchen workers begin their work shift and at the conclusion of their shift, Sheriff’s Kitchen staff must count all kitchen utensils and knives in accordance with the procedures outlined in the “Site Book.” If any kitchen utensil or knife is found to be missing, Sheriff’s Kitchen staff must immediately contact the Watch Commander to plan a search for the missing item(s).