

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject KITCHEN SECURITY AND KNIFE/UTENSIL CONTROL	Policy Number DG-4 Effective Date 07-15-21
Related Information DB-2, <i>Shift Logs and Logbooks</i> DH-3, <i>Contraband Control</i> DH-6, <i>Inmate Supervision, Security Walks, and Headcounts</i> GJ-13, <i>Escapes and Related Incidents</i>	Supersedes DG-4 (08-22-08)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the Food Services Division regarding the security and accountability of working inmates and for the inventory and accounting of knives and other culinary utensils.

POLICY

It is the policy of the Office to ensure that kitchen security is maintained and that knives and other culinary utensils accessible to working inmates are strictly monitored and accounted for.

DEFINITIONS

Hardbound Logbook: A hardbound logbook uses consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a jail facility. A hardbound logbook is normally used in those areas that do not have access to the Shift Logs or as a backup log when the Shift Logs are down.

Headcount: For the purposes of this policy, this is a method for determining the number of inmates present at a work detail.

- A. **General Headcount:** The total number of inmates assigned to a work detail are accounted for, irrespective of their identities or specific work assignments. This figure is then compared to the total number of inmates assigned to the work detail.
- B. **Identification (ID) Headcount:** Each inmate, their color-coded identification bracelet, and their specific work assignment, if applicable, are compared to similar information which is listed on the inmate assignment roster by detention personnel.

PROCEDURES

1. **Supervision of Working Inmates:** Detention and Food Services Division personnel shall be responsible for supervising and monitoring working inmates whose job assignment is at the Food Services Division.
 - A. Housing unit officers shall account for all working inmates prior to their departure from their housing unit and again upon return from their work assignment. Working inmate arrivals and departures shall be indicated on the inmate housing unit roster. Housing unit officers shall ensure all working inmates are searched when leaving and returning from their work assignment.

- B. When working inmates arrive at the Food Services Division, an ID headcount shall be conducted.
 - 1. Only detention personnel shall conduct an ID headcount.
 - 2. All procedures for conducting headcounts shall be completed, as specified in Office Policy DH-6, *Inmate Supervision, Security Walks, and Headcounts*.
 - 3. All headcounts shall be documented in SHIELD or in the hardbound logbook, as specified in Office Policy DB-2, *Shift Logs and Logbooks*.
 - C. Periodic general headcounts shall be conducted by detention and Food Services Division personnel to ensure all working inmates are present or accounted for.
 - 1. In the event one or more inmates are determined missing upon completion of a general headcount, detention personnel shall immediately conduct an ID headcount for verification.
 - 2. If an ID headcount confirms one or more missing inmates, detention and Food Services Division personnel shall ensure the following:
 - a. Notify the Food Services Division Shift Commander or designee of the results of the headcount;
 - b. Secure the Food Services Division by locking all doors and restricting inmates from coming into or leaving the Food Services Division until the situation has been resolved;
 - c. The detention shift supervisor shall submit a detailed report of the missing inmate to the shift commander prior to the end of the shift, to include the findings and any security actions taken. If it has been determined that an escape has occurred, an *Incident Report (IR)* shall be written.
 - d. Procedures related to escapes or attempted escapes shall be followed as specified in Office Policy GJ-13, *Escapes and Related Incidents*.
 - D. Working inmates assigned to the Food Services area shall not be permitted to leave without the approval of detention or Food Services Division personnel. All working inmates leaving the assigned work area shall be escorted by detention or Food Services personnel.
2. **Knife and Utensil Control:** The following procedures for knife and utensil control shall be strictly observed at all times.
- A. All knives and culinary utensils shall be kept in a secured cabinet when not in use. Only detention and Food Services Division personnel shall have access to the cabinet.
 - B. All knives and utensils shall be accounted for and documented in the hardbound logbook prior to trash removal, meal and beverage distribution, or inmate movement.
 - 1. A physical count and inspection of all knives and utensils shall be taken in intervals of three hours or less, or after any change in detention or Food Services Division personnel and shall be documented in the hardbound logbook. The documentation shall show the date, time, type of utensil, utensil number, and the initials and serial number of the detention or Food Services Division personnel completing the inventory. The

documentation shall also include that all knives and utensils are accounted for or that a knife or utensil is missing.

2. If at any time knives or utensils are **not** accounted for, the following procedures shall be implemented:
 - a. Immediately secure the Food Services Division by locking all doors and restricting inmates from coming into or leaving the Food Services Division until the shortage has been verified by a recount.
 - b. As soon as the Food Services Division has been secured, detention and Food Services Division personnel shall notify the Food Services Division Shift Commander.
 - c. An immediate search shall begin in the area in which the knife or utensil was in use.
 - d. Movement within the facility shall be kept at a minimum, and no working inmate movement shall occur until the knife or utensil has been located, or until advised by the Food Services Division Shift Commander to resume operations.
 - e. The detention shift supervisor shall submit a detailed report of the missing knife or utensil to the shift commander prior to the end of the shift, to include the findings and any security actions taken. An IR shall be written at the determination of the supervisor.
3. **Search of Meal Carts and Beverage Containers:** Prior to meal carts and beverage containers being moved from the kitchen area, detention and Food Services Division personnel shall inspect them for any unauthorized items. Detention personnel shall search meal carts and beverage containers upon arrival and departure at the housing unit for any unauthorized items, as specified in Office Policy DH-3, *Contraband Control*.