



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 9

Control of Food Service Utensils, Equipment, Supplies, and Food

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Signature

Date

REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Class A Tools - Tools that are considered extremely hazardous to the security of a facility are designated as Class A tools. Class A tools must be stored outside the security perimeter. For emergency purposes, limited Class A tools may be kept in secure control centers that are staffed 24 hours per day. In addition to the tools listed below, facilities may identify other tools that require the highest level of control.

- Bolt cutters
- Cutting torch heads
- Files
- Hacksaw blades
- Halligan/Hooligan tool
- Knives, including utility knives/box cutters
- Ladders, over six feet maximum extension
- Wire cutters

Class B Tools - Tools that need close supervision, but are neither considered an extreme hazard to the security of a facility nor could they be used to escape.

PURPOSE

This Chapter of the Food Service Manual establishes uniform standards for the control of food service utensils and equipment in food service operations within the facilities of the Department of Corrections (DOC).

PROCEDURE

- I. Scope of Controls
 - A. Food service operations offer many opportunities for theft by inmates and Community Corrections Alternative Program (CCAP) probationers/parolees and must be closely controlled to prevent abuse.
 1. All food service utensils and other cutting instruments are obvious targets of inmate and CCAP probationer/parolee theft.
 2. Sugars, yeast, and other ingredients of intoxicants are greatly desired by inmates and CCAP probationers/parolees.
 3. Foods, supplies, and utensils must be constantly monitored to prevent unauthorized inmate and CCAP probationer/parolee access.
 - B. To prevent the loss of kitchen food, supplies, and utensils, each facility must formulate and follow a plan of supervision and control of the food service operations. All food service employees will be given basic training in techniques for controlling food supplies and utensils.
- II. Control of Tools and Utensils
 - A. Control and accountability of food service utensils will be in accordance with Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
 - B. Class A tools may not be issued to or used by an inmate or CCAP probationer/parolee within a facility security perimeter except under the direct and immediate supervision of a trained employee.
 - C. All Class A tools will be stored on a shadow board in a tool room that is located outside the facility security perimeter. All Class A tools will be shadowed in red and Class B tools, where applicable will be shadowed in black.
 - D. All cutting machine blades and other kitchen utensils will be stored on a shadow board, in a locked cabinet or room when not in use. Cabinets must be securely fastened to the wall and will be constructed to permit viewing of the contents without opening the cabinet.
 - E. Cutting machines with blades that are not readily removable (i.e., bread slicer, meat slicer, etc.) must have all blades accounted for each time the Kitchen Officer is relieved and at the end of each workday.
 - F. Cutting machine blades and other kitchen utensils will be issued by using a personally identifiable chit system and/or *Daily Tool/Kitchen Utensil Report 430_F1*; see Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
 - G. A current inventory, signed and dated by the Chief of Security, listing all items stored in each cabinet will be posted inside the cabinet.
 - H. Employees responsible for the control and accountability of these items must conduct a complete inventory at the end of each shift. Where appropriate, the relieving employee will confirm the inventory. Any discrepancy will be reported immediately to the Shift Commander.
 - I. The *Daily Tool/Kitchen Utensil Report 430_F1* or other document confirming that all kitchen utensils are accounted for will be submitted to the Shift Commander at the end of each workday by the off going employee responsible for the control and accountability of such utensils.
 - J. When a kitchen utensil is reported lost or missing, the Chief of Security or Shift Commander must be notified immediately.
 1. Employees will conduct a thorough search of the area and all inmates and CCAP probationers/parolees with access to the area.

2. Inmates and CCAP probationers/parolees in the area of a lost or missing item will be detained until a thorough search has been completed.

K. The Chief of Security must conduct and document a quarterly inventory of all kitchen utensils; see Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.

III. Control of Food and Supplies

A. All food and supplies must be stored under lock and key.

B. Primary ingredients for intoxicants must be stored in a restricted manner and used under employee supervision.

REFERENCES

Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*

ATTACHMENTS

None

FORM CITATIONS

Daily Tool/Kitchen Utensil Report 430_F1