

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 216
SUBJECT: FOOD SERVICE SAFETY &
SANITATION**

I. PURPOSE

To provide instructions for the safe and sanitary operation of the food service facility.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that health protection will be provided for all staff and inmates through the safe and sanitary operation of the food service facility.

III. PROCEDURE

A. Safety.

1. The fire protection system above the stoves will be maintained under contract by Fairfax County.
2. All electrical equipment installed in the dining facility will meet the safety standards set forth by the Virginia Department of Health and the Virginia Department of Labor and Industry.
3. Employees and volunteer workers not assigned to food service are not allowed in the kitchen. Food service inmate workers are not allowed in the kitchen when they are not actually working. Visitors desiring to tour the kitchen will be escorted by the Supervisor, Food Services Unit; Food Service Supervisor; or Food Service Specialist on duty.
4. The Food Service Contract Manager will ensure that food service employees and inmate workers are trained in accident prevention, first aid, use of safety devices, floor care, use of fire extinguishers and sanitation.
5. The Supervisor, Food Services Unit or Fire Safety Officer will make periodic inspections of fire extinguishers located in the kitchen to ensure that they are properly charged.
6. All Confinement Branch supervisors are authorized to make periodic checks of the food service areas for safety and security purposes.

B. Sanitation.

1. Food service employees and inmate workers will comply with Medical SOP 415, Kitchen, Sanitation and Food Handlers.
 - a. Contract employees will undergo a pre-employment physical examination.
 - b. Inmate workers will be cleared by the Medical Section before assignment to food service and updated monthly thereafter.
 - c. Toilet and wash basin facilities are available to food service personnel and inmates in the vicinity of the food preparation area. All food handlers will wash their hands upon reporting to duty and after using toilet facilities.

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2. Food service employees and inmate workers will maintain a high standard of personal hygiene.
 - a. Bathe and shave daily prior to going on duty.
 - b. Clean uniforms will be worn daily.
 - c. Hands and fingernails will be kept clean.
 - d. Hair will be kept above the collar and neatly trimmed.
 - e. No beards.
 - f. Inmate workers eating in the dining room will wear a complete uniform and shoes.
 - g. Smoking is not permitted in the facility.
 - h. All inmates and staff/employees working in kitchen will wear hair nets.
3. Post deputies will see that food and liquids spilled on the floor are cleaned up immediately; milk cartons, trays, cups, and bowls are accounted for and removed from cellblocks after each meal.
4. Prior to closing the dining facility in the evening a Contract Employee Supervisor will ensure that all equipment is cleaned and ready for use the next day. Wet rags will be hung up to dry. Trashcans will be removed from the kitchen. A Confinement Branch supervisor will see that the trash is moved to the dumpster.
5. The County Health Department will conduct inspections of the ADC food service facility and equipment, at least annually, to ensure that sanitation and safety standards are met. Results of the inspections will be retained on file.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**01/23/97
EFFECTIVE DATE**

Revised: December 1996, December 2007, January 2010, March 2014