

**I. PURPOSE**

To provide guidelines to insure security is maintained in food service operations.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that the maintenance of the security of the Fairfax County Adult Detention Center is the first priority in food service operations.

**III. PROCEDURE**

**A. Security of equipment and supplies.**

1. The knife box in the Food Service Office and the metal cabinets in the kitchen will be unlocked only to issue the controlled items kept in them.
2. Tools used in the food service area will be kept in the metal cabinet, unless in use.
3. Culinary equipment will be kept in the knife box. The Food Service Supervisor or Shift Cook will issue and supervise the use of these items. When an item is issued a notation of the date of issue, type of item, issued by, issued to, time issued, time returned, and received by (signature) will be made in the log provided for this purpose.
4. The Shift Cook going off duty and the Shift Cook coming on duty will inventory the security container at shift change. The Confinement Squad Supervisor and the Shift Cook will inventory the security containers prior to the Confinement shift change in the morning and when the kitchen is secured for the night. The Shift Cook on duty for the morning shift will inventory the security container at the start of the shift.
5. All spoons trays, cups and bowls will be counted prior to entering and when coming out of the cell blocks at each meal.
6. Food items such as yeast, nutmeg, mace and extracts with an alcoholic base will be secured at all times and used only under the direct supervision of the Food Service Supervisor or Shift Cook.

**B. Security of the facility.**

1. The Food Service Supervisor's Offices will be locked at all times, unless occupied by the Food Service Supervisor or Shift Cook. At no time will an inmate be left alone in the office.
2. Walk-in refrigerators will be locked when the kitchen is secured for the night and no one will be allowed access except Confinement Squad Commanders.

FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE

SOP NUMBER: 217  
SUBJECT: FOOD SERVICE SECURITY



STACEY A. KINCAID  
SHERIFF

05/09/07  
DATE APPROVED

06/22/07  
EFFECTIVE DATE

Revised: December 2002, May 2007, November 2015