

WASHINGTON STATE PENITENTIARY
West Complex Kitchen Food Service Unit Manual
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Approved by FM5 K. Robinson _____

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GENERAL SECURITY RULES:

A. Security Inspections:

Security inspections will be completed daily per shift.

1. Security inspections of the West Complex Food Service Department will be carried out as indicated on the Daily Security Inspection form.
2. Personnel conducting security checks are responsible to ensure a thorough and systematic inspection of their assigned area is conducted.
3. Particular attention shall be given to locks, gates, fences, cameras, mirrors, bars, lighting, and other devices designed to monitor, record, restrict inmate movement, and prevent escape.
4. Any potential security risk, or safety hazard, will be recorded on the proper security inspection form and brought to the attention of the unit sergeant or Food Manager 5.

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INMATE BOUNDARIES:

A. Out of Bounds Areas:

An inmate is considered out of bounds if found to be in any work area other than their assigned work area. This will include the following areas:

1. Staff offices, unless escorted
2. Dish Tank
3. Pot Tank
4. All food and storage lockers
5. Prep Room
6. Back Dock
7. Utensil Room
8. Mop Closet
9. Storage closets

B. No Loitering Areas:

1. The main kitchen floor and all of the above.

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INMATE MOVEMENT:

1. All Food Service Department gates will be run in accordance with authorized movement.
2. All inmate workers will enter/exit the department at the time they are listed on the Daily Master Call Sheet.
3. All inmates will enter and exit through the Clean Room (per unit procedures for Clean Room). Any I/M worker who fails to clear the metal detector will be placed in wrist restraints and escorted to the Shift Holding Cell. The Shift Lieutenant will clear the I/M.
4. Custody staff will clear any I/M to a call-out after verifying the call-out on the Daily Master Call Sheet. If the I/M is not on the Master Call Sheet, he does not get cleared to work or attend any other call-out.
5. No inmate is to leave the department unless cleared by their supervisor or the unit sergeant.
6. Following all counts, with the exception of the cart pushers (when escorted) or during an emergency, inmates will not be allowed to exit the unit until count clears.
7. At approximately 2045 hours, I/M workers will return to their units for count.

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COUNT PROCEDURES:

There are two (2) formal counts conducted in the West Complex Kitchen. They are held prior to Short Line at breakfast (approx. 0600 hours), and dinner (approx. 1600 hours).

1. Prior to count, the floor officer will pick up the count boards from the staff office.
2. All inmates will be assembled in the dish tank area.
3. All areas of the kitchen will be checked to ensure no inmates remain. Each floor officer will clear their areas of responsibility.
4. Inmates are not to be out-counted at their workstations unless authorized by the kitchen sergeant.
5. Two officers will count the inmates, using the count boards, as they proceed from the dish tank Area. Using the counter, the kitchen sergeant, A/C or an officer will count the inmates.
6. A floor officer will take the count boards to the Control Booth and verify the body count with the Booth Officer. The count slip is then taken to Operations Control.
7. In the event of a re-count, the above procedure will again be followed.
8. In the event of a paddleboard count, the inmates will be returned to their living units or counted in the above manner at the instruction of the shift lieutenant. *All inmates will be escorted to their units.*

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CALL OUT PROCEDURES:

1. Inmates will report from the kitchen to regularly scheduled call outs as listed on the Daily Master Call Sheet.
2. Each unit has a copy of the Daily Master Call Sheet for the inmates to check.
3. Unscheduled calls (add-ons, counselor, medical, etc.) will be cleared by the requesting unit through the shift lieutenant.
4. Inmates are expected to return to work following all call-outs.

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MAINTENANCE:

1. **The Engineers Department will handle all maintenance or repairs.**
2. **With the exception of an emergency, repairs will be requested by informing the OA 3 who will log all problems and forward to engineers or contacting the Sgt. or on duty food manager. In the event none of these are available send an e-mail to the OA 3 and the unit Sgt.**
3. **Emergency repairs (power outage, inoperable doors, broken water pipes, etc.) should be reported to your on duty supervisor or the shift Lt. immediately. E-mail your supervisor of any such events.**

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SANITATION:

1. All supervisors will be responsible for the cleaning of their areas:
 - # 1 A/C Cook supervises the cooks, the cooking area and utensil Room.
 - #2 A/C Cook mornings supervises the back dock, dry storage's and all refrigerators. Afternoons tray line
 - #3 A/C Diet Line supervises the Prep Room, Diet Line, Diet refrigerator and morning tray line. PM #3 drives truck and ensures it is cleaned.
 - Custody staff supervises all areas of the kitchen.
2. Cleaning equipment and cleaning supplies will be stored in the mop closet. Chemicals will be issued as needed by staff to inmate workers for use from the chemical room where they will be stored when not in use.
3. Each work area supervisor will ensure their area is in compliance with the HACCP Program and the Department of Health guidelines.

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UNIT WORKERS:

A. Assignment of Inmates:

1. The West Complex Kitchen Sergeant/designee is responsible for assigning and un-assigning inmates, maintaining the master worksheet and all daily worker assignment sheets. This sergeant will ensure an updated copy of the next days' assignment sheet is sent to the Daily Master Call Sheet contact person before 1100 hours. Email.....
2. The WC Kitchen Sergeant/designee is responsible for maintaining and completing the payroll for inmate kitchen workers.
3. The Sergeant/designee will ensure I/M workers have been given their job description and understand their job assignment.

B. Un-assignment of inmates:

1. It is the responsibility of the five (5) day a week Sergeant/designee to un-assign inmate workers.
2. If a staff member believes it is necessary to unassign an inmate, an infraction will be written, inmate terminated and returned to his unit. In most cases a verbal or written warning will precede termination.
3. Inmates will be infraacted and unassigned for violation of WAC Rules.
4. An inmate may be unassigned for the following reasons: Stealing from the department, continual unsatisfactory work performance, and continual unexcused absence from work or other identified problems. An Inmate Employee verbal warning or Corrective Interview will be done prior to inmate being unassigned.
5. In all of the above situations, proper written documentation is a required.

C. Inmate Attire:

1. All inmates will report to work properly attired. Sweats, shorts, or tank tops are not allowed.
2. With the exception of the back dock workers, all inmates will wear the standard issue whites: Frocks and white scrub pants. All offender workers will wear a t-shirt, socks and underwear under their issued frocks and pants. Back Dock workers will wear issued coveralls with only a t-shirt, socks and underwear. Inmates may wear whites outside the unit when they are

performing assigned tasks under supervision. Workers who have call outs will go through the Clean Room following standard procedure. Kitchen worker uniforms will not leave the kitchen area at the end of the worker's shift.

3. Inmates will wear a hairnet with hair tucked in at all times in the food service areas. Long hair will be braided or banded. Inmates with a beard longer than ¼" will wear beard nets to cover facial hair. Personal hats will not be worn. The only head cover allowed is the issued hairnets.
4. Plastic aprons and rubber boots are available for the dish tank and pot tank workers. Rubber boots are available for cooks and other kitchen workers, as needed. Brown work boots will not be issued to any W/C Kitchen workers.
5. During the winter months, coats, and stocking caps will be available on the back dock for inmates conducting work on the back dock area. They will be issued to these inmates when needed for outdoors work.

D. Inmate Rules and Regulations:

1. Inmates will not prepare any food item unless directed to do so by an A/C cook or food manager.
2. Inmates will not avail themselves to unauthorized food items, i.e., juice, cereal, pastries, etc.
3. There will be no eating or drinking on the production floor. All eating will be done only in the break area during Short Line/designated breaks.
4. All on-duty inmates will eat their meals in the designated break area and at the regular times established by the food manager. The meals served to these inmates will be the same as Main Line. Only food obtained from the Serving Line will be allowed, except for inmates on an approved, modified diet. Meals for modified diets will be supervised by an A/C cook.
5. There will be no inmate recreation (card playing, reading, etc.)

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BLOOD AND BODY FLUID CLEAN UP:

All blood, body fluids, and feces must be treated as contaminated.

1. Upon discovery of blood, body fluid, or feces, staff should immediately isolate and mark the spill area and notify the unit sergeant and/or food manager/ shift lieutenant.
2. Until it is determined that the spill is not part of a crime scene, it will not be disturbed.
3. Once it has been determined that the spill is not evidence or part of a crime scene, clean up will begin.
4. Use a qualified janitor and bleach for clean up duties.
5. When utilizing the inmate clean-up crew, at least one correctional officer must be present to observe the inmates at all times.
6. The unit staff supervising the clean up shall complete the proper paper work. See Blood and Body Fluid cleanup procedures.

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EMERGENCY PROCEDURES:

You will be responding to all emergencies within your zone of control. You are to remain in your post during emergencies assessing your zone of control unless directed differently by your chain of command. Charlie 324 Floor Officer is the designated Phase Two responder. In the event the first responders are unable to control the situation, will respond at the request of the Shift Lieutenant / Sergeant, or on site supervisor.

Remember your phases of response:

- **DETECT AND NOTIFY.**
- **ISOLATE AND CONTAIN.**
- **EVALUATE AND PLAN**
- **RESOLVE**
- **DEACTIVATE**

1. **Your direct chain of command is the WC Kitchen Sergeant. Phone 5016. Radio CHARLIE 321, FM 3, phone# 7580 Radio 1240 the next chain of command is FM 5, phone # 6597, Radio #David 1241. After hours shift Lt. 6443 and Food service duty officer.**
2. **When you discover an emergency, determine the nature of the emergency (medical, fire, fight/assault, disturbance, suspected bomb, hostage, or other type of emergency.**
3. **Once the nature of the emergency has been determined, make a clear, accurate notification. Notification should be made via the quickest means available, i.e., voice, phone (333), radio (BASE), or your radio alarm button.**
4. **Secure your area and re-route traffic away from affected area. Do your best to preserve any evidence and the crime scene.**
5. **Attempt to clearly identify and write down who the participants were, their actions, what weapons were involved, the times, and the location the events occurred (i.e., who, what, where, and when). Seek direction from your chain of command for what to do next.**
6. **Once the emergency has been resolved, follow up with reports, (infractions, memos, use of force, etc.).**

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FIRE ESCAPE PROCEDURES:

IN CASE OF FIRE IN THE FOOD SERVICE DEPARTMENT, THE FOLLOWING EVACUATION PROCEDURES WILL BE FOLLOWED:

MAIN KITCHEN AREA

- 1. If possible, inmates will be escorted through the back dock alleport and assemble in the bull pen behind education unless directed differently by the shift Lt. (Refer to schematic)**
- 2. If this route is blocked, Inmate traffic will be directed through the main alleport entrance and staged against the north fence line in front of alleport with the Shift Lts. Permission. (Refer to schematic)**

In all cases, it is imperative that all inmates and staff remain in two groups at the assembly point in order that everyone can be accounted for. Inmates and Staff will be in separate groups for safety and security reasons.

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UNIT LOGS AND REPORTS:

Below is a list of the most common forms used in the daily operation of the unit. Additional copies can be obtained from the unit sergeant.

A. Daily Kitchen Log Book:

1. The Kitchen Control Booth officer is responsible for completing the Daily Kitchen Log Book.

B. Key Accountability:

1. The Booth Officer is required to document in daily log book when and keys and equipment have been passed down by any staff working in the kitchen.

C. Daily Job Assignment Sheet:

1. Copies will be made and maintained in the staff office (12 copies are needed).

D. Knife Check-Out Log:

1. Knives will be checked out from the W/C Kitchen booth officer using tool Check Out Log, indicating description, the name and number of inmate using the knife, A/C checking it out, time out, time in, and their initials. No inmates are to be in the prep room, the door is to be secured, the knife is to be secured to the table before the inmate is allowed in the prep room.
2. When the inmate has completed his work he will exit the prep room and the process reversed.

E. Daily Knife Inventory:

1. The Booth Officer and the Diet Line A/C cook will complete the Knife Inventory Log after the checked out tools are returned and at the end of each meal.

F. Daily Tool and utensil Inventory:

1. One floor officer and one A/C are responsible for all tool and utensil inventories. Tools and utensils are to be inventoried before each outgoing gate.

G. Daily Time Adjustments:

1. The floor and Booth Officer will work together to identify and make any I/M work time adjustments that require logging.

H. Weekly Security / Search reports & Checklist:

1. All custody staff are responsible for sharing in the completion of weekly security checks and searches indicating so on the checklist and search reports maintained in the staff office.

I. Utensil Inventory Log:

1. The utensil Inventory Log is maintained in the utensil room. Broken utensils will be removed from the utensil Room and flagged and logged on the utensil Inventory Log. Date, time, tool description and number, and status, should be recorded. The utensil will be logged in the controlled trash log and disposed of in controlled trash.

J. Infraction Forms:

1. Forms are available on the computer.

K. Memo Forms:

1. Forms are available on the computer.

L. Leave Requests:

1. Leave request slips can be found in the Unit Sergeant's Office or the Food Manager's office.

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KEY CONTROL:

You are issued keys to be used in the normal performance of your duties. You are responsible for the secure handling of these keys.

1. The Kitchen Sergeant is responsible for the overall management of unit key control.
2. The Kitchen Sergeant maintains an inventory of all keys used in the operation of the unit.
3. At the beginning of the morning shift, keys used in the operation of the kitchen are checked out from minor control.
4. During shift change, off going staff will exchange their keys for chits from the on coming shift.
5. Any missing or broken keys will be immediately reported to the unit supervisor.
6. Keys are to be in the physical control of an officer or A/C cook at all times.
7. Keys should be turned into the Kitchen Booth when leaving the kitchen for any reason.
8. At the end of the evening shift, all keys that were issued in the morning will be returned to the Minor Control.

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TOOL CONTROL

1. Tools used in the preparation of food are stored in the tool cabinets in the prep room and the kitchen booth. These tools are tracked and inventoried on the Daily Tool control check out sheet, DOC 21-514, and daily tool accountability form DOC 21-516 per OM 420.500.
2. **Check Out:** Tools are checked out as needed by Staff. They are logged out on the **Daily Tool control check out**. When the responsibility for tools that are checked out changes from one staff to another, the tools must either be checked back in or the relieving staff must sign the **Daily Utensil Record** assuming the responsibility for those tools.
3. **Inventory:** After each meal, and before the inmates are cleared to leave the unit, all but essential* tools will be returned to the tool cabinet to be inventoried. Every tool will be visually accounted for before the **Daily Tool Accountability** form is signed. Two staff, an A/C Cook and the Floor Officer will complete this inventory.
4. Utensils will be logged on the daily utensil record and inventoried prior to all outgoing gates listed on the daily utensil accountability form.
5. Utensils are not to be placed on the serving lines until there are staff present to supervise their use. They will not be left unattended on the serving lines or Diet line.
6. Prior to the running of the Tray Line, the A/Cs assigned to supervise the tray make up lines will ensure they know what kind and number of utensils they have checked out.
7. Any missing utensils will immediately be reported to the Unit Sergeant. All inmate traffic will be suspended until a thorough search has been completed and the unit Supervisor clears movement.
8. Utensils used by inmates will be under the direct supervision of an A/C cook.
9. Utensils will not be left unattended. If they are not needed or being used, they will be returned to the tool room.
10. Broken utensils will be removed from the utensil room and “tagged”. The kitchen Sgt. will be notified and the utensil logged in the controlled trash log than disposed of through the controlled trash.
11. The Unit Sergeant is responsible for ensuring broken tools are replaced.

*Note: Essential tools/utensils are defined as any tool/utensil that is needed at that time to continue a process that is already underway and needs to continue. The can opener locked to the table will be considered an essential tool.

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BACK DOCK PROCEDURE:

A. Purpose:

1. To establish a secure procedure for the removal of garbage and the vehicle delivery of supplies to and from the Food Service Department.

B. Applicability:

1. All institution staff, especially those concerned with the removal and delivery of Food Service items.

C. Policy:

1. The Back Dock of the Food Service Department is a high escape risk area and extreme care should be used when taking anything such as garbage or supplies to and from this area, or in and out of the Institution. All staff involved in the implementation of this order should be very aware of the potential risks and take care not to compromise the security of the Institution.

D. Procedure:

The following procedure will apply.

All traffic including the dumping of Garbage is to be cleared through Base and Charlie 352. No inmates are authorized on the back dock if unsecured vehicles are in the area or when MSU inmates are in the area to pick up trash trailer or compost material.

The inmate workers are on the Back Dock to complete the assigned work and nothing more.

The Officer will supervise the inmates from the time he enters the Back Dock area until the job is finished and the inmates are secured inside the kitchen.

All doors and sliders will be secured before the next set of doors or sliders are opened. Use the doors and sliders as a salle port system.

The Back dock A/C will escort and be responsible for the back dock workers loading and unloading vehicles. This will only occur when the vehicle keys have been secured in the south side shift office salle port.

MSU MEAL PICKUP AND TRAY RETURN PROCEDURES

0400: MSU A/C cook will bring the designated delivery vehicle through three tower gate to the W/C kitchen loading dock. The vehicle will be secured; vehicle keys will be placed and secured in a lock box in the shift office corridor south sally port, notify base when the keys are secured, and report to the W/C kitchen.

0530: R & M Officers will conduct informal count. Once all inmates are accounted, Shift Lt. will be notified (6443). One R & M officer and the MSU A/C will load the locked MSU food carts into the truck. No inmates are authorized on the interior or exterior back dock during this process. When the truck is loaded the kitchen search mirror will be used to check the under carriage of the MSU truck. Once the vehicle is searched the MSU A/C will clear himself and the vehicle through Base, Charlie 360 and 3 Tower gate Charlie 349 to exit the compound.

0900: On Saturday and Sunday only: The MSU truck will return to the W/C Kitchen loading dock, secure vehicle keys, notify base when keys are secured. For all three meals in order to stop the transfer of contraband from MSU to the W/C, returning trays and pots will be emptied into recycle barrels on the exterior back dock and the carts searched by the MSU A/C and officers, prior to being brought into the W/C kitchen. When the trays, pots, and carts have been emptied and searched by staff, inmates may be used to bring the dirty items in and to load the truck. After the loading of the lunch meal and prior to the truck leaving the compound an officer will use the search mirror to search the under carriage of the vehicle.

1200: Monday through Friday: The MSU truck will return to the W/C kitchen following the above procedures.

1530: One officer and the MSU A/C will load locked carts onto the truck. After the truck is loaded, the officer will search the under carriage of the vehicle, prior to leaving the compound. Base, Charlie 360, and 3 Tower Gate Charlie 349 will be notified prior to vehicle departure.

1830: The MSU truck will return to the W/C kitchen with dirty dinner carts/trays and the above processes will be used. Once the dirty trays have been emptied the truck will leave the compound and be parked in the upper parking lot of the E/C. Inmates may be used to bring in the dirty dishes and carts into the W/C kitchen once they have been searched.

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Controlled trash/ Hot trash Management
Section 16-1

Definitions: Controlled trash/ Hot trash

- 1) Hot trash is any item that could be used by an inmate to compromise security.
- 2) Hot trash is any item that can be used or reused to create a security concern or pose a danger to staff safety and institutional security.
- 3) All staff shall ensure proper disposal of items that would create a risk to others, to the order and security of the institution, and the public.
- 4) All documents containing information on Staff or Inmates that should not be shared with other staff, inmates, or the general public.

The proper disposal of unauthorized contraband, controlled trash, and hot trash will be in accordance with policy.

Policy references are OM 420.375;and 890.030.

The following is a list of controlled/hot items. Keep in mind that this is not a comprehensive list. All staff shall ensure that all trash meets the definition of controlled/hot trash before placing it in the appropriate containment area.

Examples of Controlled/Hot trash are:

- 1) Broken mop handles, broom handles, broken pallets/parts of pallets etc: (Wood or fiberglass molded items).
- 2) Office supplies and appliances: Fans, staplers, punches, pens, etc: (broken or used up supplies).
- 3) Metal/Glass objects and containers: metal lids, metal rods/vent slats, rubber gaskets, etc.
- 4) During the opening of cans a staff member is to be present for the entire procedure taking control of each can lid as the cans are opened. Under no circumstances are you to leave the process unattended. If an emergent situation should arise stop the process collect all can lids and the can opener securing them in a locked area until the situation is controlled. Once all cans are opened the lids will be washed, bagged and taken immediately to the trash trailer for disposal.
 - A. Storage area for metal can lids must be in a separate area away from the Kitchen. This is to minimize rodent and insect infestations due to food matter stuck on the lids. All metal lids are dangerous contraband because of weapon making capabilities.
 - B. All listed items should be placed in the trash trailer behind the kitchen. Under no circumstances are inmates authorized to remove items from the trash trailer. Items may also be placed in controlled trash and logged in the Sgt. office. All controlled trash must be logged on form DOC 05-596.

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CLEAN ROOM PROCEDURES:

All inmates reporting for work in the West Complex Kitchen will be required to pass through the Kitchen Clean Room.

A. Reporting for Work:

1. Each inmate assigned to the Kitchen work crew must pass through the Clean Room when entering/exiting the kitchen.
2. The inmate will show his state-issued identification card to the Officer.
3. The Officer will verify and record the inmate's name and DOC number using the call sheet and clear the inmate to enter the Clean Room. If an inmate's name and DOC number does not appear on the call sheet, he will be denied access until such a time that his name and DOC number is added to the call sheet.
4. The inmate will be directed to his assigned clothing box and will remove all clothing except underwear and socks. He will hand his t-shirt and shoes to the searching officer as he clears the metal detector to be searched.
5. The floor officer will assign clothing boxes using the daily master work assignment sheet.
6. When leaving work, inmate kitchen boots will remain on the kitchen side of the Clean Room in the assigned clothing box.

B. Clearing the metal detector:

1. The inmate will be required to clear the metal detector.
2. After the offender has stripped down, the offender will hand t-shirt, ID card and shoes to the Floor officer to be searched, then the offender will clear the metal detector showing the officer the bottoms of his feet and palm of his hands with his fingers spread apart showing no contraband present.
3. After clearing the metal detector, the inmate will obtain state-issued work clothing and dress for work. A clean uniform – frock and clean pants – will be issued to each worker every day.

C. Exiting the kitchen:

Offender will place dirty work clothing in receptacle and the above process is reversed.

GENERAL GUIDELINES/RESTRICTIONS

- 2 officers will be positioned in the clean room.
- No more than 5 inmates will enter the clean room at a time.
- Once the five inmates have been processed and exit the clean room the booth officer will let the next five in.
- No layering of clothing is allowed. 1 pr. of underwear only.
- An inmate must wear his state issued identification card at all times.
- Issued work boots worn at the work site must remain in that location. They may not be worn back and forth from a living unit to the kitchen.
- Inmate workers are assigned a specific job number. That job number will correspond to their assigned cubicle in the Clean Room. This is the only cubicle a worker is allowed to place their property. When a worker changes jobs, he will be changing cubicles to correspond with his new job number.
- Inmate workers will not be allowed to personalize their assigned cubicles or issued clothing, boot, aprons, i.e. no drawings, security threat signs/monikers, no tape covering up cubicle number or any other defacing of heir assigned cubicles. Any violations will result in the inmate worker being infracted and unassigned.
- All kitchen whites, boots, and aprons are to remain on the kitchen side of the clean room.
- Only prescribed medications will be permitted at the work site in medication packets issued by medical staff. This medication will be left in the Kitchen Control Booth. The Kitchen Control Booth will only hold medication an inmate worker is required to take during the work period.
- The medication packet shall include the following information:
 - a. **Name of the medication**
 - b. **Inmate's name**
 - c. **Inmate's DOC number**
 - d. **Dosage**
- Inmates requiring prescribed controlled medications shall be cleared to go to the appropriate "pill line."
- Personal items, books, papers, pens, hats, etc., will not be allowed in the Clean Room/Kitchen.
- Wedding bands will be the *only* personal articles allowed past the Clean Room.
- If an inmate is unable to clear the metal detector he shall be restrained and escorted to the Shift holding cell.

DEFINITIONS:

CLEAN ROOM – Two rooms separated by a metal detector that allows the officer to inspect for the possible presence of contraband.

METAL DETECTOR INSPECTION – The procedures followed whereby the inmate moves from one side of the Clean Room to the other through the metal detector that improves the officer's ability to detect the presence of contraband.