

TLF - Kitchen Prowler

7006.1 GENERAL DUTIES

The Kitchen Prowler Deputy's primary responsibility is to maintain the security of the kitchen area and the loading dock.

- (a) The Kitchen Prowler will receive supervision from the Mod One Sergeant.
- (b) The Kitchen Prowler will monitor inmate behavior whenever inmate work crews are present.
- (c) The Kitchen Prowler will check all kitchen area doors and security devices to ensure they are in serviceable condition and are functioning properly. The Deputy will conduct frequent but irregular checks of occupied and unoccupied areas to:
 - 1. Ensure safety, security and good order
 - 2. Prevent escapes
 - 3. Minimize the introduction and distribution of contraband
 - 4. Maintain sanitary standards
 - 5. Eliminate fire and safety hazards
- (d) The Kitchen Prowler Deputy will work with the Inmate Services Division (ISD) food service staff who have the responsibility for the direct supervision of inmate work crews.
- (e) The Kitchen Prowler will search the inmate work crew prior to returning them to their housing unit.
- (f) The Kitchen Prowler will summon assistance through Main Control or from other available staff members as needed.

7006.2 RESPONSIBILITIES DURING MEAL SERVICE

- (a) The Kitchen Prowler will assist with chow hall security during inmate meal service. They will take up a position in the scullery hallway to observe the meal service. The Kitchen Prowler will not enter the chow hall with security keys unless directed to do so by a supervisor.
- (b) The Kitchen Prowler will ensure the doors which open into the chow hall from the kitchen are secure before meal service is started. Only security staff may access these doors during meal service.

7006.3 DELIVERY RESPONSIBILITIES

- (a) Working as the Kitchen Prowler Deputy there will be various deliveries such as food, clothing, and commissary arriving at the loading dock area.
- (b) The Kitchen Prowler Deputy shall be present during all deliveries and during any activity on the loading dock.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

TLF - Kitchen Prowler

- (c) The Kitchen Prowler Deputy will walk out to the loading dock area, secure the loading dock kitchen door, and unlock the loading dock gate (in red sector) to allow the vehicle to make a delivery.
- (d) The Kitchen Prowler Deputy will ensure no inmates are present while unlocking and locking the loading dock gate to prevent possible security issues.
- (e) The Kitchen Prowler Deputy will lock and secure the loading dock gate after the vehicle has entered the loading dock area.
- (f) Once the area is secured, the Kitchen Prowler Deputy will unlock the loading dock kitchen door and escort the inmates to help unload the delivery to inside the kitchen.
- (g) Once the delivery is complete, the Kitchen Prowler Deputy shall ensure all inmates are secured inside of the kitchen and the loading dock kitchen door is locked and secured.
- (h) The Kitchen Prowler Deputy will then unlock the loading dock gate and notify Main Control, via radio, the delivery vehicle is clear to leave the facility.
- (i) Once the delivery vehicle has left the loading dock area, the Kitchen Prowler Deputy will lock the loading dock gate and return to the kitchen.