

POLICY AND PROCEDURES

NUMBER: 1201 SUBJECT: Central Supply Warehouse Operations

ACA STANDARDS: 4-ALDF-4B-01

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/06, 6/09, 4/12



I. POLICY

The St. Louis County Department of Justice Services shall provide a plan for the safe, secure and efficient operation of the Justice Center Central Supply Warehouse.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services Warehouse staff, along with all other staff are responsible for the following procedures.

III. DEFINITIONS

Central Supply Warehouse: The receiving, storing and delivery location for facility supplies.

IV. PROCEDURES

A. Administration

1. The Central Supply Warehouse Supervisor shall be responsible for the overall operations of the Central Supply Warehouse.
2. The Central Supply Warehouse staff shall maintain records of all

deliveries, storage locations and requisitions of supplies except kitchen and food items.

- 3.** The Central Supply Warehouse staff shall handle all orders except those pertaining to the kitchen.
 - a.** All other orders shall be handled by the Central Supply Warehouse staff, including, but not limited to:
 - (1) Justice Services orders
 - (2) Medical supply orders.
 - (3) Public Works orders.
 - (4) Prosecuting Attorney and Public Defender's Office.
 - b.** Kitchen orders shall be handled by Food Service staff and shall be assisted by Warehouse staff when needed.

B. Access to Central Supply Warehouse

- 1.** Access to the Central Supply Warehouse shall be limited to the Central Supply Warehouse staff only.
- 2.** When the Central Supply Warehouse staff is unavailable, the Watch Commander may obtain supplies from the Central Supply Warehouse on an emergency basis and only if the required supplies cannot be obtained by any other means.
- 3.** The Watch Commander must fill out the Emergency Supply Log noting all items taken, quantity, date, time and name of the Watch Commander receiving the items.

C. Storage

- 1.** The Central Supply Warehouse staff shall determine specific areas for storing supplies and equipment.
- 2.** Storage areas and warehouse doors shall be secured at all times. All warehouse doors shall be closed except to receive or deliver supplies.

3. Storage area door keys shall be restricted to Central Supply Warehouse staff only. The Watch Commander shall have access to storage area keys for obtaining supplies on an emergency basis only.
4. Flammable, materials will be stored in a locked flammable cabinet in the Food Service Storage Area.
5. Central Supply Warehouse staff shall notify the appropriate facility personnel (addressee) of any orders received in a timely manner.

D. Requisitioning Supplies

1. All Justice Services' staff are responsible for properly requisitioning supplies.
2. St Louis County Department of Justice Services' Warehouse Management System shall be used when requesting supplies.
3. All completed orders through the St Louis County Department of Justice Services' Warehouse Management System will be routed to the Central Supply Warehouse Supervisor for review and processing.
4. Central Supply Warehouse staff shall fill orders for supplies as soon as possible, at least one (1) time per week.
5. All staff must ensure an adequate supply of stock is maintained in the work area to prevent the need to enter the Central Supply Warehouse when Warehouse staff is unavailable.

E. Delivering Supplies

1. Central Supply Warehouse staff shall deliver requisitioned supplies as soon as possible, at least one (1) time per week.
2. Central Supply Warehouse staff shall ensure delivery of the ordered items to the appropriate locations.

F. Record Keeping

1. Central Supply Warehouse staff shall maintain a log of all items:
 - a. Delivered to the facility.

- b.** Received at the facility.
 - c.** Distributed within the facility.
- 2.** All items shall be inventoried.