

POLICY AND PROCEDURES

NUMBER: 1203

SUBJECT: Facility Deliveries

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 4/06, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall establish and maintain a plan and schedule for the safe, secure and efficient operation of facility deliveries, to expedite the flow of goods and traffic through the loading dock area.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Warehouse and Food Service staff are responsible for the following procedures.

III. PROCEDURES

A. Administration

1. The loading dock is the primary location for accepting facility deliveries. Deliveries of office supplies and other smaller items may be accepted at the Justice Services' Administrative offices.
2. Vendors delivering goods shall be advised, during contract negotiations, of the constraints and limitations of the facility loading dock and the alley entrance.
3. The loading dock shall receive orders during normal business hours and scheduled deliveries at specified times.

4. The Warehouse Supervisor shall have the primary responsibility for the loading dock operations.

B. Accepting Deliveries

1. A sign shall be placed at the loading dock notifying delivery persons to use the call button to inform Master Control there is a delivery.
2. Master Control shall notify the Warehouse staff for all deliveries except food. The Food Service staff shall be notified for food deliveries.
3. Warehouse or Food Service staff shall respond to the dock and provide the delivery person access to the loading dock area.
4. Warehouse staff shall verify the accuracy of orders received and sign for acceptance. Food Service staff shall verify food orders.
5. All deliveries to the loading dock must be entered in the Dock Delivery Log located in the dock office.
6. Warehouse staff shall notify the appropriate person (addressee) when an order is received.
7. All invoices related to food or kitchen items shall be given to the Food Service staff. Warehouse staff shall give invoices for all other Justice Services' deliveries to the Administrative Secretary at least once per week for processing. Invoices for Prosecuting Attorney and Public Defender deliveries shall be given to the addressee along with the delivery.

C. Contraband Check

1. All open containers, boxes or packages entering the loading dock area shall be inspected for contraband by the Warehouse staff. Food Service staff shall inspect food items.
2. Warehouse staff and Food Service staff shall use a metal detector to search all delivery persons entering the secure sally port at the loading dock.
3. Delivery persons found with contraband shall be instructed to

leave the facility and return without the contraband. (Example: knife, cigarettes, lighters)

4. If weapons are found on delivery persons, an Incident Report shall be filed with the Superintendent of Security including the company, driver and contraband found.