

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.2.13
SECTION:	2	Fiscal Management	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	13	RECEIVING AND DOCUMENTING DELIVERIES	
STANDARDS: ACA – 4 – ALDF: 1B-10			
APPROVED: Dale Glass COMMISSIONER OF CORRECTIONS			REVIEW DATE: 7 / 21 / 20
			REVISION DATE: 7 / 30 / 20
Rescinds: 1.2.13 dated 12/1/03 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to receives, inventories, stores and distributes authorized, delivered goods.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

III. DEFINITIONS

Bill of Lading: A shipping notice prepared by the delivery company which is received at the time of delivery showing the delivery date, vendor, nature of delivery, number of boxes, and the signature of the receiving employee.

IV. PROCEDURES

A. General Information

1. All deliveries, except those for Administration and Medical, are accepted at the Loading Dock Monday through Friday, between 0600 hours (6:00 AM) and 1700 hours (5:00 PM).
2. All deliveries made via the Loading Dock are announced using the outdoor intercom system to Master Control.

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3. For deliveries entering via the Lobby, all packages, of which all contents are not readily visible or scanner sensitive, must be scanned using the package scanner equipment in the Lobby Screening Area. (See 3.1.27 Lobby Screening)
4. Correctional Staff Members responsible for receiving deliveries at the Loading Dock and the Master Control Officer and Master Control Supervisor will verify that the outer Loading Dock overhead doors and pedestrian entrance are closed prior to opening the Receiving/Law Enforcement Sallyport doors.

B. Administrative Deliveries

1. A person delivering a package enters the facility and is screened according to procedures found in 3.1.27 Lobby Screening.
2. The delivery person goes to the Lobby Reception Desk and informs the Lobby Receptionist that he has a delivery for someone at the facility.
3. If the delivery is for an inmate and being delivered by a company other than the U.S. Postal Service, the Lobby Receptionist refuses the delivery.
4. The Lobby Receptionist directs the delivery person to go to the Administrative Receptionist's desk, and he does so.
5. The Administrative Receptionist verifies the recipient's name/department and the number of packages on the delivery label.
6. The Administrative Receptionist signs the delivery slip/paper and takes the packages.
7. The Administrative Receptionist contacts the intended recipient to come to the Administrative Reception Desk to receive the package.
8. The recipient goes to the Administrative Reception Desk and verifies the delivery is correct by reading the package label(s) for the following information: the sending company/person, the number of packages, and the intended recipient.
9. The recipient visually inspects the delivery labels and contents against the Bill of Lading, visually inspects for damage and notes any discrepancies on the Bill of Lading.
10. If the package or contents are damaged or there is any discrepancy with the delivery, the recipient notifies the Business Office Manager directly or via telephone.

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11. The Business Office Manager contacts the company to request corrective action and takes the necessary steps resolve the situation.
12. If the package is acceptable and correct, the recipient signs and forwards the Bill of Lading to the Business Office Manager.

C. Loading Dock Deliveries

1. The Inventory Control Staff or Business Office Clerk schedules deliveries between business hours, if possible.
2. The delivery person presses the Loading Dock intercom to Master Control.
3. The Master Control Officer asks the delivery person who he is, what company he works for, what the delivery is, and who the delivery is for, while observing the person by camera.
4. The Master Control Officer documents the time the delivery person contacted Master Control into the Daily Activity Log and into the JMS system.
5. The Master Control Officer initiates electronic recording of the delivery process using the video recording equipment located in Master Control.
6. The Master Control Officer contacts the following people via radio in the following order until an authorized Correctional Staff Member is located to sign for and accept the loading dock delivery:
 - a. Food Deliveries: (1) Loading Dock Officer, (2) Kitchen Officer, (3) Inventory Control Coordinator, (4) Inventory Control Technician, (5) Senior Electrician
 - b. Maintenance-type Deliveries: (1) Loading Dock Officer, (2) Senior Electrician, (3) Inventory Control Coordinator, (4) Inventory Control Technician
 - c. General Supply Orders: (1) Loading Dock Officer, (2) Inventory Control Coordinator, (3) Inventory Control Technician, (4) Senior Electrician
7. The notified Correctional Staff Member responds to the Loading Dock.
8. The responding Correctional Staff Member visually inspects the Loading Dock Area and Loading Dock Vestibule to see that no inmates are in the area.

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9. The responding Correctional Staff Member notifies the Master Control Officer via radio that he is about to open the Loading Dock inner pedestrian door.
10. The Master Control Officer simultaneously verifies that the sliding door leading into the Receiving Sallyport is closed and remains closed until the delivery driver/vehicle have left the Loading Dock Area.
11. The responding Correctional Staff Member uses the assigned key to open the pedestrian inner door to the Loading Dock.
12. The responding Correctional Staff Member goes to the padlocked overhead door operating panel for the outer doors.
13. The responding Correctional Staff Member notifies Master Control via radio that he is opening the outer overhead doors.
14. The responding Correctional Staff Member uses the assigned key to remove the padlock.
15. The responding Correctional Staff Member opens the outer overhead doors and walks to the location of the delivery driver.
16. The responding Correctional Staff Member again verifies the identity of the delivery person, what company he works for, what the delivery is, and who the delivery is for, prior to allowing the delivery driver to unload any item from his vehicle into the Loading Dock Area.
17. The responding Correctional Staff Member directs the delivery driver as to where the delivered items are to be unloaded.
18. The delivery driver moves his vehicle into the Loading Dock Area and unloads the authorized packages/items from his delivery vehicle.
19. The responding Correctional Staff Member repeats Steps 12-15 to open the inner overhead doors if necessary to complete the delivery process.
20. The responding Correctional Staff Member visually inspects the order against the Bill of Lading and visually inspects for any damage.
21. If there is a discrepancy, the responding Correctional Staff Member resolves it at this time or the delivery is refused or partially accepted.
22. The delivery person leaves the Loading Dock Vestibule and the responding Correctional Staff Member pushes the button to close the outer Loading Dock

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- Overhead Door, lowers the power switch and padlocks the power switch.
23. The Correctional Staff Member repeats Step 21 for the inner overhead doors, after the items have been moved from the outer area into the facility.
 24. The Master Control Officer logs the completed delivery time in the Daily Activity Log and in the JMS.
 25. The Master Control Officer stops the video recording of the delivery process.
 26. The responding Correctional Staff Member logs the delivery in the Dock Delivery Log.
 27. The responding Correctional Staff Member contacts the Business Office Manager if the order was not initiated by the responding Correctional Staff Member.
 28. The responding Correctional Staff Member moves the items received to the appropriate storage location.
 29. The Correctional Staff Member receiving the delivery, if different from responding Correctional Staff Member, compares the contents of the package to the Bill of Lading, removing all items within the package, if necessary to obtain an accurate count.
 30. The receiving Correctional Staff Member notes any discrepancies on the Bill of Lading.
 31. The receiving Correctional Staff Member signs and forwards the Bill of Lading with the DOC Purchase Requisition attached, and all other shipping documents to the Business Office Manager.
 32. If the delivery includes items on the PIC List, the Inventory Control Coordinator records the quantity of items received in the inventory database.