





COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 8047	Locked Freezers
Origination Date: April 1998	
Revision Date: February 2004; March 27, 2006; February 4, 2009, March 22, 2013	
Reviewed Date: January 2005; June 29, 2007; May 13, 2010, July 14, 2016	
Approved:	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that department directors, with consultation from site supervisors, may authorize, on a site-by-site basis, locking food freezers at all times to better secure the contents and maintain proper temperature.

PROCEDURE:

1. The site supervisor is responsible for determining the need for a site policy for locking food freezers. Criteria used in this decision are:
 - a. clients with uncontrollable eating behaviors,
 - b. inventory supply control needs, and
 - c. Temperature stabilization/door security and closure.The Department Director makes the final decision for locking freezers on a site by site basis.
2. If the site has a locked freezer:
 - a. Each staff member is responsible for locking and unlocking the freezer as it is used.
 - b. Each staff member is responsible for key control on his/her shift.
3. It is the responsibility of the food service program staff to lock and unlock the freezer located at the Hartmann Center and the Behavioral Health Crisis Center. A key and /or combination to the lock is left with the Program Director in the event of an audit and/or an emergency (i.e., inclement weather).