

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.02	PAGES: 1 of 3
	RELATED ORDERS: P&P 3.21, 3.29 MOU Current Food Services Contract	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: September 7, 2016	
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CHAPTER: Personnel	SUBJECT: Meal Policy	

- I. **PURPOSE:** To describe who is entitled to a free meal and how to obtain meals at Detention and Corrections Division facilities.
- II. **POLICY:** All Sheriff's Office personnel assigned to the D&C Division are entitled to a free meal while on duty. Personnel assigned to a twelve (12) hour shift are entitled to two (2) free meals while on duty. Other Sheriff's Office personnel whose assignment requires their presence at either D&C facility during meal hours are entitled to a free meal. Visitors, volunteers, contract personnel (with the exception of the food service contract employees) or other persons not included above, must purchase a meal ticket to eat at either D&C facility.

III. DEFINITIONS:

- A. **VISITOR:** Any person not assigned to the D&C Division.
- B. **VOLUNTEER:** Any person not employed by the Sheriff's Office, donating their services to the D&C facilities.
- C. **CONTRACT PERSONNEL:** Any person working at the D&C facilities, not employed by the Sheriff's Office, but who are working on-site, via contractual agreement (contracted health services provider, Building Maintenance Department/General Services Agency, California Department of Corrections and Rehabilitation).
- D. **GROUP:** Any organized collection of five (5) or more persons.
- E. **MEAL:** A meal (breakfast, lunch or dinner), consisting of items contained in the current Food Services contract.

IV. PROCEDURE:

- A. All individuals eating at D&C facilities, except those who purchase meal tickets, will legibly sign the meal register. This applies regardless of the amount of food consumed (i.e., a salad, sandwich, etc.). Sheriff's Office personnel, sworn and non-sworn, will include their badge number or CORPUS identification number and hours of their shift.
- B. Meals will be cafeteria style and the following will be enforced:

1. Adherence to posted rules.
2. Bus your own trays, dishes, utensils and dispose of garbage.
3. Plastic trays, dishes or metal utensils shall not be taken out of the dining area.
4. No posters, pictures or other items will be taped to doors or windows within the dining area.

C. Meal ticket purchase, use, and accounting procedure:

1. At the Glenn E. Dyer Detention Facility (GEDDF), a meal ticket may be purchased at the Accounting Office. At the Santa Rita Jail (SRJ), a meal ticket may be purchased in the Lobby, Control Point (CP) 11.
2. At the GEDDF, a cash drawer will be maintained in the Accounting Office for meal purchases only. At the SRJ, CP-11 personnel will issue a miscellaneous sales receipt for payment of the meal. A separate receipt book will be used for meal tickets. The money and receipts will be forwarded to the Accounting Technician for deposit.
3. At both facilities, the purchaser will hand the meal ticket to the food service assistant in the Staff Dining Room. The purchaser will sign the appropriate sign-in sheet.
4. Waiving meal fees for individuals or groups must be approved by the Facility Commanding Officer or the D&C Commander.
5. All visitors not paying a meal fee are required to sign the staff dining room sign-in sheet.

D. GROUP MEAL POLICY:

1. Groups requesting meals at the D&C facilities must obtain permission from the facility Commanding Officer or the D&C Division Commander.
 - a. Requests must be received prior to the scheduled date of the visit.
 - b. The group representative must provide the number of visitors, and prepay for the meals.
2. D&C administrative staff are responsible for the following regarding group meal processing:
 - a. Organizing all special group visits.
 - b. Processing the group meal payments through the Accounting Technician.
 - c. Providing the group representative with a group meal pass which will be presented upon their arrival to the staff dining room. The members of the group will not sign the staff dining sign-in sheet.

- d. Maintaining a scheduling calendar for all groups authorized for meals in staff dining.
 - e. Notifying the staff dining assistant food service manager in advance of all scheduled group meals.
- E. Any questions or conflicts regarding the meal policy will be referred to the On-Duty Watch Commander or Facility Commanding Officer.