

<b>DATE:</b>	OCTOBER 25, 2019
<b>NUMBER:</b>	K.16
<b>SUBJECT:</b>	STAFF/GUEST MEAL SERVICE AND MEAL COUNTS
<b>RELATED SECTIONS:</b>	<a href="#">K.19</a> , <a href="#">K.20</a>

**PURPOSE**

To provide for accurate accounting of food requirements and expenditures and to account for all staff and guest meals.

**POLICY**

All staff and guest meals shall be provided and accounted for by Food Services Division (FSD) staff and served in the staff dining room according to procedures set forth in this section.

**PROCEDURE**

**I. STAFF MENU**

The FSD manager shall prepare a staff menu generally paralleling the inmate menu. The FSD dietitian shall analyze the menu for nutritional quality. A well-balanced variety of daily menus shall be provided.

- A. No substitution of staff menus shall be made without the prior knowledge and approval of the FSD manager.
- B. Each meal shall include a salad and fruit bar, bread or rolls, dessert, coffee, tea, milk and fruit drinks, which each person will serve themselves.
- C. At the completion of each staff meal, all food and beverages, except coffee, tea and fruit drinks, will be removed from the dining room.

**II. MONTHLY MEAL COUNT SHEET**

- A. The monthly meal count sheet includes:
  - 1. The total number of breakfasts, lunches and dinners served to inmates
  - 2. The total number of breakfasts, lunches and dinners served to staff/guests
  - 3. The total number of meals served.
- B. The FSD supervisor will maintain monthly meal count sheets at each detention facility.
- C. Inmate meals served are to be actual counts of meals served to inmates via a tray system or bulk feeding.

### III. MEALS SERVED TO STAFF AND GUESTS

- A. Consistent with the Memorandum of Agreement (MOA), all staff working an eight (8) or eight and one-half (8½) hour shift shall be entitled to one (1) full meal during their work shift. Staff who work a twelve and one-half (12½) hour shift, though not addressed in the MOA, shall be entitled to two (2) staff meals. For staff working the night shift, the first meal shall be a cold lunch meal.
- B. Prior to obtaining any meal, staff and guests shall be required to sign the meal signature sheet. Counts of staff/guest meals served are taken directly from the meal signature sheet and/or the number of meals actually served to the staff. The daily log of staff/guest meals shall be maintained by the FSD supervisor and shall be reported monthly to the FSD manager.
  - 1. Guest meals must be pre-approved by the watch commander and such permission must follow current County of San Diego and Sheriff's Department regulations and guidelines.
  - 2. The staff/guest meals shall be eaten in the staff dining room. No food should be taken from the dining room for consumption at duty stations or other areas within the facility without the permission of the watch commander. In such cases, the watch commander shall notify the on-duty FSD supervisor.