

DATE:	OCTOBER 11, 2018
NUMBER:	K.19
SUBJECT:	FOOD CONTROL
RELATED SECTIONS:	CAC TITLE 15, SEC. 1245

PURPOSE

To provide adequate food expenditure controls.

POLICY

Food Service Supervisors shall provide adequate controls on the foods in each facility and immediately report any theft, diversions, or misappropriations.

PROCEDURES

- I. Written recipes, on file in the Central Production Center at East Mesa Detention Complex, shall be followed.
- II. No waste products such as bones, scraps or non-usable leftovers shall be removed from the facility except by contract waste disposal services or contract food scrap customers. The Food Service Supervisor shall closely monitor trash and garbage removal and periodically examine receptacles outside of the facility to guard against the smuggling of usable food items out of the facility.
- III. Theft, diversion or misappropriation of foodstuffs, equipment, scrap, empty boxes, containers, or any items by any employee, or inmate, shall be immediately reported to the facility commander and to the Sheriff's Food Services Manager.
- IV. Food service supervisors shall be continuously alert for problems that may result in loss, such as over-stocked items, inadequate storage, outdated materials, insect infestations, or contaminated materials in newly received shipments, etc. Whenever possible, obtain reimbursement from the vendors involved. Specific instances of large loss shall be reported to the Sheriff's Food Services Manager.
- V. All Food service supervisors shall actively discourage waste by exercising close supervision and applying needed discipline. Specific instances of waste resulting in a large loss shall be immediately reported to the Sheriff's Food Services Manager.