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| DATE: | APRIL 1, 2009 |
| NUMBER: | K.22 |
| SUBJECT: | PROVISION OF EXTRA FOOD FOR INMATES |
| RELATED SECTIONS: | |

PURPOSE

To provide adequate food expenditure controls and account for extra food prepared for inmates outside of regular meals.

POLICY

The Sheriff's Food Services Division shall provide all extra food and beverages to be consumed by inmates, except items procured through the commissary stores or commercial vendor.

PROCEDURE

I. INMATE FOOD DISTRIBUTION

Extra food outside of regular meals including, but not limited to, special events/occasions and emergencies shall be provided by the Sheriff's Food Services Division or procured from a commercial vendor with the Facility Commander's approval.

II. INMATE FOOD REQUEST

- A. Staff shall request extra food for events/occasions at least 14 days prior to the upcoming event or occasion. Examples of acceptable events include:
 - 1. Graduation ceremonies
 - 2. Award ceremonies
 - 3. Holiday celebrations
- B. Requests shall be submitted to the facility Food Services Supervisors via the Facility Commander or his/her designee for approval. The request shall include the type of event, number of people expected to attend, desired items, date and time of event, and contact person and phone number.
- C. Only food and beverages normally provided by the Sheriff's Food Services Division for regular meal service may be requested.
- D. Each facility Food Services Supervisor shall complete a catering sheet, (Standard Food Services Form # 13) and attach a copy of the authorized request, and submit it monthly to the Accounting Technician at the East Mesa Central Production Center.