

DATE:	FEBRUARY 21, 2020
NUMBER:	K.24
SUBJECT:	CATERING REQUESTS FOR DEPARTMENT SPECIAL FUNCTIONS
RELATED SECTIONS:	K.19

PURPOSE

To provide adequate food expenditure controls and account for food prepared for department special functions and catered events.

POLICY

The Sheriff's Food Services Division (FSD) can prepare and provide food and beverages for department sponsored events when requested.

PROCEDURE

I. PROVIDING FOOD FOR SHERIFF'S DEPARTMENT SPECIAL FUNCTIONS

- A. Each division/unit manager or their designee will submit a request for catering services to the administrative secretary of the FSD by email.
 - 1. The FSD administrative secretary will email the appropriate form to be completed and signed by the facility commander/unit manager.
 - 2. Signed request forms should be sent to the FSD administrative secretary at least 18 working days prior to the desired event date (excluding emergencies).

- B. The catering services request must include:
 - 1. Division/unit hosting the event with as much specific information as possible. If the event is for inmates, please include the housing facility/unit.
 - 2. Description of the event
 - 3. Date/day of the week, time and duration of the event
 - 4. Location of the event (if applicable, provide the room number)
 - 5. Number of people to be served
 - 6. Type of food requested
 - a. Water is not generally provided by FSD except under special circumstances. The county has a bottled water contract for facilities to provide water during functions.

- b. Coffee is not generally available for inmates. Facility commander/unit manager approval would be required.
 - 7. Contact person's name, phone number
 - 8. Pick up date(s), time and place. Items can only be picked up from detention facilities. FSD does not deliver to unit locations (unless it is for the Office of the Sheriff).
 - 9. POETA information for accountability and reimbursement.
- C. The FSD administrative secretary will process the catering order. Once approved, they will submit the order to the accounting technician at the East Mesa Central Production Center. Price quotes are not given due to pricing fluctuations. Billing is completed when all records are consolidated by the accounting technician.