

DATE:	MAY 18, 2022
NUMBER:	K.19
SUBJECT:	FOOD CONTROL
RELATED SECTIONS:	CAC TITLE 15, SEC. 1245

PURPOSE

To provide adequate food expenditure controls.

POLICY

Food Services Division (FSD) supervisors will provide adequate controls on the foods in each facility and immediately report any theft, diversions, or misappropriations.

PROCEDURES

- I. Written recipes, on file at the Central Production Center at East Mesa Detention Complex, will be followed.
- II. No waste products such as bones, scraps or non-usable leftovers will be removed from the facility except by contract waste disposal services or contract food scrap customers. The ~~Food~~ FSD supervisor will 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 incarcerated person, will be immediately reported to the facility commander and to the FSD manager.
- IV. FSD supervisors will be continuously alert for problems that may result in loss, such as over-stocked items, inadequate storage, outdated materials, insect infestations, or contaminated materials in newly received shipments, etc.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 will be reported to the FSD manager.
- V. All Food Services supervisors will actively discourage waste by exercising close supervision and applying needed discipline. Specific instances of waste resulting in a large loss will be immediately reported to the FSD manager.