

DATE:	MAY 18, 2022
NUMBER:	K.22
SUBJECT:	PROVISION OF EXTRA FOOD FOR INCARCERATED PERSONS
RELATED SECTIONS:	

PURPOSE

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

POLICY

The Food Services Division (FSD) will provide all extra food and beverages to be consumed by incarcerated persons, 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 will be provided by the Food Services Division (FSD) or procured from a commercial vendor with the FSD manager approval.

II. INMATE FOOD REQUEST

- A. Staff will request extra food for incarcerated events/occasions at least 14 days prior to the upcoming event or occasion. Examples of acceptable events include:
 - 1. Graduation ceremonies
 - 2. Award ceremonies
- B. Requests will be submitted to the facility Food Services Supervisor, FSD administrative secretary II and FSD manager via email. The request will include the type of event, number of incarcerated and sheriff personnel 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-Food Services Division for regular meal services may be requested.
- D. The facility FSD Supervisor will complete a catering sheet, and attach a copy of the authorized request, and submit it monthly to the Accounting Technician at the East Mesa Central Production Center.