

DATE:	MAY 18, 2022
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 designee will submit a request for catering services to the Administrative Secretary II of FSD by email.
 - 1. The FSD administrative secretary will fill out the appropriate catering form and send back to the requestor. The form then needs to be signed by the facility commander/manager/sergeant/designee.
 - 2. The signed request form should be sent to the FSD Administrative Secretary II at least 14 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. Event date and 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. Bottled water can be provided if necessary.
 - b. Coffee is not available for incarcerated persons.

7. Contact person's name, cell phone (if applicable) & desk phone number.
 8. Pick up date(s), time, and place. Items can only be picked up from detention facilities. FSD does not deliver to other locations (unless it is for the Office of the Sheriff) and special circumstances approved only by the FSD manager.
 9. POETA information for accountability and reimbursement.
- C. The FSD Administrative Secretary II will process the catering order. Once the catering is approved, the Administrative Secretary II will contact the requestor and confirm the catering.