

Chapter:	Food Services	Classification:	Public Document
Subject:	Staff and Visitors Meals		
For:	Correctional Facilities	 <small>Authorized by Executive Director</small>	

1. Policy

1.1 Superintendents are responsible to ensure meals are prepared and available for staff and visitors in accordance with this policy.

2. Staff Meals

2.1 Staff who wish to partake in facility brunch, lunch and supper meals are required to purchase those meals.

2.2 Staff who are held back over a meal period or called into work with little notice will be provided a free 'duty' meal as authorized by the superintendent

2.3 Staff are only able to obtain brunch, lunch and supper meals

2.3.1 during regular meal time periods

2.3.2 upon return from an emergency transport

2.4 Staff are allowed to bring food from home for their personal use only. No employee will distribute food brought from home to individuals in custody, unless authorized by the superintendent.

2.5 Staff will not accept food or beverage items from individuals in custody.

3. Visitor Meals

3.1 Permission to serve meals to visitors will be approved in advance by the superintendent or designate.

3.2 The deputy superintendent or designate will be notified of all visitor meals as soon as possible.

3.3 Visitors will eat in the area designated by the superintendent.

3.4 Visitors may obtain meals only during regular mealtime periods.

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3.5 Visitors will not distribute food brought from the outside to inmates, unless authorized by the superintendent.

4. Complaints

4.1 Any criticism of the food or food service will be made in writing to the superintendent by

4.1.1 Correctional Services staff in accordance with Policy and Procedures, 37.05.00, Documentation

4.1.2 visitors in accordance with 5.09.00, Public Complaints.

4.2 Complaints regarding the food or food service that are deemed legitimate by the superintendent will be forwarded to the Food Services Manager/Officer for corrective action.

4.3 A report of the corrective action taken by the Food Services Manager/Officer will be forwarded to the superintendent within five (5) business days.

5. Standard Operating Procedures (SOP)

5.1 The superintendent will develop SOP to identify the

5.1.1 process for staff to purchase meals

5.1.2 process for requesting meals for visitors

5.1.3 staff responsible to approve visitor meals

5.1.4 areas designated for visitor meals

5.1.5 documentation to be completed by Food Service Manager/Officer in response to complaints.