

**MARIN COUNTY SHERIFF'S DEPARTMENT
GENERAL ORDER**

CHAPTER 2 - PERSONNEL
GO -02-19
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DATE
03/01/02

JAIL MEAL POLICY

POLICY

It shall be the policy of this department to provide for the storage, access, provision and preparation of food and beverage for jail staff by food service employees.

PROCEDURE

The detention Services Food Services Manager shall prepare a menu and eating schedule in advance for jail staff meals. Staff shall not request that the Food Service Manager prepare beverage set ups and snacks or special meals unless permission has been obtained and granted by the Sheriff, Undersheriff or Detention Services Bureau Commander.

Authorized personnel working eight-hour shifts will receive one meal. Staff working twelve-hour shifts will receive two meals. Staff will refrain from frequent visits to the staff dining room for snacks and beverages during their assigned shift. Staff members dining in the jail facility shall not take food out of the staff dining room or kitchen without prior approval from a supervisor.

Jail staff will clean up after themselves and eating utensils will be bussed to the appropriate location in the dining room.

Prepared meals or foodstuff for the jail graveyard staff will be left in a designated freezer, refrigerator or storage area within the jail kitchen.

No staff member shall go into any food storage area or container for the purpose of removing food without prior approval of command staff or the food services manager.

AUTHORIZED PERSONNEL

The following members and employees are authorized to consume a jail prepared meal, at county expense, while they are on duty and confined to their workspace:

- Sworn Custody Division Staff.
- Sheriff Service Assistants assigned to the Custody Division.
- Nursing Staff assigned to the Custody Division.
- Communication Employees.
- Mental Health Staff.
- Documentary Services staff when on duty during evening hours or weekends and only one or two persons are on duty and unable to leave.
- Food Service and Laundry Staff.
- Maintenance Personnel **assigned** to the Custody Division.
- Members of the Courts Division may be furnished a meal if they are required to work four (4)

or more hours of overtime in the building without an opportunity to leave their worksheets.

AUTHORIZED EXCEPTIONS TO THIS POLICY ARE:

1. Members of the Grand Jury in normal course of duty while checking food quality and preparation.
2. Emergencies when members or employees are assigned a duty responsibility and unable to leave for their regular meal.
3. Staff members not listed above, or official guests may, by prior arrangement, consume a jail meal during the course of duty when such meal is appropriate to complete necessary County business or touring of the jail facility. The cost of that meal will be reimbursed to the County at a rate established by the Food Service Manager.
4. When Transportation Officers are traveling outside of the County, they may have a jail lunch prepared prior to their transportation detail, when not applying for an out of County lunch reimbursement.
5. Lunches will be furnished for members; employees and San Quentin Guards assigned for special San Quentin related security trials when they are unable to leave the court floor during the security trial. The California Department of Corrections reimburses the costs of these lunches.
6. Coffee may be provided for Sheriff's Training classes when circumstances do not permit personnel to purchase coffee from a commercial vendor only with prior approval by the Sheriff, Undersheriff or Detention Services Commander.

Should there be any other reason for a jail prepared meal, other than listed above, express permission must be given by the Sheriff, Undersheriff or Bureau Commander. The Jail Commander may authorize such exception in their absence, subject to ratification by appropriate authority.

An accounting for paid meals served will be maintained in jail administration and all revenue collected will be transferred to the department's fiscal manager.

RELATED STANDARDS

None.

AFFECTED DIVISIONS:

All.

DATE OF REVISIONS

1/25/94
3/01/02

By order of:

ROBERT T. DOLE
SHERIFF