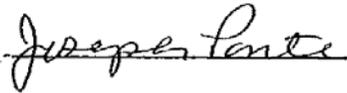


POLICY TITLE: STAFF AND VISITOR MEALS		PAGE 1 OF 3
POLICY NUMBER: 2.14		
CHAPTER 2: FISCAL MANAGEMENT		PROFESSIONAL STANDARDS: See Section VII
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	
EFFECTIVE DATE: December 15, 2003	LATEST REVISION: December 2, 2011	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections that meals prepared by facility food service staff are primarily for the benefit of persons housed in those facilities. Meals may be consumed by staff or guests, provided there is a system of accountability.

IV. CONTENTS

Procedure A: Meals for Facility
 Procedure B: Meals for Guests
 Procedure C: Food for Other than Regular Meals
 Procedure D: Record Keeping

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Meals for Facility

1. Meals prepared by facility food service staff shall be offered to facility staff during regularly scheduled meal times.
2. Meals and portions served to staff shall be identical to those provided for prisoners/residents. Food prepared and served to staff shall be consumed only in designated areas, as determined by the facility Chief Administrative Officer, preferably a dining area within the facility. Staff who are required to eat with prisoners, e.g. on work crews, or staff who are not permitted to leave their posts may be given an exception by the facility Chief Administrative Officer.

Procedure B: Meals for Guests

1. Meals, or other food, may not be served to outside groups, unless approved by the facility Chief Administrative Officer.
2. Fees to cover costs may be collected from the group or paid for from a facility account other than the food account and shall be based on the actual total cost of purchasing, preparing and serving the meals or other food.
3. No fees shall be collected from Departmental staff who are eating as guests of the facility, or if the facility Chief Administrative Officer waives the fee.
4. Prepared meals may be brought into the facility by a commercial caterer or group for the group's consumption, if approved by the facility Chief Administrative Officer.

Procedure C: Food for Other than Regular Meals

1. Food shall be prepared, in addition to the regular meals, only for programs for persons housed in the facility, such as picnics, socials, etc. It shall not be prepared nor made available for food sales, teas, receptions, dedications, retirement parties, etc. The purchasing of food for any person by requisition is prohibited.
2. All detached residences are considered to be housekeeping quarters within the meaning of these rules and regulations. All departments equipped for the cooking and serving of meals are likewise considered to be housekeeping quarters.

Procedure D: Record Keeping

1. Records for all meals prepared shall be maintained by the facility Food Service Manager and shall include, in addition to the records kept of meals served to prisoners/residents, identification of both free and paid meals served to staff and guests.

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VII. PROFESSIONAL STANDARDS

None

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