

## **3-16/000.00 Officers Dining Room**

Each custody facility's Officers Dining Room (ODR) is designed to provide meals and/or food items to personnel assigned to Custody Division. Any employee whose primary assignment is not Custody Division but is a County employee or a contracted employee, (i.e., Sheriff's Facilities Maintenance, school district employees, Department of Mental Health, etc.) and who is conducting business in a custody facility, may utilize the ODR.

Because the number of ODR meals is planned in advance, it is critical that each employee take only that amount of food which can reasonably be consumed in the ODR. Personnel shall not remove food from the ODR. The following situations are the only two exceptions to this rule and they must have the approval of the unit commander or their designee:

- Emergent situations
- Unique and specific needs of a unit

Equipment such as trays, utensils, or non-disposable items, (i.e., coffee urns, pitchers, etc.) shall not be removed from the kitchen by anyone other than Food Services personnel. Personnel shall not remove disposable items procured by Food Services (i.e., styrofoam cups, plastic utensils, plates, etc.) for use outside the ODR. Disposable items for each facility's use shall be purchased with the budget of the individual custody facility.

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