

## 3-16/000.25 Disposable Trays

The Correctional Services Division-Food Services Unit maintains a five day supply of disposable trays that are intended for emergency purposes only. For security purposes, the following groups of inmates are exempt from this rule and are permitted to receive the disposable trays on a daily basis:

- Acute mentally ill
- Medically restricted (i.e., communicable disease)
- Disciplinary isolation

If a facility is desirous of using disposable trays outside of these parameters, Custody Division Manual section 3-16/000.00, "Officers Dining Room," gives permission to each facility to purchase their own trays with their individual budget.

Any deviation from these restrictions will require a memo from the respective facility unit commander to the division chief justifying the use of the trays. A copy of the memo shall also be sent to the food services unit commander.

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