

## 3-05-170 Staff Meals

### PURPOSE OF ORDER:

To establish the policy for staff meals on all shifts.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Officer's Dining Room (ODR), is designed to provide meals to personnel assigned to Custody Division. Any employee whose primary assignment is not Custody Division but is a County employee or a contracted employee, and who is conducting business in a custody facility, may utilize the ODR. There is no charge for the meal but each employee is entitled to only one meal per shift.

Personnel shall limit the amount of food ordered to the amount they are able to consume in one meal.

Personnel shall not remove food from the ODR without written permission from the Unit Commander. Refer to CDM section 3-16/000.00, Officers Dining Room.

The Dining Room will be open for meals between specific times during each shift. The times shall be established by the Unit Commander and shall not be deviated from unless exigent circumstances exist.

Except when unusual circumstances prevent this, all on-duty personnel shall be provided a forty (40) minute meal break (this includes travel time to and from their work assignment) during their assigned shift. No employee shall leave his post without proper relief. Any exception must have prior approval of the Watch Commander.

Employees may bring food from home. However, any staff member that brings in canned food, bottled drinks, or any other food container made of a material that is contraband, is personally responsible for its disposal in a contraband container. Refer to TTCF unit order #3-09-010, Contraband, Contaminated and Infectious Medical Waste Disposal.

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