

ENTITLEMENT/PURCHASING OF MEALS AT JUVENILE FACILITIES

AUTHORITY: Administrative Directive
County of Orange Memorandum of Understanding

RESCINDS: Procedure Manual Item 3-1-202, dated 12/04/18

FORMS: None

PURPOSE: To establish the entitlement of or payment requirements for meals.

I. PROCEDURE

- A. Sworn Probation personnel who are on duty through the meal hour will eat their meal with youth while providing direct supervision and will not be charged for their meals.
- B. Other departmental employees who cannot leave their post during the scheduled mealtime at the facility will be entitled to a free meal while on duty.
- C. Orange County Public Works Operations Technicians who are already on site at a facility providing a service will be provided a meal, in order that maintenance service to the facilities is not disrupted.
- D. Professional Probation staff who have the option of leaving the facility during mealtimes but choose to eat a facility meal must purchase a meal ticket in the administrative office.
- E. Approved guests pay a standard amount set by management. The current rate is set at \$2.50.
- F. The administrative office will
 - 1. Keep a log of meals sold, recording the name, date of meal, and whether it was breakfast, lunch, or dinner.
 - 2. Deposit meal revenues received with the Orange County Probation Department Accounting unit as soon as practical, weekly or when receipts exceed \$10.

REFERENCES:

J. Johnson

APPROVED BY: