

Staff Meals/Food/Personal Items

1047.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for personal items and staff meals/food. This policy applies to all juvenile facility staff.

1047.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Probation Department Policy: Meals in Juvenile Facilities;
- California Government Code § 3309.

1047.3 POLICY

All staff shall adhere to this policy as it applies to the handling and custody of the following items, which are prohibited in all juvenile facilities beyond staffs' personal lockers:

- (a) Personal items such as; cell phones, notebooks/laptops, tablets, radios, movies, CD's, earphones, or any other personal electronic media device.
- (b) Personal bags such as; purses, fanny packs, backpacks, sports duffels, luggage, rolling coolers, craft bags, briefcases, and similar items; except a lunch container, that does not exceed 12" wide x 9" tall x 10" deep; are prohibited in the living units.

1047.4 STAFF REQUIREMENTS

In accordance with Riverside County Probation Department Policy: Meals in Juvenile Facilities, all probation corrections officers (PCO) who work a straight 8-hour shift are provided a meal while on duty. Staff who wish to have an alternative meal may bring in their own food and place it in the facility's designated refrigerators.

Staff bringing in their own meals shall eat their meal in the dining hall during meal times. Staff who remain on the unit during meal times may eat their own meals and/or facility provided meals on their assigned units during the unit meal time. All personal meals and/or facility meals shall be consumed during designated mealtimes.

Staff with a medical condition which requires them to eat at other than designated meal times, and/or have special dietary issues, shall be required to bring in a medical note from their personal physician, which shall be placed on file with the facility manager(s) who shall authorize appropriate notice to on-site health care staff and the duty officer (DO)/supervising probation officer (SPO).

Staff working additional shifts, with the DO approval, shall be given the opportunity to arrange for an alternative meal if they do not wish to eat the facility meal.

1047.5 LIMITATIONS

Glass containers are prohibited and shall not be brought into the facility.

Riverside County Probation Department

Policy Manual

Staff Meals/Food/Personal Items

Staff are prohibited from bringing any food/personal items for the youth unless they have prior authorization from the DO/unit SPO. Staff shall not share or give any youth their beverage or personal food items.

Staffs' personal items and bags shall be stored in their assigned personal lockers. Personal items and bags are not permitted beyond the locker area and are prohibited in the living units. Staff shall exercise extreme caution with regard to the contents of their personal bags/purses (i.e., medication, etc.). These items shall be secured in their locker at all times. Staff that need to access their locker during the shift shall notify the DO for permission and for coverage, if required. Facility manager(s) reserve the right to search any assigned locker, personal bag and items brought into the facility and to deny any personal items from being brought into the facility; refer to California Government Code Section 3309.

Staff shall not bring any item into the facility which poses a potential safety/security breach to the operation of the facility.

1047.6 LOST OR STOLEN ITEMS

Staff shall promptly report all incidents involving lost or stolen personal items to the DO/SPO. Staff shall complete an incident report identifying the items and circumstances of the loss prior to the end of their shift.

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