
Meals in Juvenile Facilities

409.1 PURPOSE AND SCOPE

To set forth the conditions pertaining to employee and visitor meals received in juvenile facilities. This policy applies to all employees and visitors of juvenile facilities.

409.1.1 DEFINITIONS

- (a) The Group Counselors, Group Supervisor/Instructors and staff assigned duty officer responsibilities have the responsibility for the primary supervision of youth during meals.
- (b) Juvenile Justice Commissioners, Judges and California Youth Authority employees are charged with the responsibility of conducting inspections.

409.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Ordinance 440;
- Section 3.J, MOU.

409.3 POLICY

All employees who work a straight eight hour shift and: (1) are responsible for the primary supervision of youth during meals; or (2) group counseling staff assigned control office responsibilities who cannot be relieved for a meal break and; (3) cooks or kitchen helpers shall be furnished meals free of charge during their duty hours. All other employees shall be charged for meals received.

Persons required to perform inspections at the facilities shall be furnished meals free of charge.

All visitors will be charged for meals received.

409.4 PROCEDURE

- (a) The Probation Department Business Office will be responsible for establishing procedures and collecting funds for all meals. All procedures shall be in compliance with the guidelines established by the Auditor-Controller.
- (b) Fiscal Services Policy FS-17 (attachment 1) outlines the procedure for accounting for all funds collected.
- (c) The meal rate shall be fixed by a resolution of the Board of Supervisors from time to time.

Revised Date: 06/01/1992

Date: 04/12/1991

Riverside County Probation Department

Policy Manual

Meals in Juvenile Facilities

Attachments:

1. [Fiscal Services Policy FS-17.pdf](#)

Attachments

Fiscal Services Policy FS-17.pdf

RIVERSIDE COUNTY PROBATION DEPARTMENT**FISCAL SERVICES PROCEDURES**

UNIT: Fiscal Services

NUMBER: FS-17

TITLE: Staff Meals at Institutions

SOURCE: Meals in Juvenile Facilities Policy

EFFECTIVE DATE: October 1, 1991

REPLACES: None

The following procedures will be used to implement Meals in Juvenile Facilities Policy. These steps will be followed to account for all revenues received from staff assigned at an institution for payment of meals received. Meals in Juvenile Facilities Policy sets out definitions of exempted employees.

- A. The Business Office will control the printing, numbering and distribution of meal tickets. Distributions will be posted to the Master Staff Meal Ticket Issuing Log (attached). Blocks of meal tickets will be distributed as needed to each of the four institutions. Each institution will keep a Meal Ticket Log (attached) to identify each ticket sold.
- B. Each institution will receive payments from staff members and issue meal tickets in an increment of \$20 (ten meals at \$2 each). Blank tickets will be secured at each facility, and access to such tickets limited.
- C. Employees may purchase tickets by cash or check. Any staff member purchasing a ticket by personal check that is returned for Not Sufficient Funds will be charged a returned check fee and may be subject to disciplinary action.
- D. One staff person will be assigned primary responsibility for the issuing of tickets and Official County Receipts in accordance with PA-3, Completing County of Riverside Official Receipts. A separate receipt book will be identified for this purpose only. The issuing of receipt books will be controlled by the Business Office.
- E. This staff person will also be responsible for the preparation of the Deposit Transmittal Slip – Staff Mail Tickets in accordance with FS-18, Deposit Transmittal Slip.
- F. Employees who terminate from employment prior to using up the full value of a Meal Ticket will be reimbursed via the Business Office upon receipt and verification of the Meal Ticket.
- G. Guests will pay for individual meals at \$2 each or may purchase a meal ticket for the full value if they will often be having meals at the institution. School staff should be considered guests. The purchase should be by cash wherever possible, since we have no way to recover costs of NSF checks from guests. If a single meal is purchased, the meal ticket will be adjusted to invalidate the remaining meals that have not been purchased.