

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.07	Page 1 of 3
	Original Effective Date: 10/16/18	New Effective Date: 08/17/23
	Supersedes: 300.00.07	Dated: 08/09/21
	Administrator's Approval: Sarah Cooper, Administrator – 07/28/23	
Required Posting or Restricted:		
<input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administration		
Subject: Use of PIOC-Prepared Food		

POLICY

The Division of Adult Institutions may serve food prepared by PIOC to staff and/or attendees at Department of Corrections business functions.

REFERENCES

Administrative Services Manual (ASM) #615

DEFINITIONS, ACRONYMS AND FORMS

Attendee- A non-DOC staff person with a business purpose attending a specific DOC meeting, training, conference or event.

Business Function Events – DOC/DAI sponsored events, conferences, ceremonies, graduations, training and meetings held at an institution or a facility contracted by the DOC.

DAI - Division of Adult Institutions

DOC - Department of Corrections

PIOC – Persons in Our Care

PROCEDURE

I. Business Function Events

- A. Food prepared by vocational programs or food service.
 1. Whenever food is prepared by PIOC for a business function, the food shall be consumed wholly or partly at the site where the state business is being conducted.
 2. PIOC food preparation programs shall not act as caterers in competition with private sector businesses by preparing food for private functions off grounds.
 3. Break expenses may be allowed provided one of the conditions is met in the Administrative Services Manual #615.
 4. Attendees are not required to pay for the food provided.
 5. Reimbursement from the event organizer may be requested for any substantial food costs.
 - a. Facilities shall maintain a tracking of all event food costs annually.
 - b. Expenses shall be ordinary, reasonable and necessary expenses of carrying out state business.

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6. When possible, requests shall be made with vocational food service programs versus institution food service departments.
7. The facility may decline a request if there are unforeseen circumstances.
8. All other uses of PIOC prepared food shall be reviewed and approved by DAI Administration.

II. Prepared Food by Vocational Programs

- A. Food prepared by PIOC enrolled in a vocational program may be sold to staff or attendees, PIOC and PIOC visitors at the facility as long as the food is consumed wholly or partly on grounds.
- B. Facilities shall create a procedure to establish the process of purchasing food prepared by vocational programs.

III. Prepared Food for Institution Staff

- A. PIOC may prepare food at institutions who offer salads, salad bars or other food items for staff to purchase or as a substitute for institution meals.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.07	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administration		
Subject: Use of PIOC-Prepared Food		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other