



DEPARTMENT OF SOCIAL SERVICES
AND HOUSING

10/18/85

493.09.03

CORRECTIONS DIVISION

CHAPTER NO.:

SUPERSEDES NO.:

POLICIES & PROCEDURES MANUAL

1

DATE: 6/83

SUBJECT:

MEALS, STAFF AND GUESTS

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1.0 PURPOSE

The purpose of this policy statement is to delineate the eligibility and conditions under which facility personnel, volunteers, visitors, outside employees, and official and special guests may partake of meals in branch facilities of the Corrections Division.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Rules and Regulations of the Corrections Division,
400.480 Food Service.

.2 Definitions

- a. "Volunteers" are persons not in the employ of the State of Hawaii who render free services to a facility at the request, invitation, or suggestion of the Corrections Division Administrator or an authorized agent, or a Branch Administrator.
- b. "Official guest" includes, but is not limited to, the Governor of the State, the Lieutenant Governor, judges, the Mayors of the counties of the State, members of the State Legislature, or members of an official board of the State.
- c. "Special guest" includes, but is not limited to, government officials from other states, foreign countries, or the federal government.

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3.0 POLICY

- .1 The Corrections Division's policy on meals for non-inmates is based on principles of sound fiscal management and inmate priority. Because of budget constraints, meals for non-inmates are to be limited to those persons strictly entitled, under this policy, to such meals. Moreover, free meals shall be allowed only in limited circumstances, as indicated in this policy and procedure.
- .2 Personnel Eligible to Receive Meals
 - a. Facility Personnel - any employee while on duty shall be permitted to receive meals without charge provided that the collective bargaining contract governing their employment specifically provided for free meals. When facility operations require that employees other than Adult Corrections Officers (ACOs) working under Bargaining Unit contracts not providing for free meals perform overtime work, such personnel shall be provided a meal without cost. Each employee shall receive the same ration as is provided to inmates and wards. Employees working under collective bargaining contracts which do not specifically provide for free meals under normal conditions (no overtime) shall pay the standard rate for each meal.

Employees not on duty are prohibited from eating meals in branch facilities.
 - b. Volunteers - shall be provided a meal without cost for every continuous four hours of work contributed to a branch facility, provided that their shift covers a meal period. Volunteers not qualifying for a meal under this provision shall be required to pay for meals at the standard rate. They shall receive the same portion as served to inmates and wards.
 - c. Visitors, Outside Employees and Contractors for Services - authorized visitors not performing free services for a facility, outside employees not in the employ of the Corrections Division (including employees of the Intake Service Center), and all contractors for service shall be required to purchase meals at the standard rate. All members of families of facility employees must be designated as authorized visitors and pay the standard rate before they are allowed to eat meals in the facilities.

- d. Group Visitors; Banquets - meals for group visitors require the prior written approval of the facility administrator; such approval may be granted if the meal or banquet has a direct relationship to facility activities and contributes in some respect to inmate benefit. Such meals if approved shall not interfere with the orderly operation of the facility or place an undue burden on the facility budget and staff. Visiting groups shall be served the same menu as is served to inmates and wards. Facilities shall not have more than two (2) group meals per month.

Each person attending a group meal shall pay the established group meal rate.

The differential between the group meal rate and the standard rate reflects the added expense which accrues in the staging of a banquet, such as expenditures for additional equipment, personnel, planning, etc.

Voluntary contributions in excess of the cost of meals shall be deposited in the Superintendent's Activity Trust Fund.

- e. Official Guests and Special Guests - official guests invited to facilities to participate in programs or activities shall be provided a meal without cost. Official guests visiting facilities on their own initiative for walk-through tours or informal visits may be invited to have meals at the discretion of the Branch Administrator, and if so, they shall be required to pay for meals at the standard rate.

.3 Branch Administrator's Discretion

Facility administrators shall have the discretion to refrain from serving any meal, whether payment therefore is required or not, to any person or persons, on grounds of fiscal or resource limitations.

.4 Budgetary Provision

The cost of providing the meals herein discussed shall be included in the budget for employee provisions.

.5 Facility Control

Facility administrator shall be responsible for the monitoring of individuals who are provided free meals.

.6 Maintaining Count on Number of Meals Served

A system of maintaining a count of the number of meals served daily shall be developed and implemented by the facility.

- a. Number of inmate meals served.
- b. Number of "free" employee meals served.
- c. Number of "paid" employee meals served.
- d. Number of visitor meals served (paid; free - Form 3110 Monthly Meal Count).

.7 Submission of Monthly Report

Monthly reports (DSSH Form 3110) shall be submitted to the Corrections Division Administrator by the fifth (5th) working day of each month for the previous month's count.

.8 Collecting and Depositing of Cash Received

The following procedures shall govern the collection and depositing of cash.

Procedures for Collection and Depositing of Cash Received

1. Meal Tickets

- a. Meal ticket books shall be obtained from the Corrections Division by the facilities.
- b. Meal tickets shall be purchased and redeemed for each meal by employees whose union contracts do not include a meal allowance.
- c. The Branch Administrator shall delegate to an employee the duties of: obtaining of these ticket books from the Corrections Division; collecting cash, issuing receipts, recounting of tickets issued and safeguarding undeposited cash and unissued tickets.

- d. The individual assigned the duties above shall issue a prenumbered receipt to each purchase and shall maintain a log, recording to the following information:
- (1) Date ticket issued.
 - (2) Name of purchaser.
 - (3) Ticket number(s) issued.
 - (4) Amount received.
 - (5) Receipt number.
 - (6) Date deposited to State Treasury.
 - (7) Treasury deposit receipt number.
- A copy of the log shall be submitted to the Corrections Division Administrator on a monthly basis.
- e. Receipts shall be prepared in triplicate and distributed as follows:
- (1) Original to purchaser.
 - (2) Second copy to Fiscal Office--submitted at the same time deposit slips or treasury deposit receipts (Form B-13) are forwarded.
 - (3) Last copy retained by facility.
- f. Ticket booklet payments by checks should be made payable to the "Director of Finance," and checks shall be endorsed at the time they are received.
- g. Redemption of meal tickets
- (1) Collecting and cancelling meal tickets shall be done at the time the employee receives a meal.
 - (2) For cancellation purposes, tickets may be torn in half, retaining the portion showing the ticket number, or by punching a hole in the ticket.
 - (3) The report of number of tickets redeemed and the cancelled tickets shall be submitted to the employee responsible for issuing tickets for accounting and filing purposes on a timely basis.

2. Depositing of Cash Receipts

- a. The individual assigned to deposit cash receipts, other than the cashier, shall complete the following duties:
 - (1) Prepare bank deposit slips;
 - (2) Prepare treasury deposit receipts;
 - (3) Reconcile receipts issued to purchasers of tickets issuances recorded;
 - (4) Deposit cash receipts;
 - (5) Submit to the Fiscal Office the second copy of receipts issued to ticket purchasers.
- b. Deposits to the State Treasury shall be made as frequently as practical.
- c. Deposits made directly to the Department of Budget and Finance shall:
 - (1) Prepare a treasury deposit receipt;
 - (2) Return copy #2 and #4 of the receipt to the employee making the deposit;
 - (3) Submit copy #2 of the receipt to the Fiscal Office.
- d. Deposits to the Department of Budget and Finance through a banking checking account shall:
 - (1) Prepare a treasury deposit receipt;
 - (2) Prepare bank deposit slips in quadruplicate with distribution as follows:
 - (a) Original accompanies cash deposited in bank.
 - (b) One validated copy and treasury deposit receipt sent to the Department of Budget and Finance.
 - (c) One validated copy submitted to the Fiscal Office.
 - (d) Last copy retained by facility.

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4.0 SCOPE

This policy shall apply to all branch facilities.

Approved Theodore / Sakai
Division Administrator
Oct 7, 1985
Date

Approved Agnes J. Singer
Director
Oct 18 1985
Date