

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: STAFF AND VISITOR MEALS

CATEGORY FACILITY OPERATIONS

Policy

In addition to providing nutritional and balanced meals to juveniles, the Idaho Department of Juvenile Corrections (IDJC) facilities will prepare no-charge (exchange) meals for staff on duty and eligible visitors.

Operating Procedures

- I. Exchange (no charge) meals are available to:
 - A. On-duty staff assigned to supervise juveniles during established meal times. These staff are normally scheduled to work their shift without a scheduled meal break (a working lunch or “straight eight”).
 - B. Additional on-duty staff who may be assigned to supervise or provide services for juveniles during established meal times. These staff are not required to eat with the juveniles, but may be called upon as support staff at any time during their shift.
 - C. On-duty staff who are assigned to the food services area and who, as a regular part of their duties, supervise juveniles at the site.
 - D. Unit supervisors and unit managers who choose to eat with their group(s). (These staff are allocated one meal per workday.)
 - E. Employees scheduled to work eight-hour shifts without an unpaid meal period due to business necessity may consume the applicable meal provided by the facility (e.g. breakfast, lunch, or dinner) that coincides with their shift. The facility Superintendent, or designee, is responsible for reviewing and approving scheduling decisions to ensure business needs are met.
 - F. Designated guests, volunteers, and interns invited to an IDJC facility for demonstrations, plays, teaching, etc., on a case-by-case basis, may be provided meals, as determined by the Superintendent, or designee, in advance of the planned activity. The Superintendent or the Office Services Supervisor will communicate this information to food services staff.
 - G. Staff who are on-site and paid to receive training or are present for a meeting who are expressly asked by a supervisor to provide coverage and supervision of juveniles during the meal. Staff asked to provide this

coverage MUST respond to all duties relative to supervision and work assignments, as normal.

II. Meal Count sheets

All staff and visitors who receive a meal are expected/required to sign the meal count sheet.

Local Operating Procedures

JCC–Lewiston

Staff who are going to eat a facility meal on-site must have their names added to the meal list in the multi-purpose room prior to 10:00 a.m. to be eligible for lunch, and 4:00 p.m. to be eligible for dinner, whether they pay for the meal or not.

JCC–Nampa

Requesting meals

- A. Staff, who plans to eat a facility meal on-site, must request a meal the day before the meal is served. There will be a sign-up sheet with the date, staff names, and option to check off breakfast, lunch, and dinner. This list will be in the Control Booth sally port by the menu. One week's worth of request sheets will be kept in the sally port to allow staff sufficient time to request their meals.
- B. Staff must ensure that the date on the sign-up sheet is the date they desire a meal.
- C. The morning cook will pick up the meal request sheets for the day at 5:00 a.m. to ensure that enough meals are prepared that day. Staff must request meals in advance whether they buy meal tickets or receive them as an exchange for work.

JCC–St. Anthony

None

References: [Glossary of Terms and Acronyms](#)

Desk Manuals: *None*

Related Policies: *None*

Related Forms: *None*