

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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References/Authority KRS 196.030[ACA Standards 4-4314	Subject	
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	*	March 16, 2018
	STAFF AND VISITOR MEALS AND SPECIAL FUNCTIONS	

I. DEFINITIONS

“Contract management company” means a private entity that has entered into a contract with the Commonwealth to operate and manage the food services within an institution.

"Employee" means anyone who is employed by Corrections.

"Visitor" means anyone who is not an employee of Corrections.

II. POLICY and PROCEDURES

- A. One meal shall be available free of charge at regularly scheduled meal times to all Corrections employees while on duty. If an employee is working an extended shift or over-time, he may receive an additional meal if that meal falls within a regularly scheduled mealtime.
- B. Employees and visitors shall be served the same food, in the same portions, as that served to the inmate population.
- C. An employee shall be required to go to the dining room to pick up the meal unless he is assigned to a post, which is not provided relief.
- D. Special Functions
 1. Special functions for Jaycee groups, AA groups, and other similar groups, may be held in the institution; however, the group shall provide foods at no cost to Corrections. The contract management company shall provide beverages if requested by the Department of Corrections. Food purchased by those groups shall not be purchased through state contracts, but shall be purchased from an approved vendor.
 2. Any other special function like an open house, retirement, appreciation meal, anniversary, with the exception of an official function like a graduation, building dedication, and the like, shall not serve any food

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procured for inmate consumption. An official function may use contract management food for light refreshments. Light refreshments shall be limited to pastries, cakes, cookies, and the like, and appropriate beverages. The contract management company shall bill the appropriate department as directed by the contract and institutional warden.

- E. A visitor shall be required to pay for a meal at cost to the contract management company for each meal eaten in the facility.
- F. Each institution shall maintain a signature log of employees and visitors eating meals in facility. The contract management company shall invoice Corrections for the employee meals according to the agreed upon contract rate.