

POLICY AND PROCEDURES



**ST. LOUIS COUNTY
JUSTICE CENTER**

DEPARTMENT OF JUSTICE SERVICES
ST. LOUIS COUNTY, MISSOURI

NUMBER: 137

SUBJECT: Food, Snacks and Beverages
At Work Stations

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 **REVISION DATE:** 12/02, 1/09, 4/11
1/13, 2/16

I. POLICY

The St. Louis County Department of Justice Services shall designate authorized locations for staff consumption of food, beverages and snacks in the work place to assist the Department in providing and maintaining a sanitary environment, a professional image and to prevent potential problems created when inmates obtain unauthorized food items.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Food: Foods will include, but not be limited to the following items: sandwiches, fruits, vegetables, salads, soups and other items that may reflect what are generally considered foods.

Snack: Snacks will include, but not be limited to the following items: doughnuts, potato chips, nuts, candy bars and other items that may reflect what are generally considered snacks. This does not include/permit chewing gum in the secure perimeter.

Beverage: Will include, but not be limited to the following items: soda, coffee, tea, cocoa, juice, milk, water and other items that may reflect what are generally considered beverages.

IV. PROCEDURES

- A. All St. Louis County Department of Justice Services employees are required to consume all food items in the Staff Dining Room or designated break rooms only. Staff who deal with the public will not consume food items at their work stations.
- B. All Custody staff and all employees having regular contact with inmates or frequent, uncontrolled access to confinement areas are required to consume all snack items in the Staff Dining Room or designated break rooms only.
- C. Chewing gum is not allowed in the secure perimeter.
- [D. All employees shall be allowed to consume beverage items at their work station. No cans or glass containers are allowed within the facility's secure perimeter. When the employee's work station is at unit control or in a housing unit, only plastic bottles, disposable paper, plastic or Styrofoam cups are allowed. To avoid damage to the security electronics equipment, cups/bottles will have lids. *At the end of the Officer's assigned shift, he/she will remove and/or dispose of any containers from his/her assigned post.*]
- E. All food items obtained in the Staff Dining Room must be consumed there by staff assigned to the first and second shift. More specifically, food items shall not leave the dining room during first and second shift. Third shift staff are authorized to obtain food items from the staff dining and consume those food items at unit control. Moreover, the Department encourages uniformed employees to utilize the Staff Dining Room for all meal consumption.
- F. Any Department of Justice Services' employee with a medical or other special condition such as Diabetes, Hypoglycemia or others requiring an exception, will be considered pursuant to medical or other authorized verification.

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