



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-034600 Meal Privileges for New Mexico Corrections Department Employees	Issued: 06/17/85 Effective: 07/01/85	Reviewed: 09/12/23 Revised: 03/04/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy CD-010100.

## REFERENCE:

None

## PURPOSE:

Establish guidelines for the provision of meals for New Mexico Corrections Department (NMCD or Department) employees at all facilities and the New Mexico Corrections Training Academy (NMCTA).

## APPLICABILITY:

New Mexico Corrections Department employees.

## DEFINITIONS:

- A. Correctional Officer Supervisor (COS): Lieutenants, Captains, and Majors.
- B. Meal: Any food, including beverages, provided by the department and served in a department facility or the Academy cafeteria or consumed while on duty during transport of inmates or while supervising inmates in hospitals or medical appointments or while at the Academy.
- C. Uniformed Officers (Officer): For purposes of this policy, a Uniformed Officer is any Department employee whose working title is one of the following:
  - 1. Correctional Officer and Sergeant.
  - 2. Correctional Officer Specialists (all working titles);
  - 3. Probation Parole Officers (While attending Training Academy);

## POLICY:

- A. Officers do not have a scheduled meal break but may bring their own food for personal consumption during work hours, subject to limitations as outlined in Procedure (CD-034601).
- B. Accommodations shall be made for officers who have medical conditions requiring the frequent consumption of food.

- C. The Department will charge eligible employees who are on duty (with the exception of Cadets) and official visitors for meals consumed at a correctional facility or the Academy. The amount to be charged per meal will be established by the Department and will be subject to change. Meal ticket costs will be based on the average cost per meal at each facility or at the Academy. Overtime officers will not be charged for meals at the correctional facility when they are on duty.



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## AUTHORITY:

Policy *CD-034600*

## PROCEDURES:

### A. Uniformed Officers:

1. Officers will not have a scheduled meal break during their regularly scheduled shift.
2. Meals will be provided to officers who are working overtime in accordance with the Collective Bargaining Agreement.
3. Officers may bring food for personal consumption subject to the following conditions:
  - a. Refrigerators and microwave ovens may not be provided. Employees should take this into consideration when making a decision in their choice of foods brought to the facility.
  - b. Each officer is responsible for the proper disposal of remnants from the meal and trash and for the general cleanliness of their work area.
  - c. Acceptable containers include plastic sacks, paper bags, lunch pails (not exceed 10 X 12 X 12, and may be hard plastic or soft sided), and an unlined thermos with a maximum of one-quart capacity.

### B. Cafeteria Privileges for Non-Security and Supervisory Personnel:

1. Each institution will have pre-numbered meal tickets available for purchase from the Business Office by employees who wish to consume meals at that facility. Meal tickets shall be purchased by cash, or a check or money order made payable to the State of New Mexico. Meal tickets for the Academy cafeteria are paid directly to the vendor at the time the meal is purchased.
2. Meal tickets will be collected in a manner that provides proper accountability. Inmates will not be assigned to collect meal tickets.

3. No meal, nor portion of a meal, nor beverage, will be served in a facility or the Academy dining area to those charged for meals, as described above, without presentation of a meal ticket.
  4. All funds collected must be accounted for and deposited with the New Mexico State Treasurer in a timely manner. Revenue Code 3423 will be used for this purpose.
  5. Institutional and Academy employee dining facilities are intended for use by employees, volunteers and official visitors, who are consuming a meal. Diners shall leave at a reasonable time after eating to afford space for others.
- C. Officers who have medical conditions that require frequent consumption of food (e.g. diabetes or hypoglycemia) must obtain written verification of the condition from their physician and submit it to their supervisor
1. Each affected officer will be responsible for providing adequate food and beverages to meet his or her needs.
  2. The supervisor of an affected officer will ensure that sufficient and timely relief is provided to the officer for purposes of health maintenance.