

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 11.4

REVISED DECEMBER 2014

**DINING FACILITY AT THE
CALIFORNIA HIGHWAY PATROL ACADEMY**

1. PURPOSE. The purpose of this order is to provide departmental policy, rules and regulations concerning use of the dining facility at the California Highway Patrol (CHP) Academy.

2. OBJECTIVE. The objective of this order is to ensure employees using and operating the dining facility at the Academy have information necessary to comply with state and departmental requirements.

3. POLICY.
 - a. All employees using the dining facility at the CHP Academy shall be governed by the procedures as prescribed by this order.

 - b. Administration of the dining facility at the Academy shall be the responsibility of the Academy commander.

4. GENERAL.
 - a. The dining facility at the CHP Academy was designed to supply the food needs of trainees and personnel assigned to the Academy. Under certain circumstances, the facility can be expanded to accommodate small groups of visitors to the Academy.

 - b. The State Administrative Manual and the California Code of Regulations provide that state employees, their dependents, federal and local government employees, and official visitors who receive meals prepared in state-operated kitchens will pay for each meal in accordance with the established rates. Exceptions are personnel in the following categories, who will receive meals free of charge:
 - (1) State employees receiving meals as part of their compensation.

- (2) State employees receiving overtime meals in lieu of reimbursement.
 - (3) Persons receiving meals as part of an activity in which they are performing a non-compensated service for the state.
 - (4) Official guests. An official guest of a facility is a person not otherwise employed by the state who:
 - (a) Renders a service to the state and is present at the facility by express invitation of an official of the facility or its parent department or agency.
 - (b) Is present at the facility by request of another state, the federal government, or a foreign country, with the approval of the parent department or agency.
 - (c) Is a judge or law enforcement officer and is present at the facility for the purpose of appraising the program, with the approval of the parent department or agency.
 - (5) State employees while away from their headquarters and not in a subsistence reimbursement status, who may be furnished meals at any institution, camp, or facility maintained by their own department.
 - (6) Employees receiving meals while participating in an approved supplemental education program which must be conducted during mealtime.
- c. The rates to be charged for meals at any location shall be established by the agency that prepares the meals. Rates will be reviewed at least once every two years and revised, if necessary, to compensate for changes in applicable costs.

5. PROCEDURES.

- a. Advance arrangements shall be made with the commander of the Academy for all groups other than regularly scheduled training classes, regardless of size, in order that adequate food and service can be arranged.
- b. All meals eaten at the Academy shall be accounted for on the 091-67, Record of Meals Served, log sheet under one of the following categories:
 - (1) Paying Guests. This includes departmental employees and individuals on training status who are not assigned badges and who purchase meal tickets.

(2) Official Guests. This includes individuals who, as authorized by the Academy, sign the Commissioner's Guest Log Book and are provided meals without charge.

(3) Residents. No meal tickets are issued to these individuals.

(a) Cadets.

(b) Individuals who are being housed at the Academy while on temporary duty and are not on subsistence reimbursement status (denoted by their assigned dormitory room key).

(c) Individuals who are only allowed noon meals (denoted by a yellow ticket presented with their identification card).

c. Meal tickets for breakfast, lunch, and/or dinner are only sold during the lunch period.

d. The Academy shall prepare and submit regular reports regarding meals served.

(1) A CHP 230, Transmittal Record, and a STD. 520, Report of Meal Ticket Sales, together with monies received from the sale of meals, shall be sent to Fiscal Management Section (FMS) weekly, no later than five working days following the week covered by the report.

(2) The used meal tickets and the 091-67 shall be transmitted to FMS monthly, no later than five working days following the month covered by the report.

OFFICE OF THE COMMISSIONER

OPI: 091

THIS PAGE INTENTIONALLY LEFT BLANK