



# POLICY MANUAL

## Daily Operations - Miscellaneous Food Sustenance

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Book Chapter Subject

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7.0 Purpose: To Establish Procedures for Food Sustenance While at emergency Scenes.

7.01 Scope: All Fire/EMS Personnel

### 7.02 POLICY

The City will provide for food sustenance to Fire/EMS personnel who, as a result of working for an extended period of time at an emergency incident or due to a high call volume, were unable to obtain food sustenance at prescribed times.

### 7.03 GUIDELINE

The City will either provide necessary food and beverages or reimburse employees for the cost of meals for employees required to be on extended duty under the following conditions:

1. When Fire/EMS personnel are on emergency (ies) more than one hour (1) past normal meal hours, i.e., 1200-1300 and 1700-1800 hours;

Example: Normal lunch meal hour 1200-1300, lunch would be provided after 1400 hours.

2. At the discretion of the Duty Chief when the supplying of food is warranted.

### 7.04 PAYMENT / REIMBURSEMENT

The City will pay for food obtained under the circumstances noted above at food establishments that have accounts with the City, or will provide reimbursement for food purchased directly by the employee.

The following steps are required to ensure payment or reimbursement:

1. Obtain a receipt at the time the food is purchased.
2. **ALL** receipts must be submitted to the Duty Chief for approval and must include an account number, and the incident number when appropriate.
3. Reimbursements from petty cash are limited to a maximum of \$25.00.
4. Reimbursements in excess of \$25.00 will be paid by check **ONLY**.