CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: FOOD AND BEVERAGE PURCHASES

DATE: March 11, 2022

APPROVED

Memo# 2022-006

BACKGROUND

City Policy Manual 5.1.5 – Food and Beverage Expenditure Policy (Non-Travel) (link) provides Citywide guidelines for purchases of food and beverage with City funds. The purchase of food and beverages with City funds continues to be a restricted item and is **not** intended to cover typical daily meal needs. Food and beverage purchases should only be used in very limited circumstances.

Meals that are part of an approved Travel Request per City Policy Manual 1.8.2 – Employee Travel (link) are on a per diem basis only and staff shall not use a City procurement card (p-card) for those food and beverage purchases.

The City continues to prohibit the purchase of single serve bottled water of less than one liter in size. Exception approval for single serve bottled water can be provided by the Fiscal Unit with appropriate justification.

ANALYSIS

The Department will continue to restrict the circumstances in which food and beverage purchases are made. In the very limited circumstances where food and beverage purchases are made, Department staff will follow the City's procurement policies and the general guidelines outlined below.

Permissible Events

- Meals required by existing collective bargaining agreements

- Field events where staff are required at fixed-post locations for an extended period of time (e.g., Patrol staff holding a scene, barricaded suspects)

- Worksite events where staff are required and unable to leave for an extended period of time (e.g., Investigative staff conducting an extended interview at PAB)

- Meals for the Department wide biannual Shift Change staff recognition (i.e., Shift Change BBQ).

- Trainings greater than four hours in duration where staff cannot leave for lunch (e.g., Daylong CPT or CIT trainings)

- Meetings or trainings that are all day, held off-site from the employee's normal work location, and not at any other City facility (e.g., Daylong meeting in Sacramento)

- Cake and beverages for SJPD Academy graduations and promotional ceremonies

- Any other function as approved by the Chief of Police

Dollar Amount

Purchases of food and beverages shall not exceed $20 per person. This amount shall be exclusive of tax and tip. If a tip is provided, it shall be reasonable.

Process

Staff purchasing approved food and beverages shall obtain pre-approval from their manager or commander (lieutenant or higher) in written form (an email is acceptable). The use of the p-card is recommended. The manager or commander's approval, along with the itemized receipt and *Police Food Purchase Exemption Form*, shall be submitted with the appropriate p-card statement. The *Police Food Purchase Exemption Form* may be found on the Intranet [redacted] A copy is included as Attachment 1

In the event a p-card is not used, and the employee is seeking reimbursement for a food and beverage purchase, the same manager or commander's approval, itemized receipt, and *Police Food Purchase Exemption Form* documentation is required.

<u>ORDER</u>

Effective immediately, all Department personnel shall adhere to the above guidelines when using the City p-card or seeking reimbursement for a food and beverage purchase.

Anthony Mata
Chief of Police

AM:SD:LP

Attachment 1: Police Food Purchase Exemption Form

Attachment 1: Police Food Purchase Exemption Form

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: Fiscal Unit

FROM: ________________
UNIT: ________________

SUBJECT: Police Food Purchase Form

DATE: ________________

Date Purchased: ____________
Receipt Amount: ____________
Name of Restaurant: ____________
Case Number: ____________

Justification for meal:

Names of staff:

- Items to include: itemized receipt and manager/commander written approval
- Pursuant to City Policy 5.1.5, the purchase of food and beverages is a restricted item. This form allows for a full explanation in order to meet audit requirements