

AGENDA ITEM 20

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee updated the Court, stating that the inmate-transfer tunnel has been completed, the bridge is set to be demolished starting on Thursday, February 12, 2004.

AGENDA ITEM 21

Consider authorizing advertising and setting date of March 3, 2004 at 3:00 P.M. in the Commissioner's Courtroom to receive bids for construction of CR 175 landscaping improvements.

Tim Bargainer of Hall-Bargainer Landscape Architects addressed the Court. He will prepare a set of plans and present it to the Court during the meeting of February 17, 2004, at which point the Court can decide whether or not to authorize and advertise a bid date of March 10, 2004 (in place of March 3, 2004).

AGENDA ITEM 22

Consider awarding proposals received for commissary services for the Jail to the proposer meeting specifications - Aramark Correctional Services.

Bob Space, of the Auditor's Office, County Auditor David Flores, and "Chief" Jim Harrell, the Williamson County Jail Administrator, addressed the Court. The committee members were selected from the Sheriff's Office and the Auditor's Office. They were Captain Daniel Klepac, James Hall, Jim Harrell, Kurt Showalter and Ginny Atkinson. Toni Mace of the Sheriff's Office and Susan Weaver of the Auditor's Office observed and offered input to the process.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To award proposals received for commissary services for the Jail to the proposer meeting specifications - Aramark Correctional Services.

Vote: **5 - 0**

< Attachment >



JIM WILSON
WILLIAMSON COUNTY SHERIFF

508 South Rock Street
Georgetown, Texas 78626
Phone (512) 943-1300 * Fax (512) 943-1444

MIKE LUMMUS
Chief Deputy

FRED THOMAS
Asst Chief Deputy - Law Enforcement

JAMES W. HARRELL
Asst Chief Deputy - Corrections

January 30, 2004

Ginny Atkinson
Assistant Purchasing Director
Williamson County
Georgetown, Texas

Re: Commissary Service

Dear Ginny:

I have reviewed the attached evaluation process and summary of the proposals for the commissary services in the Williamson County Jail, and approve the recommendation to award the commissary services contract to Aramark Correctional Services.

Please have this placed on the agenda for the Commissioner's Court meeting to be held on February 10th. Also, please make copies of this letter and Memorandum and distribute them to the Commissioners and Judge Doerfler.

If you have any questions, feel free to contact me.

Very truly yours,

Jim Wilson
Sheriff

JW:gs

Enc.

approved 2-10-04
John C. Doerfler



MEMORANDUM
Williamson County Sheriff's Office
Corrections Bureau

TO: Jim Wilson, Sheriff
FROM: Daniel J. Klepac, Captain-Support Services *DJK*
DATE: January 26, 2003
SUBJECT: Commissary Service

The evaluation process for the commissary services in the Williamson County Jail has been completed. Our recommendation is to award the commissary services contract to Aramark Correctional Services.

Following is a summary of the proposal evaluation process. The County received proposals from Mid-America Services, Inc., Aramark Correctional Services, Swanson Services Corporation, and Keefe Commissary Network.

References provided by the vendors were contacted and asked about the service and support provided by the company in question. Overall, the references were very satisfied with the commissary companies who provided their service. It was at this time that I learned that Mid-America Services, Inc. had only been in business for a short while. On October 28, 2003 I spoke with Jack Madera, owner of Mid-America who verified that his company had been in business for approximately two years. The proposal specifications required at least five years experience therefore Mid-America Services, Inc. was removed from the evaluation process.

To provide a fair and impartial evaluation of each proposal, I formed a committee to assist with the process. Members were selected due to their specialized knowledge in accounting, auditing, legalities of the bid process, and legal requirements for operating a trust fund. The members are Ginny Atkinson, Assistant Purchasing Director; Susan Weaver, Auditors Office-Internal Audit Section; Kurt Showalter, Sheriff's Office Financial Manager; Tommy Coleman, Purchasing-Contract Assurance Auditor; Toni Mace, Administrative Assistant-Corrections; and Daniel Klepac, Captain-Corrections.

The vendors were invited to meet with the Committee and demonstrate their software and answer any questions. The dates, which the Committee met with the vendors, are as follow:

Keefe Commissary Network, December 2, 2003
Aramark Correctional Services, December 3, 2003
Swanson Services Corporation, December 4, 2003

Questions asked included compatibility of vendor software and our TSG software, how products are delivered to the jail and the inmates, product quality, accounting capabilities, ability of software to produce various reports, "user friendliness", training, and support.

The Committee met on December 18, 2003 to discuss the various vendor presentations and answers to our questions. The main area of concern was the accounting software, it's auditing ability, and ease of use. The Committee agreed that Aramark's software was the best overall software with Keefe a second choice. It was felt that both Keefe's and Swanson's software would require a staff member to have more accounting skills to operate than Aramark's. During the meeting it was noted that Aramark could also put software on County computers, which would help with auditing. It was also noted that Aramark had the highest commission rate. The Committee agreed that Aramark was the best overall vendor. Ginny Atkinson informed the Committee that since Aramark did not include interfacing with TSG and the equipment needed to do so in their original proposal, we would have to negotiate with them.

Ginny Atkinson contacted Eddie Noriega, Aramark District Manager to clarify how the commission was calculated on net sales and to discuss the interface of their system and TSG. Formal negotiations were done by the Purchasing Department concerning the interface of both systems and hardware needed.



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Chief Deputy

FRED THOMAS
Asst Chief Deputy - Law Enforcement

JAMES W. HARRELL
Asst Chief Deputy - Corrections

January 28, 2004

Reference: Commissary Proposal Tabulation
Ginny Atkinson, Purchasing Department

Dear Ginny Atkinson,

Below you will find the tabulation for the commissary proposals. The tabulation is based on the commission rate. The proposals submitted are for an off-site commissary service with the vendors supplying the staff.

Vendor	Commission Rate	Commission Based on Net/Gross Sales
Aramark Correctional Services	38.20%	Net
Swanson Services Corporation	25.50%	Net
Keefe Commissary Network	21%	Adjusted Gross
Mid-America Services, Inc.(See note)	18%	Gross(less sales tax and postage)

Note: Mid-America Services, Inc. did not meet the specifications set forth in our proposal; therefore they were removed from the evaluation process.

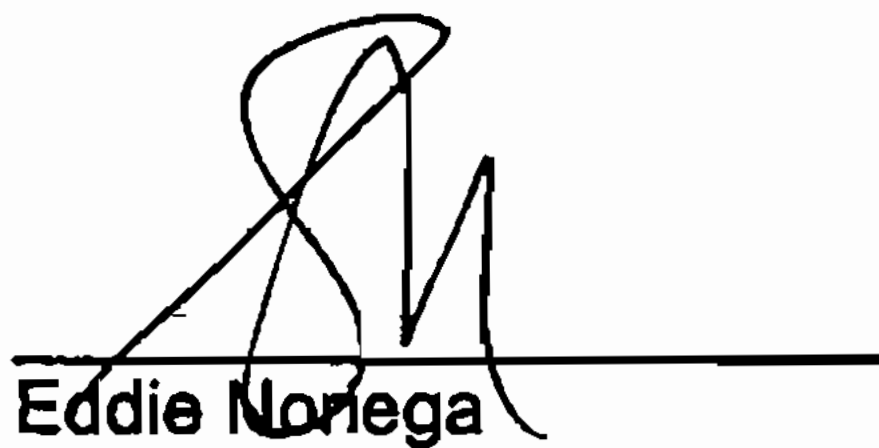
January 27, 2004

Ms. Ginny Atkinson
Assistant Purchasing Director
Georgetown TX 78626

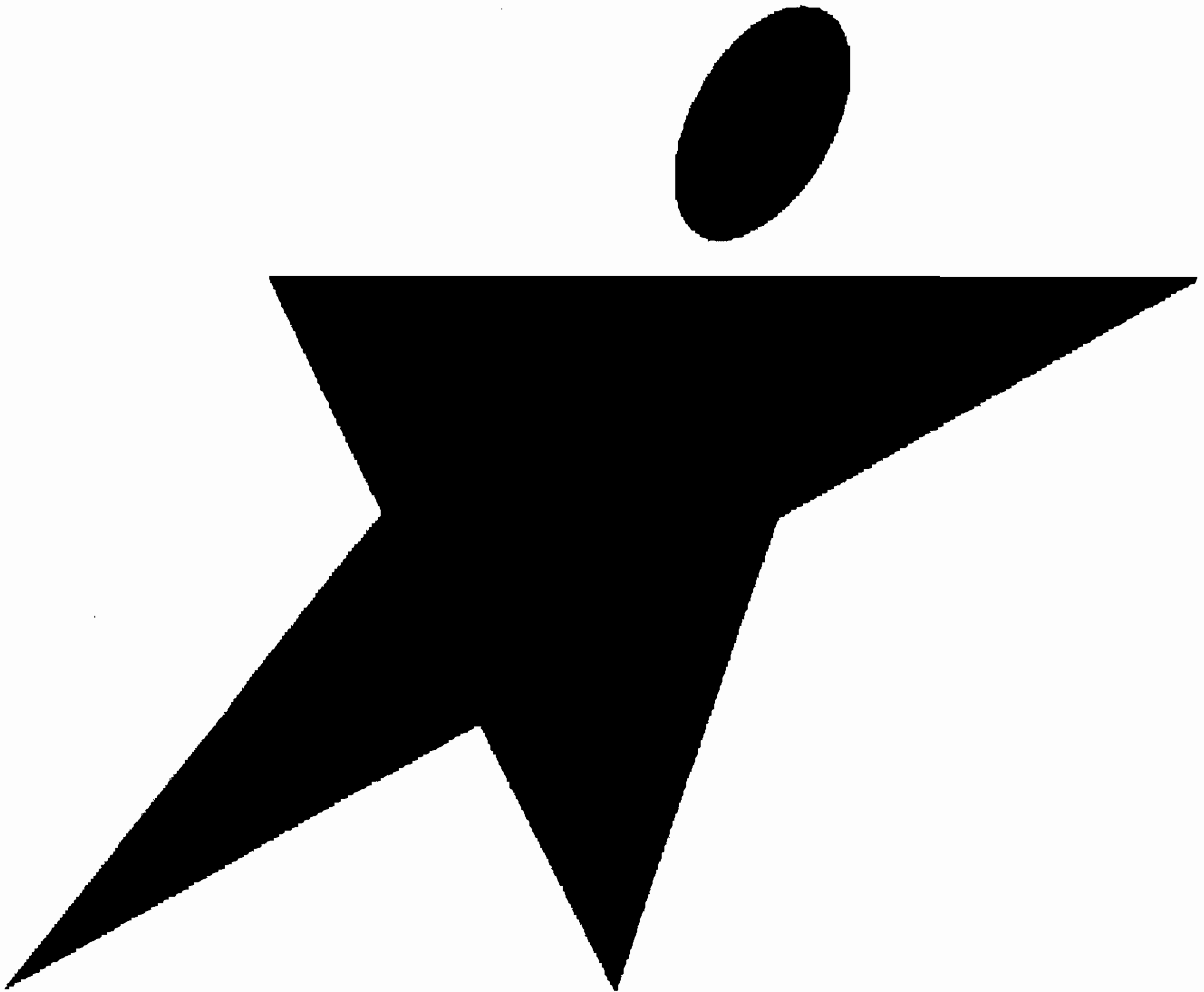
RE: Commissary RFP

In addition to our proposal document, that was previously submitted, please accept the following explanations as part of our proposal and subsequent contract:

- ARAMARK will pay commission on net sales only, which we define as total sales less, any sales from cigarettes, stamps or stamped envelopes, as well as taxes.
- ARAMARK, as part of our proposal will provide the following hardware:
 - One (1) Server
 - Two (2) Workstations (One for ARAMARK use)
 - Two (2) Laser Jet Printers (One for ARAMARK use)
 - Three (3) Receipt Printers (One for ARAMARK use)
 - One (1) Scanner
- ARAMARK is familiar with your TSG jail management system and will interface with it.
- Our proposed commission Option 1 assumed annual sales of \$301,267. Our total returnable commission of 38.2% is applied to the annual sale and the result is \$108,037 available to split up as commission to the welfare fund and as a direct rent payment to the Sheriffs Department. We arbitrarily made the split as \$36,000 in rent and \$72,000 as commission payable to the welfare fund. This is 34% towards rent and 66% towards the inmate welfare fund, that percentage is based on other comparable commissaries in the state. The percentages may be changed at the discretion of Williamson County. Should the sales grow to a level higher than the above assumed sale, the county and the Sheriffs Department would benefit with a higher payment as well



Eddie Noriega



ARAMARK TABLE OF CONTENTS

COMPLETED BID SPECIFICATIONS ENCLOSED

SECTION 1 ARAMARK PROFILE & QUALIFICATIONS

SECTION 2 ARAMARK OPERATIONS PLAN

SECTION 3 ARAMARK MANAGEMENT, STAFFING & TRAINING

SECTION 4 ARAMARK QUALITY ASSURANCE & CONTROL

SECTION 5 ARAMARK FINANCIAL PLAN (PRICE LIST & COMMISSION RATE)

APPENDICES

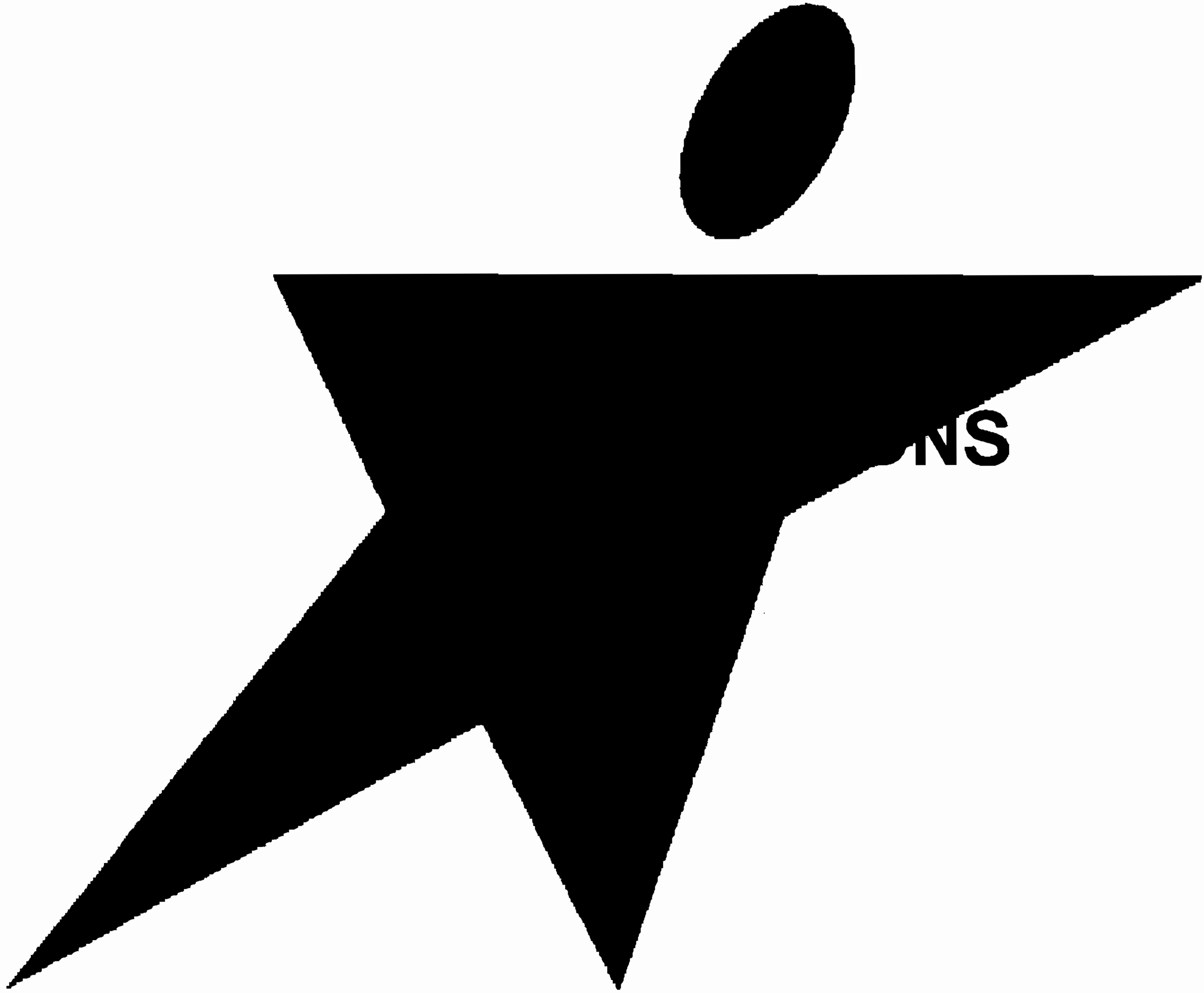
APPENDIX 1 ARAMARK ACTFAS SAMPLE REPORTS *(INSERT)*

APPENDIX 2 ARAMARK ACTFAS SAMPLE SCREEN SHOTS *(INSERT)*

APPENDIX 3 ARAMARK EEO SUMMARY *(INSERT)*

APPENDIX 4 ARAMARK JOB DESCRIPTIONS *(INSERT)*

APPENDIX 5 ARAMARK EMPLOYEE HANDBOOK *(INSERT)*
 ARAMARK EMPLOYEE BENEFITS OVERVIEW *(INSERT)*



ACORD

TM

CERTIFICATE OF INSURANCE

ISSUE DATE MM/DD/YY
10/09/2003

PRODUCER

Willis
Penn Center; Suite 2700
Philadelphia, PA 19103

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND
CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE
DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE
POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER A

ACE American Insurance Company

COMPANY LETTER B

Indemnity Ins. Co. of North America

COMPANY LETTER C

COMPANY LETTER D

COMPANY LETTER E

INSURED

ARAMARK Correctional Services, Inc.
ARAMARK CORPORATION
ITS DIVISIONS & SUBSIDIARIES
ARAMARK TOWER
1101 MARKET ST., 30TH FLOOR
PHILADELPHIA, PA 19107

COVERAGE

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD
INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS
CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,
EXCLUSIONS AND CONDITIONS OR SUCH POLICIES, LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	HDO G21738360	10/01/2003	10/01/2004	BODILY INJURY OCC.	\$
	<input checked="" type="checkbox"/> COMMERCIAL GL FORM				BODILY INJ AGG.	\$
	<input checked="" type="checkbox"/> PREMISES/OPERATIONS				PROPERTY DAMAGE OCC.	\$
	<input checked="" type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE HAZARD				PROPERTY DAMAGE AGG.	\$
	<input checked="" type="checkbox"/> PRODUCTS/COMPLETED OPER				BI & PD COMBINED OCC.	\$ 1,000,000
	<input checked="" type="checkbox"/> CONTRACTUAL				BI & PD COMBINED AGG	\$ NONE
	<input checked="" type="checkbox"/> INDEPENDENT CONTRACTORS				PERSONAL INJURY AGG.	\$
	<input checked="" type="checkbox"/> BROAD FORM PROPERTY DAMAGE				PERSONAL INJURY AGG.	\$
	<input checked="" type="checkbox"/> PERSONAL INJURY				PERSONAL INJURY AGG.	\$
	INCLUDES LIQUOR LAW LIABILITY, VENDORS LIABILITY, FIRE L					
A	AUTOMOBILE LIABILITY	ISA H07677698	10/01/2003	10/01/2004	BODILY INJURY (Per Person)	\$
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per Accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS (PRIV PASS)				PROPERTY DAMAGE	\$
	<input type="checkbox"/> ALL OWNED AUTOS (OTHER THAN PRIV)				BODILY INJURY PROPERTY DAMAGE COMBINED	\$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<input type="checkbox"/> GARAGE LIABILITY					
<input checked="" type="checkbox"/> SELF-INSURED FOR PHYSICAL DAMAGE						
	EXCESS LIABILITY				EACH OCCURENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
B	WORKERS'S COMPENSATION	WLR C4353211A (AOS)	10/01/2003	10/01/2004	<input checked="" type="checkbox"/> STATUTORY LIMITS	
B	AND	SCF C43532157 (WI)	10/01/2003	10/01/2004	EACH ACCIDENT	\$ 1,000,000
	EMPLOYERS' LIABILITY				DISEASE-POLICY LIMIT	\$ 1,000,000
					DISEASE-EACH EMPLOYEE	\$ 1,000,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS ** WHERE APPLICABLE, SEE OVERLEAF FOR ADDITIONAL INSURED COVERAGE **


RFP #04WCAP103, Commissary Services: WILLIAMSON COUNTY JAIL..Upon award of contract, Williamson County will be included as Additional Insureds to the
extent Additional Insureds are liable for losses arising out of ARAMARK's negligent acts or omissions as required by contract. Cross liability provided.

CERTIFICATE HOLDER

This is a sample certificate indicating ARAMARK's coverage. Requests to modify the certificate may be accommodated in certain instances. It is necessary or the Corp. Risk Mgt. Dept. to review the insurance provisions and indemnification requirements contained in the contract prior to granting any modifications or extensions that are considered appropriate.

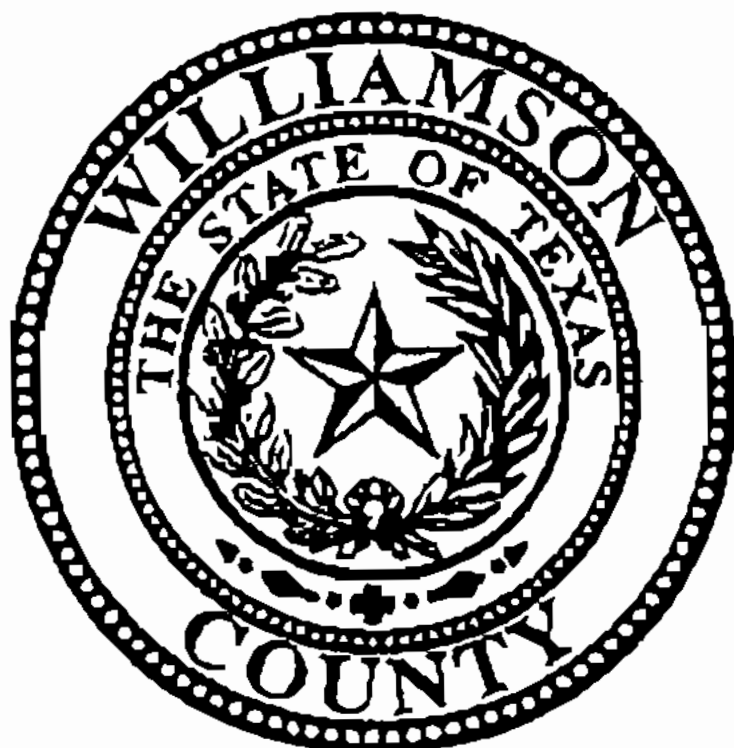
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



ACORD 25 (7/00)

ACORD CORPORATION



WILLIAMSON COUNTY AUDITOR'S OFFICE
PURCHASING DEPARTMENT
710 MAIN STREET - SUITE 303
GEORGETOWN, TEXAS 78626

<http://www.williamson-county.org/Procurement>

REQUEST FOR PROPOSAL

COMMISSARY SERVICES FOR THE WILLIAMSON COUNTY JAIL

PROPOSAL NUMBER: 04WCAP103

PROPOSAL OPENING DATE & TIME: OCTOBER 16, 2003 – 2:00 PM

PROPOSAL SUBMISSION

DEADLINE: Proposals must be received in the Williamson County Auditor's Office prior to **2:00 PM on Thursday, October 16, 2003**. At which time the proposals will be publicly acknowledged in the Williamson County Auditor's Office on the 3rd floor of the County Courthouse.

METHODS: Sealed proposals may be hand-delivered or mailed to the *Williamson County Auditor's Office, Attn: Ginny Atkinson – Purchasing, Third (3rd) floor - Suite 303, Williamson County Courthouse (on the square), 710 Main Street, Georgetown, Texas 78626*.

FAX/EMAIL: Facsimile and electronic mail transmittals are acceptable. For instructions regarding electronic submissions, please visit: <http://www.williamson-county.org/Procurement/info.html#EBids>. Failure to follow these instructions may cause your proposal to be rejected.

PROPOSAL REQUIREMENTS

QUADRUPLICATE: All proposals must be submitted in quadruplicate (1 original complete proposal set and 3 copies of the proposal set). The proposal sets must be marked "original" or "copy". A "proposal set" consists of the COMPLETED AND SIGNED Proposal Form and any other required documentation.

SEALED: All proposals must be returned in a sealed envelope with the proposal name, number, opening date and time clearly marked on the outside. If an overnight delivery service is used, the proposal name, number, opening date and time must be clearly marked on the outside of the delivery service envelope.

REFERENCES: Williamson County requires proposer to supply with this proposal, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

LEGIBILITY: Proposals must be legible and of a quality that can be reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document. Changes to proposal forms made by proposers shall disqualify the proposal. Proposals cannot be altered or amended after submission deadline.

LATE PROPOSAL: Proposals received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

RESPONSIBILITY: A prospective proposer must affirmatively demonstrate proposers responsibility. A prospective proposer must meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.

AWARD

THIRTY DAYS: Awards should be made approximately thirty (30) days after the proposal opening date. Results maybe obtained by contacting the Purchasing Contact.

REJECTION OR ACCEPTANCE: No more than one proposal will be awarded for any item, single department or area. Proposals may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best proposal.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this proposal request, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of Williamson County.

CONTRACT: This Proposal, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful proposer and Williamson County.

The successful proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal.

CONTRACT ADMINISTRATION: Under this contract, Art Showalter, Williamson County Auditor's Office, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful proposer.

CONTRACT PERIOD(S): The Initial Contract Period is Date of Award through September 30, 2004.
Possible extensions include:

October 1, 2004 through September 30, 2005
October 1, 2005 through September 30, 2006

BID CONTACTS

PURCHASING CONTACT:

Ginny Atkinson
710 Main Street - Suite 303
Georgetown, TX 78626
(512) 943-1554
gatkenson@williamson-county.org

TECHNICAL CONTACT:

Capt. Daniel Klepac
508 South Rock Street
Georgetown, TX 78626
(512) 943-1305

SCCELLANEOUS

FOB DESTINATION: All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Request for Proposal. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

FIRM PRICING: All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of proposal opening for a fixed period of time. Unless the Proposal expressly states otherwise, this period shall be until the end of the current fiscal year on September 30, 2004. Proposals which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best proposal, but for no longer than the current fiscal year.

ESTIMATED QUANTITIES: The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the proposal.

FUNDING: Funds for payment have been provided through the Williamson County budget approved by Commissioners Court for the October 1, 2003 thru September 30, 2004 fiscal year.

SALES TAX: Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

STATEMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Proposal Packages and/or Proposal Instructions/Requirements.

DELIVERY: The delivery time and location for the commodity and/or service covered by this proposal shall be as stated in the various proposal packages.

PURCHASE ORDER: If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful proposer for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than

thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna McKittrick, 943-1558 or Kathy Blankenship, 943-1557.

CONFLICT OF INTEREST: No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

DOCUMENTATION: Proposer shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

TERMINATION FOR DEFAULT: Williamson County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Non-Performance of the proposer in terms of specifications shall be a basis for the termination of the contract by the County. The County shall not pay for commodities/services which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

COMPLIANCE WITH LAWS: The successful proposer shall all comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this

COMMISSARY SERVICES FOR THE JAIL PROPOSAL

proposal including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

WORKER'S COMPENSATION

The Texas Labor Code, §406.096, requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The rule requires a governmental entity to timely obtain certificates of coverage and retain them for the duration of the project. The rule also sets out the language to be included in bid specifications and in contracts awarded by a governmental entity and the information required to be in the posted notice to employees. The rule is adopted under the Texas Labor Code, §402.061. The information provided below is a result of this rule. By submitting your bid to the county, you are acknowledging that this rule is a part of these bid specifications, and that you will observe and abide by all of the requirements outlined in the rule. You are further agreeing that should your bid or proposal be accepted by the Williamson County Commissioners' Court, the necessary certificates of coverage showing workers' compensation coverage, will be provided to the following name and address, prior to beginning work:

Ginny Atkinson
Williamson County Auditor's Office
Purchasing
710 Main Street - Suite 303
Georgetown, TX. 78626

If you have any questions related to this ruling and/or requirement, you are encouraged to contact either the Williamson County Purchasing Department at (512) 943-1554, or you may call the Texas Workers' Compensation Commission at (512) 804-4000.

Workers' Compensation Insurance Coverage:

A. Definitions: Certificate of coverage ("certificate")-A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in §406.096) - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation,

independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

C. The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

(1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project;

(2) no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they

are required to be covered, and stating how a person may verify coverage and report lack of coverage.

I. The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

(1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

(2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

(3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(4) obtain from each other person with whom it contracts, and provide to the contractor:

(a) a certificate of coverage, prior to the other person beginning work on the project; and

(b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

(6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

(7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.

J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all

coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

PROPOSAL SPECIFICATIONS

Williamson County is requesting Bids for Off-site Commissary Services. These services must include a computerized Trust Fund Accounting System.

Williamson County Jail's primary objective is for a contract commissary to operate in an efficient and effective manner maintaining the security of the institution and to obtain a quality Trust Fund Accounting System adequate to meet the requirements of the Bid.

The costs related to the Commissary Operation and the Trust Fund Accounting System, should be covered in the selling prices of the commissary products to the inmates. The prices of the commissary items must fall within a reasonable, market price philosophy and provide a profit to the County.

THE BIDDER MUST MEET OR EXCEED THE FOLLOWING SPECIFICATIONS:

1. Deliver high quality commissary services to the inmates of the Williamson County Jail. The bidder must provide off-site commissary services.
2. Provide Williamson County Jail with a computerized Trust Fund Accounting System utilizing real time that meets the specifications and addresses the accounting needs of the facility.
3. Operate the Commissary Service Program and the Trust Fund Accounting System in a cost effective manner with no cost to Williamson County.
4. Maintain an open collaborative relationship with the administration and staff of the facility as well as any other agencies and departments.
5. Maintain a market price philosophy with regard to the retail selling price of the commissary items to the inmates.
6. Bidder must write and support their own software and all hardware provided. No Third (3rd) Party involvement with regards to software, hardware, technical support, or maintenance will be allowed.
7. Bidder must have an off-site Service Center located in the State of Texas to guarantee an uninterrupted level of service. All aspects of commissary; inmate banking software and support functions must be provided from a service center within four (4) hours of the Williamson County Jail.
8. Bidder must provide a list of at least five (5) Clients in Texas where the Bidder provides their own software/hardware. Only Clients where the vendor's software is utilized may be used as references.

THE BIDDER MUST MEET OR EXCEED THE FOLLOWING QUALIFICATIONS:

1. A minimum of five (5) years experience in operating a Correctional Commissary System. To include providing an Inmate Trust Fund Accounting System using real time, with a minimum of 300 inmates.
2. Operating experience and reputation for providing quality service performance.
3. Trust Fund Software written and owned by the bidder that has been installed and operating in at least five (5) County Jails for a minimum of five (5) years.
4. A Service Center in the State of Texas within four (4) hours of the Williamson County Jail. Additionally the bidder must have a secondary facility that can provide the same level of service as the primary facility. Service must be provided from the bidder's own facilities and not another correctional facility.

TRUST FUND ACCOUNTING SYSTEM REQUIREMENTS:

Bidder must provide a computerized Trust Fund Accounting System using real time that adheres to generally accepted accounting principles and is capable of being audited by the County. The Trust Fund Accounting system must be approved of by the Williamson County Auditor's Office. The proposed Trust Fund Accounting System must be currently operating in at least five (5) facilities of similar size or larger for a minimum of five (5) years.

The Bidder must write, own, and support all aspects of the Inmate Banking system including all vendor supplied equipment with their own employees.

Bidders are to describe their computer software program. The software must include the following components:

1. Allow the Facility to open an Individual Trust Fund (ITF) for an inmate at the time of booking and to enter into the computer system the amount of money in their possession at the time of booking. The following fields must be present in the opening transaction field:
 - Account Number
 - Name
 - Birth date
 - Gender
 - Location
 - Ethnic Group
 - Height
 - Weight
 - Eye & Hair Color
 - Alias
 - Appendages
2. In Addition the software must allow for the following transactions to take place at the open screen:
 - Charge Receivables such as admission fees, admission paks, etc
 - Sell Commissary PAK's
 - Place Restrictions upon Inmates
3. Once open, the software must allow for the following transactions to occur on the ITF:
 - Add funds to the account.
 - Draw funds in the form of a check, cash or both.
 - Close an account with a detailed statement and pay the inmate's balance by check, cash or a combination of both.
 - Close multiple accounts printing one check
 - Deduct commissary and other charges in a real-time environment.
 - Process Credits.
 - Change inmate locations individually or in groups
4. Assign a permanent ID number for an inmates ITF that will allow an account to be reopened and have the ability for debts to be tracked across multiple incarcerations.
5. Add inmate information to control commissary purchases, i.e. medical restrictions, gender restrictions, age restrictions, disciplinary controls and indigence status. Allow for up to 999 different restrictions to be placed on commissary purchases.
6. The system must provide a complete audit trail on all transactions. Must also allow for scheduled and unannounced audits of the inmate accounts by the County to insure the integrity and accuracy of the accounts.

7. The system must provide a set of reports as specified by the County. The reports should allow for data concerning an individual inmate, a specific site within the jail or the facility as a whole. The reports should include:
 - Cash Reports
 - Sales Reports
 - Checkbook Reports
 - Resident Reports
 - Bail Reports
 - Receivable Reports
 - General Ledger Reports
 - Payroll Reports
8. The system must have comprehensive CHECKBOOK management features including the ability to write a check from an inmate's ITF to a third party, a check from the General Fund to a vendor, to void, make corrections, adding manually written checks, reclaim unclaimed monies, verification, and deposits. Additionally, the system must have the capability to print a check registry based on multiple criteria that can be queried by the Jail Administration. The checkbook must also contain a Reclaim Feature in order to reclaim stale dated checks.
9. Levels of security should be present in the software system. These levels must have the ability to be customized by the Facility Site Manager, including password control and tracking of transactions by individual and station.
10. Updates of the computer software must be provided Free of Charge to the County for the length of the contract. Vendor must show proof that past updates have been done.
11. The Vendor must install the system, provide training for county personal, provide manuals, provide on going support, and a toll free 24 hour emergency line to insure maximum utilization and minimal down time with the proposed system. The vendor must have a service center and support staff within four (4) hours of the Williamson County Jail to provide the County with the optimum service level.
12. Prefer screen presentation to be in color to reduce operator error.
13. Software must be windows based with a Relational Data Base preferably Oracle. The system must have the capability to operate on a network of PC's with Windows 98 or Windows 2000.
14. All hardware necessary for the performance of this contract will be provided by the vendor for the length of the contract. Maintenance or replacement of said hardware shall be the responsibility of the vendor. Third (3rd) party involvement will not be allowed.
15. Software must utilize inmate account number for all inmate charges, not by name. The system must have the capability to track inmates transactions by a permanent number in order to recover past debts.
16. All system data must be backed up and maintained on-site. No off-site back ups will be allowed to protect the sensitive nature of the information.
17. The system must also contain the following components. These components must be completed and part of the vendor's software demonstration.
 - Property Module
 - Bail Module
 - Funds/Accounts Receivables Module
 - Indigent Tracking Module

INVENTORY REQUIREMENTS OF COMMISSARY SYSTEM:

The awarded Vendor and County personnel must meet to mutually agree upon the items to be carried in the Commissary program.

The vendor shall make available for purchase by all male and female inmates commissary items including, but not limited to, hygiene products, writing materials, games, snacks & candies, and clothing selections. The vendor must provide only products that meet or exceed the minimum National Accepted Standards. Items must not be added, deleted, or the brand, packaging, or sizes changed without mutual agreement between the Jail and the Vendor.

The vendor shall maintain sufficient stock levels in order to limit shortages.

The vendor shall not substitute items and should have an order full rate in excess of 98%.

All inventory support deliveries to the jail must be the next day after orders are transmitted to the vendor.

PRODUCT PRICING:

Gross receipts shall be construed to be all monies received from the sales of merchandise, products or services, less any refunds, allowances, or adjustments for returns, defective or unsatisfactory merchandise, product or service, and applicable sales taxes.

The Vendor agrees to notify the Jail in writing of any adjustment to the contract unit prices. The written notification must include the effective date of the adjustment and provide documentation justifying said increase or decrease.

The Vendor will submit a sample menu along with the commission rate that is to be paid to the facility.

STANDARDS OF RESPONSIBILITY:

The Vendor must demonstrate to the satisfaction of the Department proven capability in all aspects, to perform fully the contract requirements; therefore, the Vendor shall submit with their bid the following information:

1. Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
2. Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule.
3. Furnish evidence of the necessary organizational experience, accounting background and operational controls, and the technical skills to perform the contract
4. Furnish evidence of a satisfactory performance record for at least five (5) facilities similar in size and complexity to the Williamson County Sheriff's Office or larger and a record of integrity and business ethics.
5. Furnish evidence of at least five (5) years of a successful record of operational experience with the Trust Fund Accounting System in facilities similar in size and complexity to the Williamson County Sheriff's Office or larger. Provide at least five (5) references from County Facilities within the State of Texas
6. Furnish evidence of a "Drug Free Workplace". All vendor employees must have pre-employment drug tests and random drug tests after employment.

INSURANCE:

The Vendor must provide evidence of the following minimum insurance standards:

- General Liability and Property Damage Insurance: Limit of Liability \$1,000,000 per claim or occurrence and \$5,000,000 annually.
2. Workers' Compensation: Provide coverage to meet Statutory Limits. Employer's liability shall be \$1,000,000 each accident and bodily injury by accident \$500,000 each employee. Employer's liability shall be \$1,000,000 policy limit for bodily injury by disease and \$500,000 each employee.
 3. Employer's Liability: Limit of Liability \$5,000,000 annually; \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability. Coverage for premises operation: blanket contractual liability; personal injury liability; product and completed operations; independent contractors; employees as additional insured; Williamson County as additional insured; cross liability; broad from property damage liability.
 4. Comprehensive Automobile Liability Insurance: Limit of liability \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability. Coverage for owned, non-owned and hired vehicles.

WILLIAMSON COUNTY PROPOSAL FORM
COMMISSARY SERVICES FOR THE WILLIAMSON COUNTY JAIL
PROPOSAL NUMBER: 04WCAP103

NAME OF PROPOSER: ARAMARK Correctional Services, Inc.

Mailing Address: 1801 S. Meyers Road, Suite 300

City: Oakbrook Terrace State: IL Zip: 60181

Email Address: jameson-daniel@aramark.com

Telephone: (630) 568-2500 Fax: (630) 568-2603

The undersigned, by his/her signature, represents that he/she is authorized to bind the proposer to fully comply with the terms and conditions of the attached Request for Proposal, Specifications, and Special Provisions for the amount(s) shown on the accompanying proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

 Date of PROPOSAL: October 16, 2003
Signature of Person Authorized to Sign Proposal

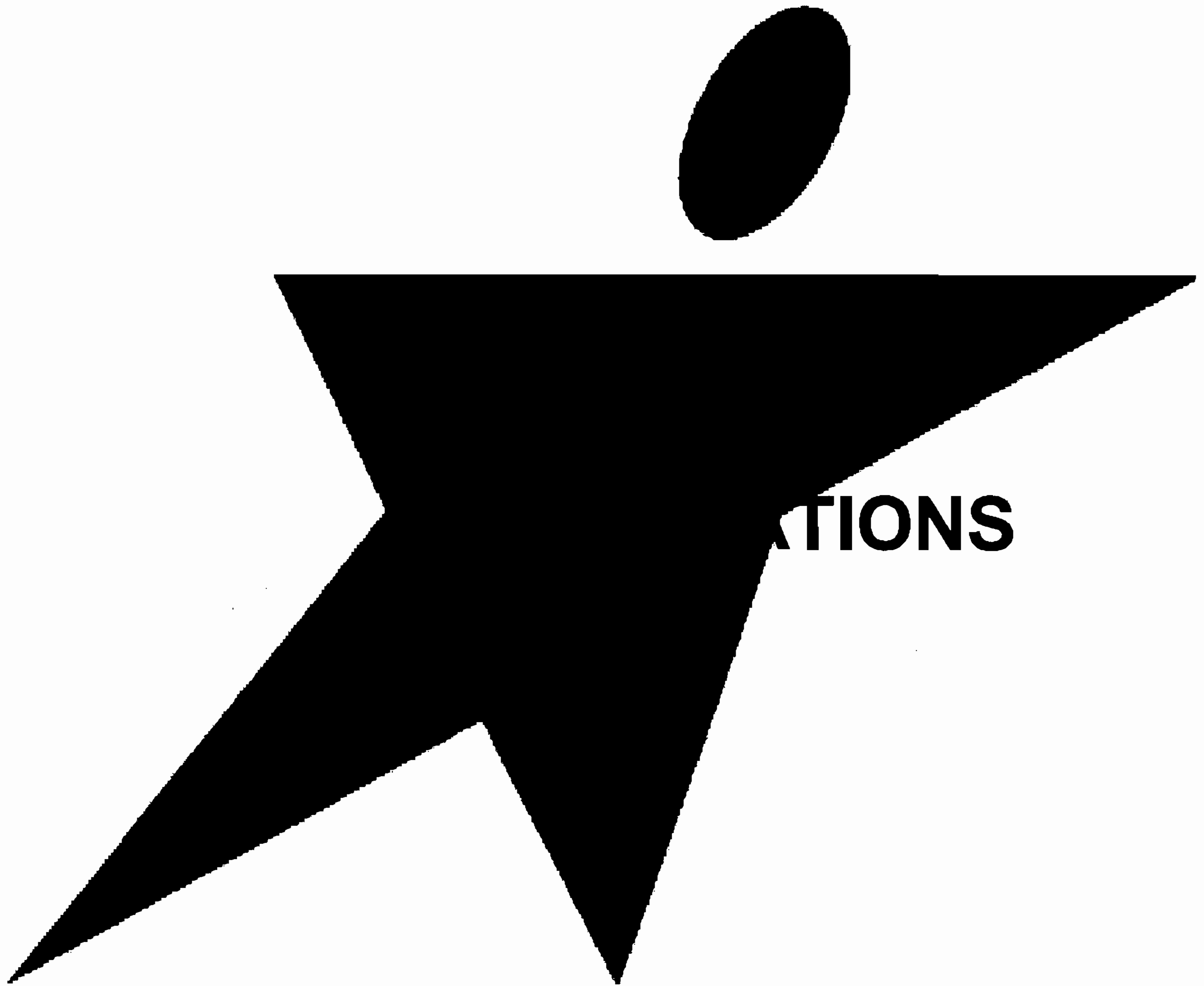
Printed Name and Title of Signer: Daniel E. Jameson - Senior Vice President

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

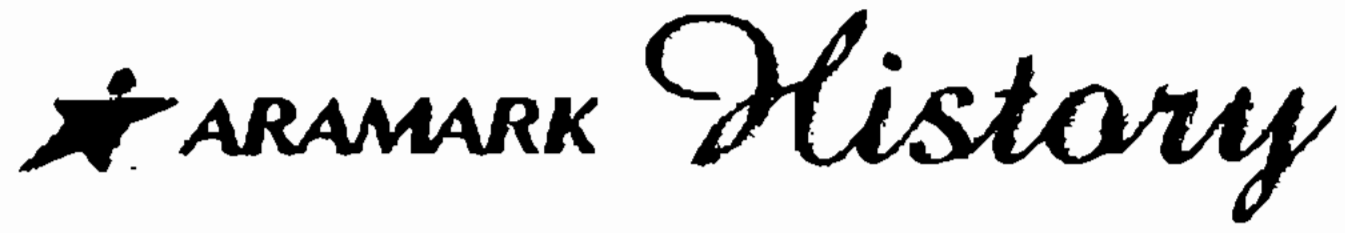
Signature required on awarded proposal only.

Hon. John C. Doerfler, County Judge
for the Williamson County Commissioners Court

Date



ARAMARK PROFILE & QUALIFICATIONS

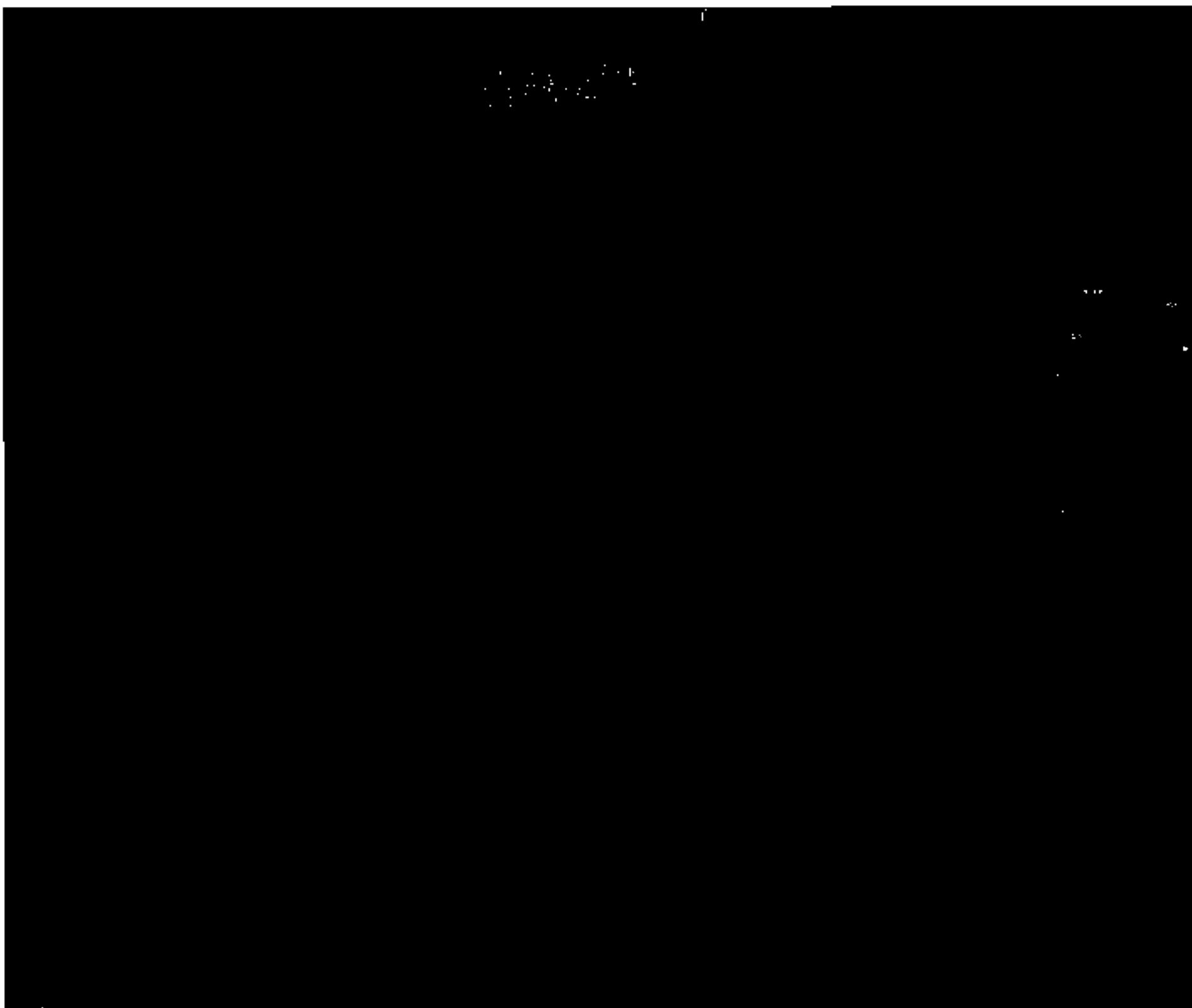


ARAMARK Correctional Services, Inc. is the leading provider of managed services to correctional institutions across the country. Founded in 1959, the parent organization, ARA Services established a reputation for excellent service to all sectors of the service industry. On October 11, 1994, in celebration of 10 years of private and employee ownership, ARA Services transitioned to the next level of organizational growth by becoming the ARAMARK Corporation.

ARAMARK Corporation has now taken the next step in its evolution by issuing an IPO taking the company public again. ARAMARK employs over 200,000 people in all fifty states and fifteen foreign countries, providing food service to business and industry, colleges and schools, healthcare, leisure markets, and corrections with revenues exceeding \$9.0 billion. A copy of the 2002 10K is included in the "Financial Section" of this proposal.

ARAMARK began serving corrections in 1976, and recognizing the unique nature of the market, created a separate division in 1980. Today, ARAMARK Correctional Services is a specialized independent organization with access to the financial and management resources of our parent company, ARAMARK Corporation. We are dedicated to providing the same high quality of service, professionalism and responsiveness for which the parent company is known.

As our name implies, we have expanded the range of services available to our clients to include, not only commissary services, but complete maintenance management, laundry services and food service expertise.



**ARAMARK currently
provides commissary,
laundry, and food service
expertise to clients with
populations from
50 to 75,000 inmates.**

ARAMARK PROFILE & QUALIFICATIONS

WHY ARAMARK CORRECTIONAL SERVICES?

EXPERIENCE

With over 27 years in Correctional Services, we are the acknowledged leader in managed services; this unmatched expertise will assure Williamson County Jail an excellent program which meets the need of the inmates, the facility, the regulatory bodies, and the County.

REPUTATION

ARAMARK Correctional Services enjoys an excellent reputation for integrity and professionalism throughout the United States.

SPECIALIZATION IN CORRECTIONS

ARAMARK Correctional Services manages commissary service only in secured environments. We are a corrections dedicated company.

EXPERTISE IN ALL TYPES OF FACILITIES

ARAMARK Correctional Services currently provides services to over 500 correctional facilities across the country with many of these operations having one or more satellite locations.



**ARAMARK PROVIDES
OVER ONE MILLION
INMATE SERVICES
DAILY, UTILIZING A
VARIETY OF SERVICE
METHODS & STYLES.**

ARAMARK PROFILE & QUALIFICATIONS

We feel it is our responsibility to make knowledgeable observations, and then recommend proper procedures to meet or exceed applicable standards. The importance of commissary service in a correctional facility cannot be overstated.

Therefore, when ARAMARK Correctional Services provides the service at a correctional facility, we assume the role of service consultants. We look for methods to achieve the objectives of our client.

Based on our experience and observations, Williamson County Jail can expect the following from ARAMARK Correctional Services:

- A managed service company which understands the critical impact our business has in a jail, and can offer a program meeting ACA, AJA & Texas Jail Standards.
- Appropriate staffing levels which assures commissary safety & security.
- A cost-effective, quality commissary service program.
- A clean and safe operation.
- Extensive correctional experience.
- Understanding and adhering to security procedures.
- Variety of quality product.
- Flexibility.
- Open communications with the Williamson County Jail Staff.



Celebrating Over **25** *Years of Service to Corrections*

ARAMARK PROFILE & QUALIFICATIONS

ACCOMPLISHMENTS

As evidence of our experience, knowledge and leadership, of the unique requirements of managed service in a correctional facility, we currently operate a number of correctional service operations fully accredited by the American Correctional Association.

If desired, our staff will work closely with the Williamson County Jail to achieve ACA accreditation for the commissary service program in the facility.

ACA ACCREDITED FACILITIES

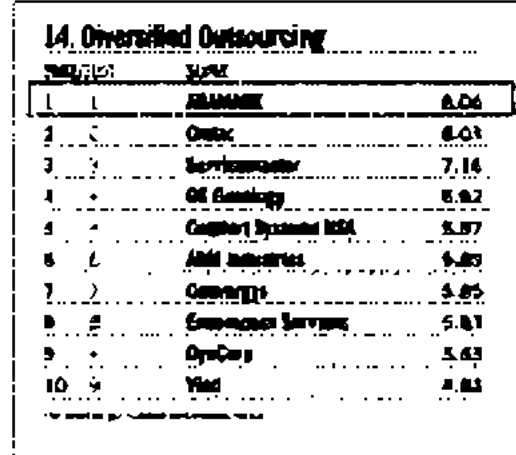
- Kansas Department of Corrections Facilities
- Florida Department of Corrections Facilities
- Monroe County Jail in Rochester, New York
- Champaign County Jail in Urbana, Illinois
- Arlington County Detention Center in Arlington, Virginia
- DuPage County Jail in Wheaton, Illinois
- Jefferson County Detention Facility in Littleton, Colorado
- Larimer County Detention Center in Ft. Collins, Colorado
- El Paso County Jail in Colorado Springs, Colorado
- Pueblo County Detention Center in Pueblo, Colorado
- Montgomery County Jail in Dayton, Ohio
- The Prince George's County Jail in Upper Marlboro, Maryland

WE ALSO MAINTAIN MEMBERSHIPS IN:

- American Correctional Association - Since 1979
- American Jail Association - Since 1981
- National Sheriff's Association - Since 1980
- National Juvenile Detention Association - Since 1995

America's Most Admired Companies

Industry Champs



- A Company where the best people want to work.
- Customers who recommend us to others because we constantly exceed their expectations.
- Success measured in the growth of our company its earnings and ourselves.
- The world leader in managed services.

- Because we value our relationships, we treat customers as long-term partners, and each other with candor and respect.
- Because we succeed through performance we encourage the entrepreneur in each of us, and work always to improve our service.
- Because we thrive on growth, we seek new markets and new opportunities and we innovate to get and keep customers.
- And because we're ARAMARK, we do everything with integrity.

ARAMARK PROFILE & QUALIFICATIONS

OUR COMMITMENT TO YOU:

SECURITY

ARAMARK Correctional Services will work with facility security procedures, as well as implement our own security systems. Our security program is discussed in detail in the "Security" section of this proposal.

FLEXIBILITY

Our business is not black and white; the Front Line Manager and ARAMARK staff must keep themselves apprised of changing situations and last minute needs that will surface. This requires not only a sense of urgency, but frequent and candid communication with all members of the jail administration. Our program will be flexible to meet your needs. It is not our policy to *"sell you our program"*, but to custom design a program that meets your objectives and needs.

OPEN COMMUNICATION WITH STAFF

ARAMARK Correctional Services will attend staff meetings, with your approval, to maintain a close working relationship with the administration and correctional staff. Our goal is to be an integral part of your team. We will also meet regularly with the administration to immediately resolve any problems.

QUALITY ASSURANCE

ARAMARK will also implement our Quality Assurance Review (QAR) process. Based on ACA standards, this rigorous self-audit program is designed to assure that our serviced facilities are operated professionally and are easily auditable by the District Manager and the Facility. A detailed explanation of this program can be reviewed in the Quality Assurance Section of this proposal.

ARAMARK PROFILE & QUALIFICATIONS

CLIENT REFERENCES

**Following are some of the
correctional facilities in which
ARAMARK Correctional Services'
operates service programs.**

**WE INVITE YOU TO WRITE
OR INSPECT OUR SERVICES
IN THESE FACILITIES**

ARAMARK CLIENT REFERENCES

ECTOR COUNTY JAIL-CIVIGENICS
PO Box 1588/301 N. Texas (shipping address)
Odessa, TX 79761
Contact: Jack Brewer, Warden
Phone: 915/498-4355
Date Opened: 09/15/1998
Population: 325

EL PASO (TX) COUNTY COMMISSARY
2002 Grant Street, Suite A
El Paso, TX 79930
Contact: Jesse Anchondo, Lieutenant
Phone: 915/546-2228
Date Opened: 10/05/1998
Population: 2000

LIMESTONE COUNTY DETENTION CENTER-
CIVIGENICS
910 Tyus Road
Groesbeck, TX 76642
Contact: Mike Sutton, Warden
Phone: 254/729-8615
Date Opened: 09/15/1998
Population: 650

LUBBOCK COUNTY JAIL COMMISSARY
PO Box 10536-8
Lubbock, TX 79048
Contact: Paul Scarborough, Chief Deputy
Phone: 806/775-1461
Date Opened: 08/02/1996
Population: 850

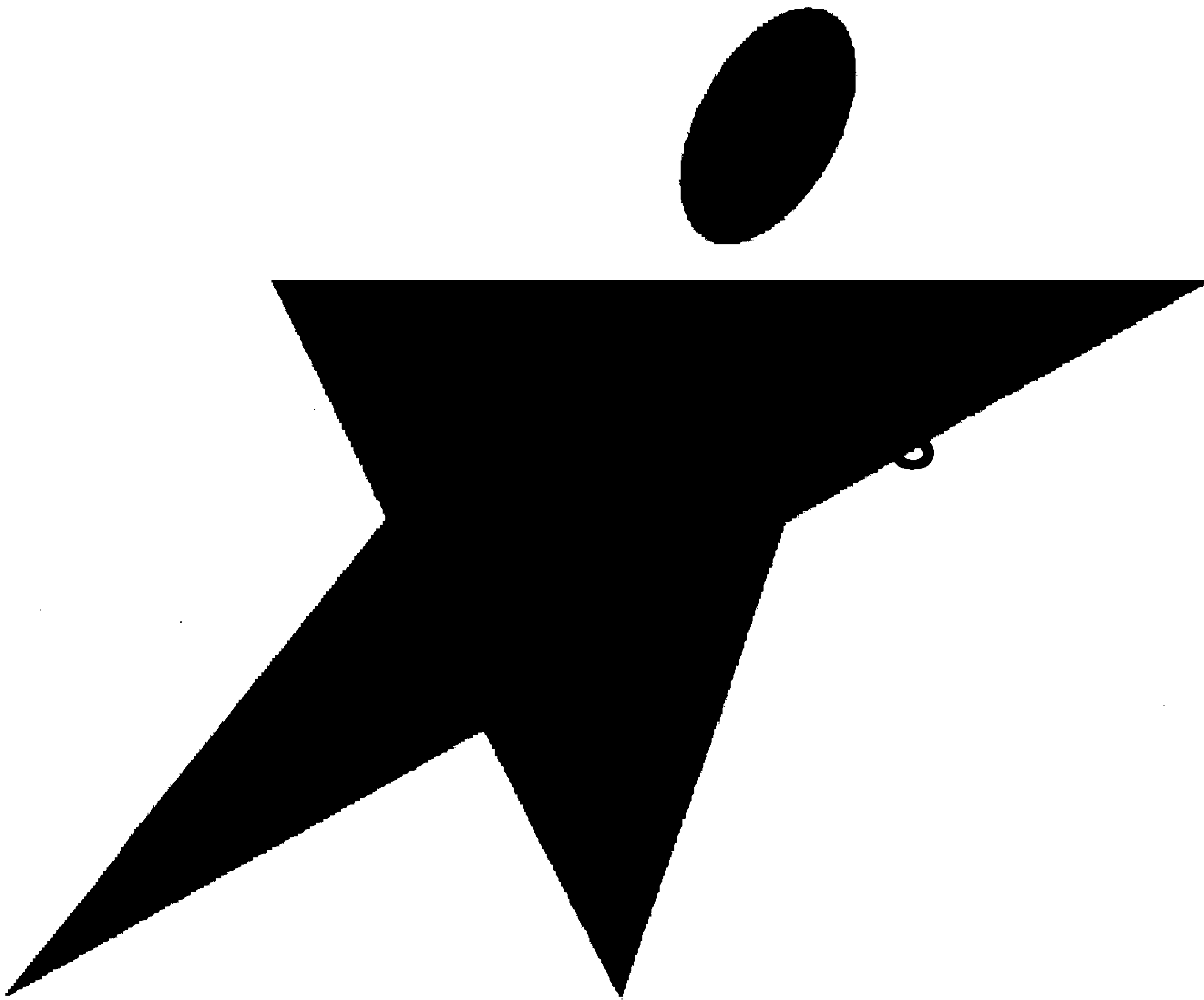
MCLENNAN COUNTY DETENTION CENTER-
CIVIGENICS
520 Columbus Avenue
Waco, TX 76701
Contact: Mickey Hubert, Warden
Phone: 254/759-8121
Date Opened: 10/19/1998
Population: 279

MECKLENBURG COUNTY JAIL
3120 Washburn Avenue
Charlotte, NC 28205
Contact: Rachel Vahoy, Bussiness Manager
Phone: 704-366-8512
Date Opened: 09/01/1996
Population: 1952

MONTGOMERY COUNTY DETENTION CENTER
330 West Second Street
Dayton, OH 45422
Contact: Robert Flannigan, Lieutenant
Phone: 937/496-7903
Date Opened: 04/01/1993
Population: 804

SACRAMENTO COUNTY
8425 Rovana Circle, Suite 100
Sacramento, CA 95828
Contact: Bill Johnson, Lieutenant
Phone: 916/874-7166
Date Opened: 08/01/2000
Population: 3200

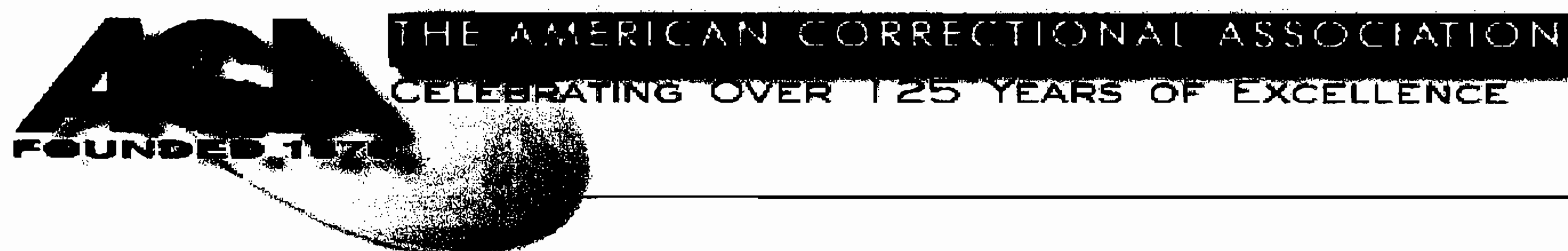
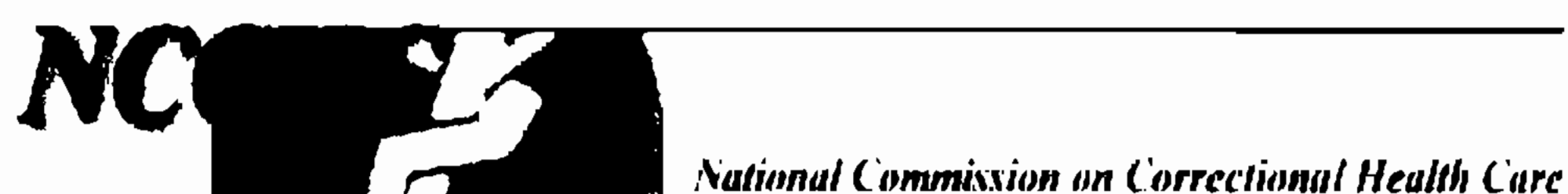
SAN BERNARDINO COUNTY
C/O West Valley Detention Ctr/9500 Etiwanda Ave
Rancho Cucamonga, CA 91739
Contact: Norm Hurst, Deputy Chief of Corrections
Phone: 909/387-3760
Date Opened: 01/04/1997
Population: 5200



ARAMARK OPERATIONS PLAN

The material presented in this plan of operation addresses all of the recommended guidelines that apply to your facility, including all standards set forth by the *American Correctional Association*, the *National Commission on Correctional Health Care*, the *National Sheriffs' Association*, the State of Texas, and those of the Williamson County Jail.

As always, we will be flexible to your requested changes over the life of the partnership. We are experts in this business, and will suggest to you changes that could enhance the quality of the program or reduce the operating budget.



ARAMARK OPERATIONS PLAN

FLOW OF WORK

ARAMARK Correctional Services proposes a plan of operation to serve your facility assuming the responsibility of the commissary pack 'n sack, and delivery of inmate commissary orders.

1. The contract will be administered with strict adherence to the security provisions of Williamson County Jail.
2. Inmate order forms will be distributed and collected by the Williamson County Jail.
3. Inmates' filled orders are scanned into the jail's computerized management system.
4. Commissary purchases will be bagged and sealed and delivered to the inmates as scheduled by ARAMARK (Options 1) and/or facility personnel (Option 2).
5. A two-part form will be attached to the bag to be signed by the inmate upon receipt of the order.
6. The orders will then be delivered to the inmates.
7. The orders will be checked by the receiving inmate who will sign the receipts, with one copy returning to the commissary.
8. ARAMARK employees will work closely with your facility administration to assure we are attaining your goals and overall client satisfaction.
9. The Williamson County Jail will provide ARAMARK with network accessibility so that appropriate information can be obtained for each inmate order to manage the program.
10. The Williamson County Jail will provide phone lines, modem lines network ports, and electrical current for each requested work station to modem orders.
11. ARAMARK will utilize its ACTFAS Commissary Software to manage the inmate trust fund.



Service is the key element to our program. ARAMARK has a dedicated commissary manager at the Warehouse located in Williamson County. ARAMARK also uses ARAMARK owned vehicles to deliver the product to your facility, instead of your current shipping method. ARAMARK is trained in customer service. This provides greater predictability and service. Our Warehouse manager and staff are trained in ARAMARK systems, Trust Fund accounting, safety and production. We will meet your objectives and provide you with an innovative, efficient operation.

ARAMARK OPERATIONS PLAN

OVERVIEW OF ACTFAS SYSTEM

ARAMARK will install its proprietary ACTFAS® "Trust Fund" Software on the work stations to be used by Williamson County for the Inmate Trust Fund Accounting. The facility will update the ACTFAS® system with housing movements in order for the offsite warehouse to pack the orders by housing location. This standalone system will be used for all inmate accounting functions such as deposits and disbursements.



ACTFAS® reports provide us with several management tools from the reports it generates. For example, we are able to track the usage of each commissary item. We utilize the usage report, in conjunction with the inventory reports in order to purchase the correct amount of each product. The order takes into consideration, the weekly population fluctuation and that is why our fill rate is extremely high within the industry.

ARAMARK's proprietary software, ACTFAS®, assures you that all facets of the commissary program, from ordering and inventory management to reconciliation, are managed professionally and accurately. Our proprietary system is available to you with ARAMARK services.

We offer a variety of well known, name brand products to the inmates. Our product list includes name brand items that are well known and have brand name recognition and consumer confidence. We have developed a program that is cost effective, secure, and reliable for Williamson County within our proposal.

- **Following is a list of equipment ARAMARK will provide for installation and use at the Williamson County Jail.**
- **Additionally, ARAMARK has provided sample screen shots, and report print outs that can be programmed and customized specifically for the Williamson County Jail.**
- **Examples of these reports and sample screen shots can be located in the Appendices of this Proposal.**

Aramark Correctional Services

Equipment List

ARAMARK CORPORATION			
Hardware / Software / Installation – Williamson Commissary			
Hardware:			
	<u>Qty</u>	<u>Description</u>	
	2	Dell Workstation Pent 4 – 2.8GHz/1GIG RAM/80GIG WinXP Pro, NIC 17' mon, 24x7x4 3yr onsite	
	1	NCS Opscan-4U/224-Scanner	
	2	HPLaserjet 1300	
	2	Receipt Printer & Power Supplies	
	Additional Hardware & Software		
	2	Parallel Card	
	2	US Robotics Modem - 56K External	
	2	25' CAT5 Patch Cable	
	2	IOMEGA USB Zip250 Drive	
	2	IOMEGA Zip 250 8 pack	
	2	pcAnywhere 32 Remote & Host	
	2	Local Interbase	
	1-Workstation-above	for	Aramark

ARAMARK OPERATIONS PLAN

ARAMARK COMMISSARY TRUST FUND ACCOUNTING SYSTEM: (ACTFAS) has the following capabilities, which can significantly enhance your current commissary operation:

Bank Reconciliation- The system has an automatic balancing feature that allows for the balancing to be done with ease at the end of the month.

System Reconciliation- This allows the users to determine the payables/receivables in the system such as ARAMARK, medical, and vandalism to ensure checks are cut for the proper amount. The totals in each payable/receivable are a running balance from the last check cut.

Bank Book- The Bank Book is used to track and clear all checks and deposits to reconcile with the monthly bank statements.

Auto Detect Out Of Balance Conditions- The system will not allow for the processing or closing of batches if they are not in balance such as drawers or deposits

Auto Void Of Entire Transaction- This feature allows the user to press one button when an entry was done incorrectly. This takes all of the error out of correcting a wrong error. The system automatically detects the entry that was done incorrectly and reverses the entry once clicked upon.

Improved Accounting By Having All Checks In One Table- Whether you have a general ledger check or an inmate check, they are in one table to ease the check clearing process

Force Users To Reconcile In A Defined Time Frame- The system will not allow a user to go to the next shift until their drawer is reconciled either by them or the supervisor. That batch will not be posted as a deposit until the drawer is balanced and closed.

Multiple Batches In One Deposit- Most facilities have multiple workstations with multiple users. This function allows the supervisor to combine multiple shifts/batches for the day into one deposit to go to the bank.

Deposit Posting Capabilities- The posting of batches allows the supervisor to reconcile what was posted in the system to the bank statement.

Debt Collection by Account- Allows for the supervisor to determine how debt is paid off. It either allows a first-in first out method or an order specified by importance per the facility.

ARAMARK OPERATIONS PLAN

ARAMARK COMMISSARY TRUST FUND ACCOUNTING SYSTEM:

Payroll Module- Allows payroll to be used by inmate. The user enters number of hours worked and the system posts automatically with the predefined pay amount. Reports can be run by job functions to allow a user to determine how much payroll is being spent in each area.

Multiple Transactions- Allows for an easy and time saving entry of multiple inmates with the same transaction and fee.

Full General Ledger- The system posts all transactions in a double ledger to ensure that all transactions are accounted for and there is an accurate audit trail.

Improve System Speed- With the separating of the different modules into prison/warehouse, setup, etc., this allows for the improvement of speed due to multiple databases vs. one. It also makes the system more customizable for upgrades because each program is separate.

Improve Speed Of Report Printing- A new report manager allows for the optimizing of reports to allow for quick reports.

Fault Tolerant/Order Transfers- If for some reason the orders are not posted or transferred properly and the communication is lost between systems, the system alerts itself internally and the process is resumed where there was a break.

New Archiving System- Allows the data to be archived in a user friendly retrievable way to optimize speed yet be able to research old data.

Standard Interface For Future Integration To New Jail Record Systems- The system allows for a separate module to control the interfacing properties which allows for the easy customization of adapting to new systems. If there is a new system only this module needs to be updated and will not affect the rest of the system by the new modifications due to the multiple data base structure.

ARAMARK OPERATIONS PLAN

OVERVIEW OF ACTFAS® SYSTEM

ACTFAS® generates reports which assist us in our Quality Assurance Review of the operation. We would be more than happy to provide you with a copy of any of these reports. A brief description and the frequency of the report follows, sample reports can be located in the appendices of this proposal.

Inmate Order History Report: This is an internal ARAMARK report. We can run this daily, weekly or monthly in order to show the charges per inmate match the jail's trust fund system.

Inventory Analysis: This is an internal ARAMARK report. We run this weekly to analyze the overages/shortages of each item to closely watch our profitability and product cost. Used as a tool to extend inventory and show variances.

Product Usage Report: This report indicates usage per month on each commissary item to show trends in buying and to verify pars. May be useful for the jail to show runs on certain products that may be used to determine stockpiling for a riot or the use of certain items for gambling. This report is run both weekly and then again monthly.

Sales and Commission Report: This is an internal report which is run weekly. It is used to show gross/tax and net sales. This report also shows the commission calculated on each category.

Commissary Invoice: This is run weekly and is the bill that we give the client on a weekly basis.

Quality Assurance Review: This is used to assure that all ARAMARK standards are met. We use this to insure that we are providing the highest quality service and product to the client and inmates. We review the commissary on a continuous basis using our quality assurance review process.

District Manager Commissary Audit: At a minimum of once per year, the commissary operation is completely audited using this detailed and specific process.

ARAMARK OPERATIONS PLAN

DESCRIPTION OF ACTFAS MODULES: For the ease of the user, our program is broken down into the modular sections listed below. Each module plays a key role in the management of your commissary operation. This is why ARAMARK's system is designed with customizing features. ARAMARK will provide computer software that will work in conjunction with the Williamson County Jail, current computer system, and is discussed in detail within this proposal.

- Inmate Trust Fund Integration
- Communications
- Security
- Point-of-Sale (POS)
- Inventory and Product Management



LANGUAGE & PROGRAM FEATURES

This software system is written in Delphi, a Borland programming development tool. Delphi is considered by many experts as the top Windows development tool. Delphi allows our programmers to easily and quickly customize certain screens to meet your needs. This is why our software package is so attractive. Every correctional facility is different, from the layout right down to the security. ARAMARK recognizes the importance of customizing features to meet your needs. A top rated database called Interbase manages the information in the system. We also use SQL to communicate between Interbase and the ACTFAS application. This allows for quick and accurate communication between the front and back end of the system.

We also have Report Smith, a report writer built into the system allowing the user to create custom reports. Our program is easily manageable and maintains many features that allow our system to integrate with other platforms and systems.

LOCAL AND WIDE AREA NETWORKS

Our program functions within many PC networks like Novell, Windows NT, and Windows for Workgroups. This allows PC to PC communication between the several necessary stations located within your facilities. Our program also provides an avenue for ARAMARK's team to access the system to provide technical support.

ARAMARK OPERATIONS PLAN

ARAMARK COMMISSARY TRUST FUND ACCOUNTING SYSTEM

ARAMARK Commissary Trust Fund Accounting System, (ACTFAS®) is our state-of-the-art solution to your commissary software needs

ARAMARK has developed an outstanding software system that we will provide to the Williamson County Jail, excepting unusual customization requests. As a Windows based program, it can run as a networked system or standalone. We have interfaced with over twenty different Jail Management Systems. Customized reports provide *real time* balance and reconciliation data.

An ARAMARK employee will be responsible for checking each inmate's balance and then fill orders based on that balance. One critical factor which could determine the success of this project will be the management information system used by the winning contractor. The ARAMARK team has developed a system that we believe is the best in corrections. ARAMARK's system utilizes the most current technology to provide state-of-the-art accounting, Inventory Control, and Point-of-Sale.

It is a Microsoft Windows based program that is user friendly and designed to reduce labor, as well as errors in the commissary operation. ARAMARK would be pleased to demonstrate our system.

Balancing the Inmate Trust Fund with ACTFAS®

ARAMARK's system will balance the inmate trust fund. When we perform balance audits of Inmate Trust Funds during the survey process, if this information is available to us, we nearly all the time find that the Inmate Trust Fund has not been balanced properly, which can result in a class action suit by inmates if the Trust Fund is not reconciled properly, transaction by transaction. The liability is large for the Sheriff's Department. Over the years, the county could find itself liable for millions of dollars of funds that are not reconciled. ARAMARK's system will balance the Inmate Trust Fund comparing the bank account to the inmate balances and to the general ledger.

If sufficient funds are available in the inmate's account, the inmate's order will be filled. All merchandise sold during performance of these services shall be of pure and good quality, and the price charged shall be reasonable and subject to review from time to time by the Williamson County Jail. Billing will be forwarded to Williamson County Jail as mutually agreed. Our preference is to bill weekly.

ARAMARK OPERATIONS PLAN

ARAMARK INMATE TRUST FUND MANAGEMENT

It is extremely important to maintain accurate ledgers while controlling inmate funds. ARAMARK understands the importance of these issues, because we are also required in some contracts to maintain inmate funds. Accountability is the key and our system design creates an environment where this is easily accomplished.

This system supplies full, detailed, and accurate inmate account audit trails and reporting. This function provides detailed account information on demand for the purpose of audits and inmate grievances. The data can be generated quickly and accurately by requesting specific information through our Reports section. The system displays or prints detailed and summary reporting of inmate account activity. Detailed statements of accounts are available on demand for both current and past periods. Likewise, the user can generate summary trust fund reports for any current and past period. This report summarizes beginning balance, credits, debits, and ending balance by inmate account. All reports are printed to file and stored on-line. These reports can be viewed or printed to paper on demand. Using this feature, a trained analyst can instantly have access to all detailed transactions which have been processed to any inmate account.

The user can easily key in money orders, payroll, bail monies, checks, and cash into the system. The user can also deduct money from the trust fund for commissary, medical charges, bail monies, attorney fees, and any other facility accepted transaction. The facility may also allow a negative inmate balance, with an automatic recovery feature that applies incoming funds to any debt an inmate may have. The system can apply debt in a first-in first-out method or in the order requested. However, no commissary sale will occur if the funds fall below zero.

The facility can use a cash system, a bank account, or a combination of both for the trust fund system. Our system is capable of cutting checks automatically through the computer and printer.

When it comes to trust fund balancing, the ACTFAS® system provides the "Best in the Industry" system and bank reconciliation. The bank reconciliation is so user friendly that at the end of the month the user only needs to clear checks and deposits and record the bank statement ending balance. The system then produces a bank reconciliation report which balances the bank account to the inmate balances to the general ledger. Detailed reports are available for bank account reconciliation.

ARAMARK OPERATIONS PLAN

COMMUNICATIONS

We have a custom designed communications package within our system. This gives us the ability to log on to any component of our system from an off-site location so we can perform maintenance as well as technical support.

SECURITY

This section is extremely important. There are many customizing security features within our program. You can create limits, so the user can only perform certain functions.

POINT-OF-SALE (POS)

Our order processing technique will place a very high priority on accuracy. ARAMARK's system offers several methods for inmates to place orders. The inmate will fill out order sheets specifying quantity of product. In turn, an ARAMARK employee will process the information for the sale. If the order exceeds the order limit, or the inmate's funds, the system will automatically reduce the order by eliminating mutually agreed upon items on a priority basis until the order can be filled without exceeding the balance. The account balance will be updated by the system. Inmates who do not have sufficient funds to make purchases will be considered indigent. Commissary purchases may not exceed the trust fund balance at any time.

The indigent inmate welfare distribution sub-system allows the user to identify any desired set of items as welfare items. More than one brand of a given item is allowed (i.e. multiple brands of toothpaste are allowed to carry the same welfare identification). In addition, the user determines the frequency welfare can be received (i.e. once a week, once every two weeks, etc.). The user can also establish the criteria for becoming indigent. The computer system will then continue to manage the information and pre-determine the inmate's indigent status.

Additional features in the POS are medical, indigent, level restrictions, and disciplinary limits. If medical prohibits an inmate from purchasing certain items due to medical reasons, a block will be placed on those items and the sale will not occur. This function can also prohibit products for any other restriction the facility wishes to impose.

ARAMARK OPERATIONS PLAN

INVENTORY CONTROL & PRODUCT MANAGEMENT

This portion of the program is rarely seen by the facility, but it is very important to both ARAMARK and to each facility. This section of the program allows us to function professionally in the commissary business. We maintain detailed information on our suppliers and the products they offer. The system allows the user to set up pricing, indigent eligibility, tax tables for state and local government, and commissions. It also provides us with a general ledger section for total inventory on hand, current sales, and the cost of those sales. In addition, the system creates a re-order guide, so our product supply never falls below a specified level. This measure provides an extremely high fill rate.

Inmate Debt Recovery with ACTFAS®: ARAMARK's system of debt recovery will provide Williamson County with several important and distinct advantages. The system will save you time that you currently expend on debt recovery. Our system will provide you the ability to account for debt and apply funds specifically to the category/ies where the debt was incurred. This will be based on accepted and approved accounting practices, so that you will always be in compliance. Additionally, it will provide you the ability to identify and capture more funds, thus reducing debt and the impact of these costs on your operation.

At the time of a new inmate deposit, in the case where an inmate owes, the typical user will receive the funds. The concept behind our system enhancement was to provide a grid to allow the user to define debt recovery by priority or to process first-in first-out.

ARAMARK made the necessary application and database changes to allow for the above user process. When we designed the user interface, we built into the system the capability to handle the following necessary debt-applying scenarios:

One methodology for repayment is to be based on priority designated by the facility. An example: Funds would be applied against Medical Debt prior to being applied against Vandalism debt independent of the date the transactions were created.

The second need is for debt to be applied in a first in basis. The system would apply debt against the first debt transaction based on oldest date.

ARAMARK OPERATIONS PLAN

INVENTORY CONTROL & PRODUCT MANAGEMENT

Restricting or Prioritizing Purchases to Inmates: ARAMARK's ACTFAS® system can restrict items by location or for an individual. For example, if the facility wanted to set a restriction on diet, discipline, or pregnancy we would need a list of items that the facility does not allow each of these classifications to have and we could set a ban. The ban would have to be marked on the individuals screen and the user would enter a date for the restriction to be over. We could also do a general ban for locations that would update with any change in housing location. For example, if one of your facilities were not allowed to have a certain product, we could ban that product from the entire facility. The system can also restrict by levels within the facility by specific items.

Our system also has the capability to prioritize purchases to an inmate's account. Working with you, we would agree upon priority list of the items. At that point, we would set the items in that agreed upon order so that if an inmate orders candy and one hygiene product, the inmate would receive the hygiene product first.

Quality Products: ARAMARK will stock the commissary with the agreed upon selection of items and quality brand name products. All items carried in stock shall be approved by the Williamson County Jail. ARAMARK will maintain a substantial commissary stock of goods to assure successful operation of the commissary and a nearly 100% fill rate. Purchase and payment for inventory and stock shall be the sole responsibility of ARAMARK.

Inmate Order Forms: All sale of goods will be generated from an inmate commissary order form. Forms will be issued to the inmates one or two days prior to their order day.

Record Keeping: ARAMARK shall keep a complete and accurate record of all gross sales of merchandise records for a period of one (1) year. ARAMARK further agrees to keep for at least one (1) year after contract termination all pertinent original sales records. All records and books kept by ARAMARK in relation to performance of services shall be open to the inspection and audit of the Williamson County Jail and its agents during ordinary business hours. Such records shall be kept separate and apart from any records ARAMARK maintains in connection with other business enterprise.

ARAMARK OPERATIONS PLAN

INDIGENT PROCEDURES

In the case of indigent orders, the value of the items ordered can either be handled by charging the facilities a flat amount, or the cost could be deducted from the commissions. ARAMARK is completely flexible on this issue.

A dollar limit, to be mutually determined by the facility and ARAMARK shall be placed on all orders.

ARAMARK QUALITY ASSURANCE & CONTROL

Action Plan Form
ARAMARK CORRECTIONAL SERVICES
COMMISSARY AUDIT PROGRAM
(SIGNATURE PAGE)

Component Name Component Number

Component Manager

COMPLETED BY:

District Manager or Alternate (if alternate, indicate title) Date

ACTION PLAN REVIEWED BY:

Regional Vice President Date

DISTRIBUTION:
Original.....Chief Financial Officer
Second copy.....Component Manager
Third Copy.....District Manager

ARAMARK QUALITY ASSURANCE & CONTROL

EXAMPLE of QUALITY ASSURANCE

COMMISSARY OPERATIONS - The objective of this review is to ensure that adequate controls are in place to monitor commissary operations.

	Answer Should Be	Answer Is
1. Is Commissary product kept in a storeroom separate from other food service inventory?	Yes	
2. Is access to the commissary storeroom granted to only commissary employees?	Yes	
3. Are there adequate controls in place to track product issued from the commissary storeroom? Document procedures in the space provided.	Yes	
4. The following questions pertain to instances where the client maintains inmate funds that may be used for commissary purchases.		
a) Does the Commissary Supervisor verify with the client that inmates have adequate funds prior to processing and delivering of inmate orders?	Yes	
b) Are inmates required to check and sign the order forms when receiving product to show their approval?	Yes	
c) Is there proper documentation to support client billings for inmate commissary purchases?	Yes	
5. The following questions pertain to instances where ARAMARK maintains inmate funds that may be used for commissary purchases.		
a) Does the Commissary Supervisory verify that inmates have adequate funds prior to processing and delivering of inmate orders?	Yes	
b) Are inmates required to check and sign the order forms when receiving product to show their approval?	Yes	
c) Are there adequate controls in place to ensure that money is received is properly credited to inmate accounts?	Yes	
d) Is a monthly reconciliation of the inmatesmavailable funds performed?	Yes	
6. Are the controls in place adequate to ensure that only inmates with available funds receive product, client billings are proper, and inmate accounts are adequately maintained?	Yes	
7. Are commissions paid to client for commissary sales correct and in agreement with the current contract?	Yes	

ARAMARK QUALITY ASSURANCE & CONTROL

CORRECTIONAL SERVICES COMMISSARY AUDIT ACTION PLAN

Component Name:_____ Component Number_____

Date: _____ Component Manager: _____

District Manager: _____

Reference Item Number	Action Needed to Achieve Compliance	Person Responsible	Compli ance

Component

[illegible]

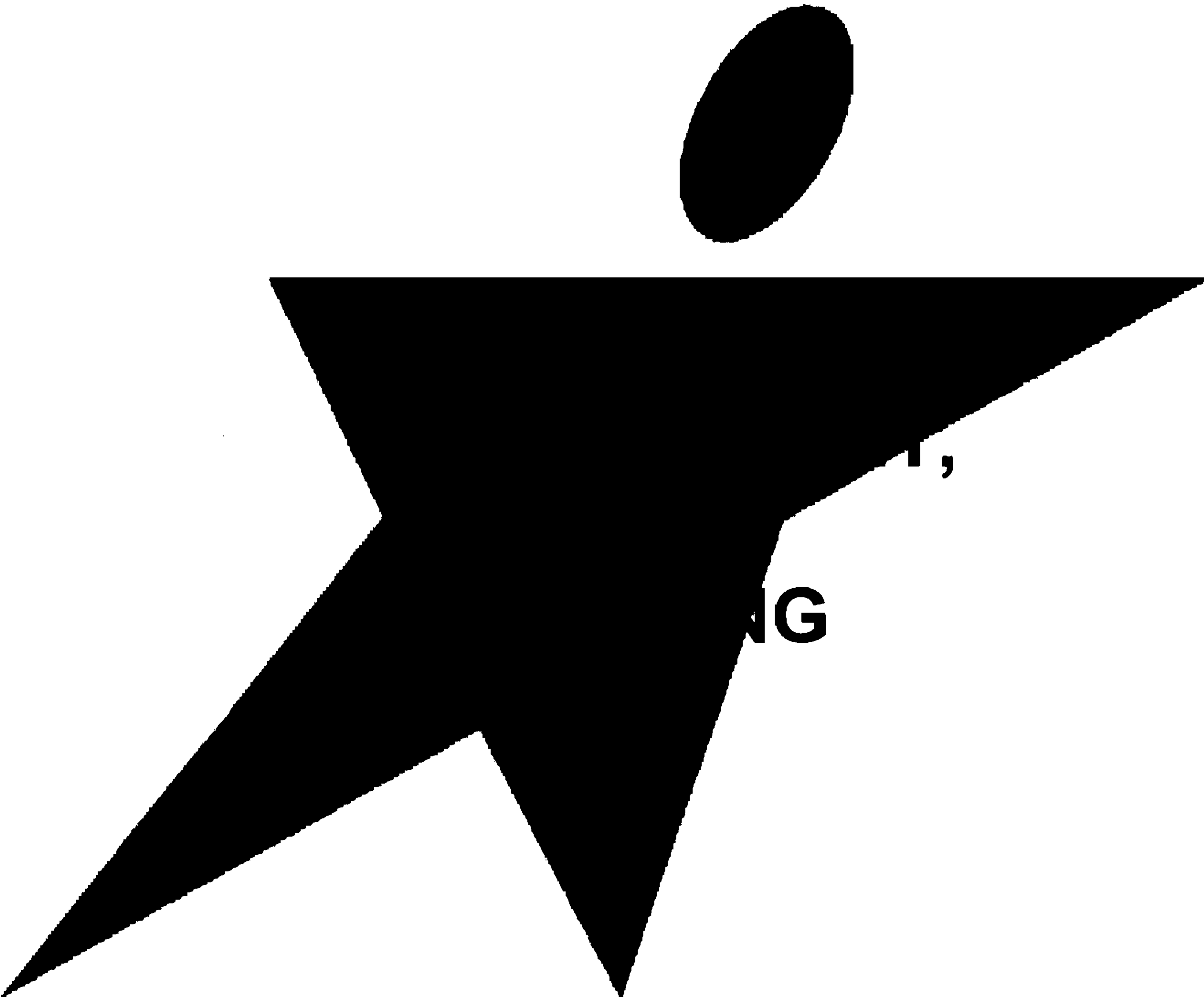
Refer to the QA Description Details (pages indicated), QAR Procedures, and QAR references.

SANITATION DD Page 23			
S&FS Manual/Risk Mgmt/Health Dept.			
Vending Equipment			
*Carts			
*Clean as you Go			
*Cleaning Schedules			
*Dock			
*Floors			
*Handsinks			
Office			
*Pest Control			
*Receiving			
*Sanitation Checklist			
*Storage Areas			
*Storage Temperature Logs			
*Toilets/Restrooms			
*Trash Area			
*Vehicles			
*Sanitation & Food Safety			
Manual			
FLM	Date	DM	Date
Signature		Initials	

SPECIAL FACILITY STANDARDS					
FLM Signature	Date	DM Initials	Date		

FINANCIALS			
D.M./Controller			
Inventory			
Total Food			
Total Supplies			
Total Inventory			
Weeks On Hand			
Accounts Receivable			
Over 90 Days \$			
Weeks Sales Outstanding			
Vendor Invoices +30 Days			
FLM	Date	DM	Date
Signature		Initials	

Note: a combined review for commissary and food service may be done in the Human Resources and Safety categories. Cross reference the documentation.



ARAMARK MANAGEMENT, STAFFING & TRAINING

ARAMARK CORRECTIONAL SERVICES MANAGEMENT TEAM

ARAMARK's experience in the corrections industry, is unmatched by any competitor.



The range and depth of specialized services our team provides to our customers is one of ARAMARK Correctional Services' distinguishing qualities. ARAMARK Correctional Services Management Team is comprised of top professional managers who will provide the on-going resources necessary to manage the operation.

Behind-the-scenes functions such as purchasing, accounting, research and development, facility design, industrial relations, human resource management and consulting services are central to providing a timely and expert response to your various needs. All of our activities are geared toward the correctional market and the unique nature of our clients' operations.

Our Front Line Managers are supported by the District Manager, the Regional Sales Director, and the Regional Vice President. They work with you and your personnel as added assurance that our program is meeting our standards and your goals.

Following we have included resumes, of personnel who will support the commissary service operation at the Williamson County Jail.

Also included in this section is ARAMARK Correctional Services internal organizational chart.

ARAMARK MANAGEMENT, STAFFING & TRAINING

PRESIDENT - Norm Miller

The President of Correctional Services is keenly interested in the performance of each of our operations and our delivering upon the outcomes that we mutually agree upon. He supports the philosophy of Joseph Neubauer, Chairman of ARAMARK, who says, *"I would walk a mile for a new customer and I would walk ten miles for an existing customer"*. Retention of existing clients, the successful measured growth of our Division, supporting our Team and searching to continue to retain and locate the best team of talent available to serve our customers are the primary focuses of Norm Miller.

SENIOR VICE-PRESIDENT OF SALES & MARKETING - Daniel E. Jameson

Responsible for all sales and marketing activities for the corrections division. Dan has 17 years experience with ARAMARK, including past responsibility for human resources. Dan is also responsible for contract administration and consultation on all legal matters for the division.

DIRECTOR OF PURCHASING - Carey Lieberman

Oversees ARAMARK Purchasing Programs for ARAMARK Corrections clients and provides support to our on-site management teams.

REGIONAL VICE PRESIDENT - Mike Hudacheck

The Regional Vice President is responsible for overseeing the on-site management team and our support staff to assure are meeting or exceeding our clients' expectations. The Regional Vice President reviews the financial performance of each account and with the Director of Sales, meets with our direct client liaison, administrative staff, county supervisors, etc. to assure that we are meeting their expectations within our program.

VICE PRESIDENT OF HUMAN RESOURCES - Pat Ahern

The Vice President of Human Resource supports our management team with applicable information and assistance in regards to Human Resources policies and procedures, recruiting, handling employee grievances, incentive programs, training curriculums, and informing the field of changes to Federal Laws and guidelines effecting employees within our provided services.

ARAMARK MANAGEMENT, STAFFING & TRAINING

REGIONAL SALES DIRECTOR - Patrick Turner

The Regional Sales Director is responsible for client retention, expanding and adding to our current business, and for growing our business with new clients within the Marketplace. The Regional Sales Director is responsible for the survey and proposal process. As the facilitator in new and re-bid business opportunities, the Sales Director must assure ARAMARK that we are meeting or exceeding our customers' expectations as well as establishing an avenue of lead generation. The Regional Sales Director meets with our direct client liaison in addition to the Sheriff's Department, and other facility staff and Local Officials in County and State Government.

DISTRICT MANAGER - Eddie Noriega

During regular visits, the District Manager will review the commissary service operation for quality, achievement of operational goals and budgets, safety, sanitation, and security. The District Manager will help ensure that your objectives are met. Most important, the District Manager provides a separate, distinct, open, and available communication link between you as our client and ARAMARK. We consider ARAMARK, as a Company, to be your Department Manager, not just the individual who serves you as your Front Line Manager. This ensures a dramatic sense of urgency and provides a new and higher level of control than would otherwise be available to you.

NATIONAL DIRECTOR OF COMMISSARY OPERATIONS - Jayne Krosmico

Works closely with you and the local staff in order to implement a quality commissary program. Jayne oversees all of ARAMARK commissary programs nationwide. Jayne works to implement innovative new programs and marketing concepts for commissary.

COMMISSARY SUPPORT MANAGER - Scott Heim

The Commissary Support Manager is responsible for supporting the regional commissary accounts. Reporting to the Director of Commissary Operations, the manager will work with the facility to define facility needs and be responsible for implementing them.

FRONT LINE MANAGER - To Be Named

The Front Line Manager is responsible for supervising and directing all the activities of a commissary service operation in a manner that is consistent with client, corporate and division policies and goals. The Front Line Manager provides a service program that consistently achieves client and division standards in sanitation, quantity and quality of product and service, safety and delivery of product within client's security restrictions. The Front Line Manager also implements and maintains a client relations program designed to achieve consistently high levels of client and customer satisfaction.

ARAMARK MANAGEMENT, STAFFING & TRAINING

ARAMARK ACADEMY

In this section ARAMARK Correctional Services has provided information describing our employee training and development programs.

ARAMARK's has also included the following documents in relation to Human Resources. These documents can be located in the appendices section of this proposal.

ARAMARK EEO SUMMARY

ARAMARK JOB DESCRIPTIONS

ARAMARK EMPLOYEE HANDBOOK

ARAMARK EMPLOYEE BENEFITS OVERVIEW

ARAMARK MANAGEMENT, STAFFING & TRAINING

MANAGEMENT TRAINING

ARAMARK Correctional Services, Inc., provides a full spectrum of quality training and development for all levels of employees that meet ACA guidelines. New managers start with an orientation program, **On Your Mark**. This program introduces new managers to ARAMARK. Next, the new Correctional Services manager begins **LEAD**, ARAMARK Correctional Services new manager training program. During this program, the new manager is assigned to a qualified trainer and qualified training site to be trained and coached for a management position with ARAMARK Correctional Services (see the following program descriptions).

There are other training programs that management employees are provided on an ongoing basis such as ServSafe, Human Resources Workshops, Leadership Development, Safety, Security, Accident Prevention, First Aid, Chemicals and Fire Safety. These programs are delivered through classroom training, meetings, self-study, videotape, reading, and professional associations.

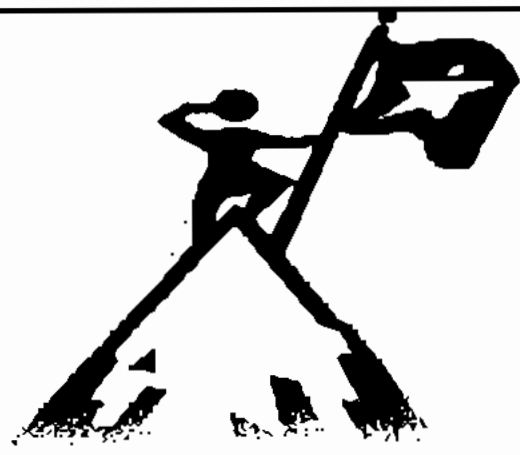
All training is conducted on a regular basis to meet, at a minimum, the 40-hour ACA annual training requirement. All training is documented and kept on record when completed.

NON-MANAGEMENT TRAINING

In addition to management training and development, ARAMARK Correctional Services, Inc., provides a full spectrum of quality training and development for all levels of employees that meet ACA guidelines. New employees start with an indoctrination program. This program introduces new employees to ARAMARK and the client's specific operation. Next, the new Correctional Services employees are trained through ARAMARK Academy. Kitchen/Commissary Basics and Supervising Inmates are the core modules of the program. During this program, the new employee is either trained by a manager or a Lead Supervisor, or a combination.

There are other training programs that non-management are provided on an ongoing basis such as safety, security, accident prevention, first aid, and fire safety. These programs are delivered through in-service training sessions typically held on location. All training is conducted on a regular basis to meet, at a minimum, the 40-hour ACA annual training requirement. All training is documented and kept on record when completed.


ARAMARK MANAGEMENT, STAFFING & TRAINING



ON YOUR MARK

Objectives:	<p>Provide a fun and interactive way for new managers to meet co-workers, gain a better understanding of the large & dynamic company they have joined, and how to utilize their skills to make a difference & achieve career goals.</p> <p>ALL participants receive handouts on benefits contacts, acronym dictionary, description of each Line of Business, employee referral program and more. Participants are also able to network with other new ARAMARK managers.</p>
Topics:	<ul style="list-style-type: none"> • Mission One • Company History & "Dreamers & Doers" video. • Our Vision, Guiding Principles, Definition of Diversity, and Principles for Valuing Diversity • Company Structure and Lines of Business Discussion, "We Can Do it All" video • ARAMARK's "Wow" benefits (tuition reimbursement, discounts, etc) appear on the screen throughout the day (rather than a module on benefits) • How YOU can make a difference to the business: Founders Fund, Volunteer opportunities • Career Opportunities and how to find them • Training & Development Opportunities and how to take advantage of them • How to stay on track with performance: Key Success Measures, Management Dimensions, and the Career Management Process. • Rewards for performance: Promotions, Incentives, Merit Increases • 401(k) • "Continuing Your Adventure" Fax back completed sheet (optional homework) and receive a prize
Target Audience:	Front Line Managers
Length:	1 Day (10:00 am to 3:30 pm)

ARAMARK MANAGEMENT, STAFFING & TRAINING

	LEAD
Description:	<p>LEADERSHIP EXCELLENCE AND DEVELOPMENT FOR NEW CORRECTIONAL SERVICES MANAGERS</p> <p>LEAD is an action-learning program which introduces new managers to our business, systems and language. Participants are assigned to a Training Site where they will be coached and trained by experienced managers.</p> <ul style="list-style-type: none"> • Correctional Production Management • Accounting and Profitability • Sanitation • Safety and Security • Human Resources • Technology • Juvenile Facilities • Commissary Operations <p>LEAD employs a variety of learning methods including structured one-on-one instruction, videotape, self-study, CD-ROM, and readings.</p>
Objectives:	<ul style="list-style-type: none"> • To prepare new managers to successfully run a Correctional Services account. • To enhance managerial skills. <p>To provide a consistent means of training new managers in ARAMARK Correctional Services</p>
Target Audience:	<p>Employees new to management or new to ARAMARK Correctional Services</p>
Length:	<p>Approximately 6-8 weeks</p>

ARAMARK MANAGEMENT, STAFFING & TRAINING

LEADERSHIP SERIES OVERVIEW



	SLI Strategic Leadership Institute	ALDP Advanced Leadership Development Program	LDP Leadership Development Program	BLS Building Leadership Skills
Who Should Attend	District Managers, Senior Sales Directors, Human Resource Directors and other Regional/ Headquarters Staff (Band 5 & above).	GM, and similar staff levels with MDR rating of Candidate for Promotion or Demonstrates Potential who have potential to assume multi-service/unit responsibility. Also Managers new to multi-service/unit responsibility with MDR rating of Solid Contributor.	Managers who have primary or secondary responsibility for day-to-day client relationships AND Headquarters or Regional Staff Managers (Band 6& 7).	Front-line supervisors & managers (Band 7 & 8)
Program Description s	SLI addresses market focus, service excellence, financial acumen, and organizational alignment concepts. Participants work on Application Projects and present outcomes on final day. Program topics are: <ul style="list-style-type: none">Outdoor Leadership ExperienceStrategies for Business DevelopmentRelationship ManagementMarketing and PricingAnalysis for GrowthStrategic Alignment and CommunicationVision Into ActionChange for GrowthDiversity Module	ALDP addresses the skills needed to successfully manage complex and/or multi-unit accounts. Participants assess their current strengths and developmental needs, as well as work on Application Projects. Outcomes are presented on the final day. Program topics are: <ul style="list-style-type: none">Leadership Development PlanningInterpersonal EffectivenessFinancial ManagementClient RelationsChange ManagementLevelingCommitment to Diversity	LDP develops leadership skills, financial management skills, and improving client relations. Includes and Application Project that will help participants reach business objectives. Program topics are: <ul style="list-style-type: none">The Mission One j Team ChallengeLeadership Development Survey /Career Management StrategiesSituational LeadershipLeading Change/Mobilizing TeamsFinancial Management - <i>Zodiak</i> GameCreating Unlimited PartnershipsLeading Diversity	BLS addresses handling increasing responsibilities in an efficient, effective and legal way. Program topics are: <ul style="list-style-type: none">Introduction to LeadershipUnderstanding DiversityUnderstanding BehaviorInteractive CommunicationCoaching for PerformanceLevelingTime ChallengedConflict ResolutionManaging ChangeThe BLS Challenge
Program Dates	<i>Each program is 2 weeks:</i> <ul style="list-style-type: none">Jan 12-17 & Feb 24-28March 23-28 & May 12-16TBD - Summer	<i>Program is 2 weeks and offered twice per year:</i> <ul style="list-style-type: none">Nov 17-22 and March 9-13Feb 16 j 21 and June 22 - 26	<i>Each program is one week:</i> <ul style="list-style-type: none">Nov 11-15Jan 20-24Jan 27-31Feb 24-28March 31 - April 4April 7-11May 12-16 (West Coast)June 16-20July 14-18	<i>Program is 3 days and offered approximately 40 times a year.</i> <ul style="list-style-type: none">Click here for schedule
Program Costs	TBD for FY03 Includes lodging and meals	TBD for FY03 Includes lodging and meals	TBD for FY03 Includes lodging and meals	\$ 900 Includes lodging and meals
How to Nominate An Employee	Click here for registration form.	Click here for registration form.	Click here for registration form.	Click here for registration form.

ARAMARK MANAGEMENT, STAFFING & TRAINING



MANAGEMENT TRAINING

LESSON PLAN:	MANAGEMENT SKILLS-INMATES
Objectives:	To understand the background of inmates; understand how inmates are faced with fear, anxiety, and loss of privacy, constant contact with others.
Assignment:	Read Games Criminals Play; review handbook from location with manager; prepare an inmate orientation briefing on ARAMARK Correctional Services.
References:	Games Criminals Play, Corrections Division Handbook, Training Films: "I Live in a Prison", "Doing Time -- Life as an Inmate", "New Man at Millersville".

LESSON PLAN:	MANAGEMENT SKILLS j SECURITY
Objectives:	To become aware of the importance of security in a Corrections facility; to understand the Training Facilities Security Program; to learn the management actions required to develop and implement a Security Program.
Assignment:	Read the Corrections Division Handbook; discuss importance of security with the Location manager; review the Security Training Program; study the Facilities Security Program; tour the facility -- pay special attention to security policies and procedures; follow the 11 action steps; prepare a written report on security. This report should cover all the points outlined in steps one through four. Review report with Training Director and Location Manager; attend a Security briefing meeting by facility staff; prepare a Security briefing to be given to civilian employees, management employees.
References:	Corrections Division Handbook; Location Security Program; Security Training Program.

ARAMARK MANAGEMENT, STAFFING & TRAINING



MANAGEMENT TRAINING

LESSON PLAN:	STAFFING/FACILITY ANALYSIS
Objectives:	To understand all the factors that must be considered when staffing an account; to conduct a facility analysis of the training location.
Assignment:	Review the Facility Analysis Section of the Staffing Manual; analyze the location detailing the eight factors; review report with Location Manager; conduct a detailed physical review of the labor paying special attention to factors that impact the amount and skill level of the work force; review report with Location Manager; discuss facility and administrative policies with Location Manager; contact local employment agencies -- discuss availability, wage rate and labor laws; prepare a written report for review with Training Director. This report should demonstrate new Manager's knowledge and understanding of all the factors that impact staffing.
References:	ARAMARK Correctional Services Staffing Manual; Corrections Division Handbook; Location Contract.

LESSON PLAN:	STAFFING SCHEDULING
Objectives:	To gain an understanding of the proper steps involved in efficiently staffing a location; to be able to write position descriptions and work routines; to develop a manning table for the training location.
Assignment:	Read the Scheduling section of the Staffing Manual; review information gained from your contract and facility analysis; determine total hours needed to properly staff the location -- grouping jobs for efficient utilization; review and discuss hours and job groupings with Location manager. Note differences. Be sure you understand. Develop position descriptions for five positions. Develop work routines for five positions. Review position descriptions and work routines with Location Manager; develop manning tables -- civilian and inmate. Cost out civilian manning table. Review scheduling procedures and your work with Training Director.

ARAMARK MANAGEMENT, STAFFING & TRAINING**MANAGEMENT TRAINING**

LESSON PLAN:	STAFFING SCHEDULING
Objectives:	To gain an understanding of the proper steps involved in efficiently staffing a location; to be able to write position descriptions and work routines; to develop a manning table for the training location.
Assignment:	Read the Scheduling section of the Staffing Manual; review information gained from your contract and facility analysis; determine total hours needed to properly staff the location -- grouping jobs for efficient utilization; review and discuss hours and job groupings with Location manager. Note differences. Be sure you understand. Develop position descriptions for five positions. Develop work routines for five positions. Review position descriptions and work routines with Location Manager; develop manning tables -- civilian and inmate. Cost out civilian manning table. Review scheduling procedures and your work with Training Director.

LESSON PLAN:	STAFFING/HIRING
Objectives:	To understand and be able to use the four major sources of new employees; to learn and practice the steps involved in the interview process.
Assignment:	Read the Hiring section of the Staffing Manual; develop a position profile for two positions; review position profiles with Locations Manager; discuss sources of new hires with Location Manager. If appropriate, visit a few organizations used by the Manager. Prepare a sample job posting. Prepare a sample employment ad. Practice the interview steps with the local Manager -- use role-playing process. If you have the opportunity during your training: observe the Manager during an interview; conduct an interview with the Manager. Complete the A. A. applicant log; discuss the selection process with the Manager; review the hiring process with the Training Director.

NORM MILLER
PRESIDENT

Experience

1997-Present	ARAMARK Corporation
2002-Present	ARAMARK Correctional Services, Inc. President
1999-2002	ARAMARK Uniform Services Executive Vice President
1997-1999	ARAMARK Correctional Services, Inc.
1999-1999	President
1997-1999	Vice President, Operations East
1992-1997	Perrier
1994-1997	Regional Manager
1992-1994	Group Branch Manager
1991-1992	Kraft General Foods District Manager
1998-1991	Pepsi-Cola
1990-1991	Regional Operations Manager
1989-1990	District Manager
1988-1989	District Operations Manager
1983-1988	United States Army

Education

1983	West Point-United States Military
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DANIEL JAMESO..
VICE PRESIDENT-SALES & MARKETING

Experience

1986 - Present	ARAMARK Correctional Services, Inc Oak Brook, Illinois
1992 - Present	Vice President of Sales & Marketing
1986 - 1992	Assistant to the President/Director of Administration
1985 - 1986	Szabo Food Service, Inc. (Company purchased by ARA Services, Inc. in 1986) Oak Brook, Illinois Director of Government Programs
1981 - 1985	Chicago Alliance of Business Chicago, Illinois Contract Administrator
1980-1981	American Folding Products Chicago, Illinois Inside Sales Manager

Education

1988	I.I.T. Chicago-Kent College Of Law - Chicago, Illinois Candidate for Juris Doctor Degree, June Deans List: Fall 1986 and Spring 1987
1980	Illinois Wesleyan University - Bloomington, Illinois Bachelor of Arts in History, May President-Tau Kappa Epsilon, 1978-79 Studied in Soviet Union, short-term 1979

Organizations
& Activities

American Bar Association
Illinois Bar Association
Chicago Bar Association
Illinois Wesleyan University-Alumni
Newsletter Editor

RICHARD SISCA
VICE PRESIDENT AND CFO

EXPERIENCE

08/70 - Present	ARAMARK Corporation
01/97 - Present	Correctional Services, Inc. Vice-President Finance
07/91 - 01/97	Business Dining Services Vice-President Finance/Controller
07/86 – 07/91	Refreshment Services Vice-President Finance
04/81 - 07/86	Leisure Services Assistant Controller
03/79 – 04/81	ARA Food Services Company Executive Assistant to the President
08/70 - 03/79	ARA Food Services Company Manager, Supervisor, Accountant

EDUCATION

1970	Temple University - Philadelphia, Pennsylvania Business Administration - Accounting Major/Economics Minor
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PATRICK AHERN
VICE PRESIDENT, HUMAN RESOURCES

EXPERIENCE

11/2002 – Present	Vice President, Human Resources ARAMARK Correctional Services Philadelphia, PA
10/2001 – 11/2002	Vice President Operations Cundy Chapman Schewe Consulting Ft. Lauderdale, FL
1/2000 – 10/2001	Vice President, Human Resources Viasource Communications, Inc. Ft. Lauderdale, FL
6/1992 – 12/1999	Vice President, Human Resources Republic Services/AutoNation/Alamo Rent a Car Ft. Lauderdale, FL
10/1985 – 6/1992	Manager, Human Resources American Express Plantation, FL
5/1983 – 10/1985	Sr. Recruiter Racal Datacom Plantation, FL
10/1981 – 5/1983	Sales Representative Ames Color File Boston, MA
1/1980 – 10/1981	Production Manager Microradiographics, Inc. Miami Lakes, FL

EDUCATION

1979 BS, Business Management
Minor - Criminology
Florida State University

CERTIFICATION

1995 Senior Professional Human Resources (SPHR)

CAREY J. LIEBERMAN
PURCHASING DIRECTOR

EXPERIENCE

01/92 - Present	ARAMARK Corporation
05/99 – Present	ARAMARK Correctional Services, Inc. Purchasing Director
12/98 – 05/99	ARAMARK Corporation Senior Regional Distribution Manager
01/94 – 12/98	Regional Distribution Manager – Eastern Region
01/92 – 01/94	Regional Distribution Manager – Western Region
11/90 – 01/92	Nutrition Management Services Company Vice President, Operations
11/88 – 11/90	Geriatric and Medical Centers Corporate Director, Food and Nutrition
02/82 – 11/88	Nutrition Management Services Company
01/88 – 11/88	Vice President, Operations – Retail Division
12/85 – 01/88	Director, Quality Assurance
10/84 – 12/85	District Manager
02/82 – 10/84	Director of Food Services
05/78 – 02/82	Red Coach Grill Restaurants General Manager
09/75 –05/78	Pizza Hut, Inc. General Manager

EDUCATION

05/78	State University at Binghamtom Bachelor of Science – Management
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EXPERIENCE

EDUCATION

1981 United States Military Academy
Bachelor of Science

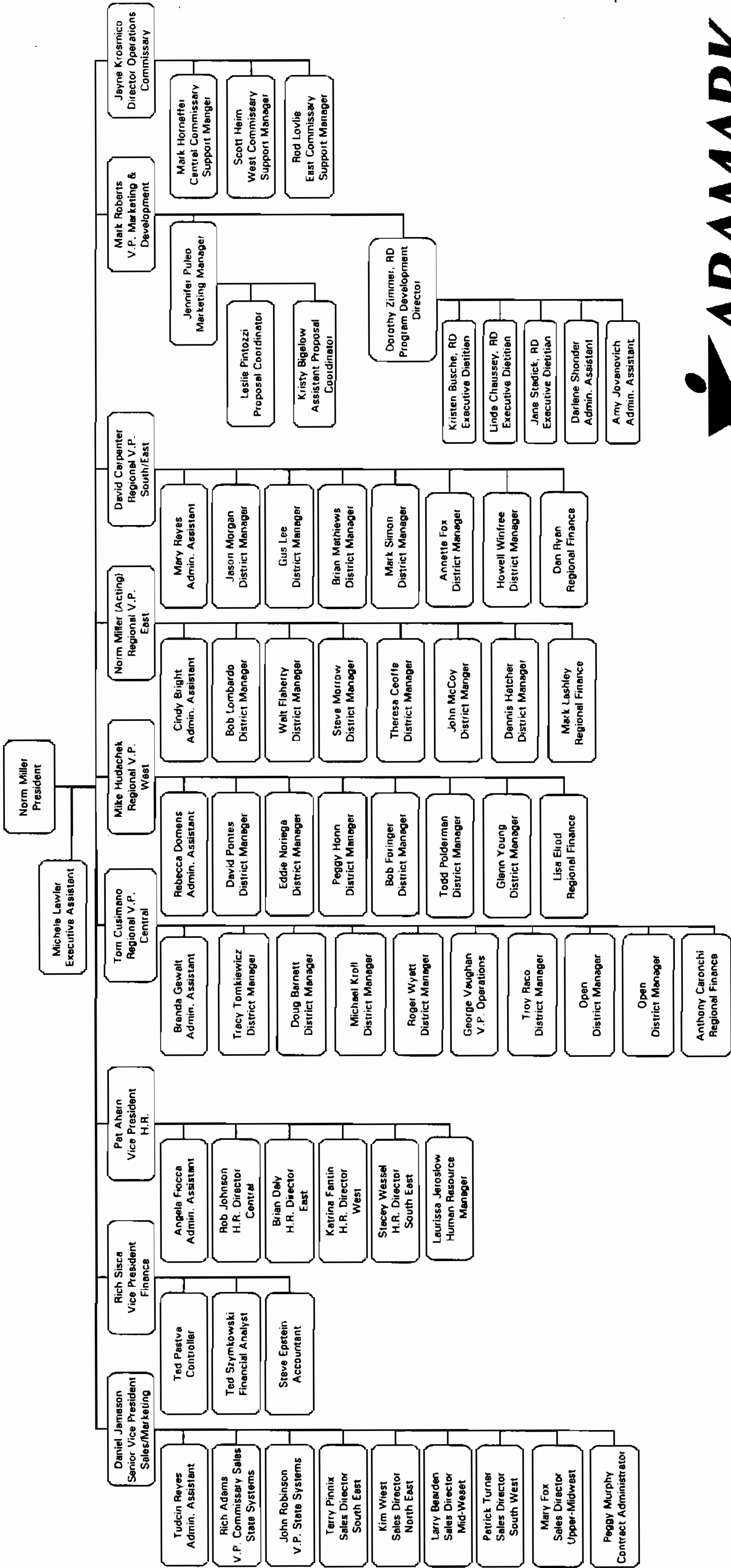
E. PATRICK TURNER
REGIONAL SALES DIRECTOR

Experience

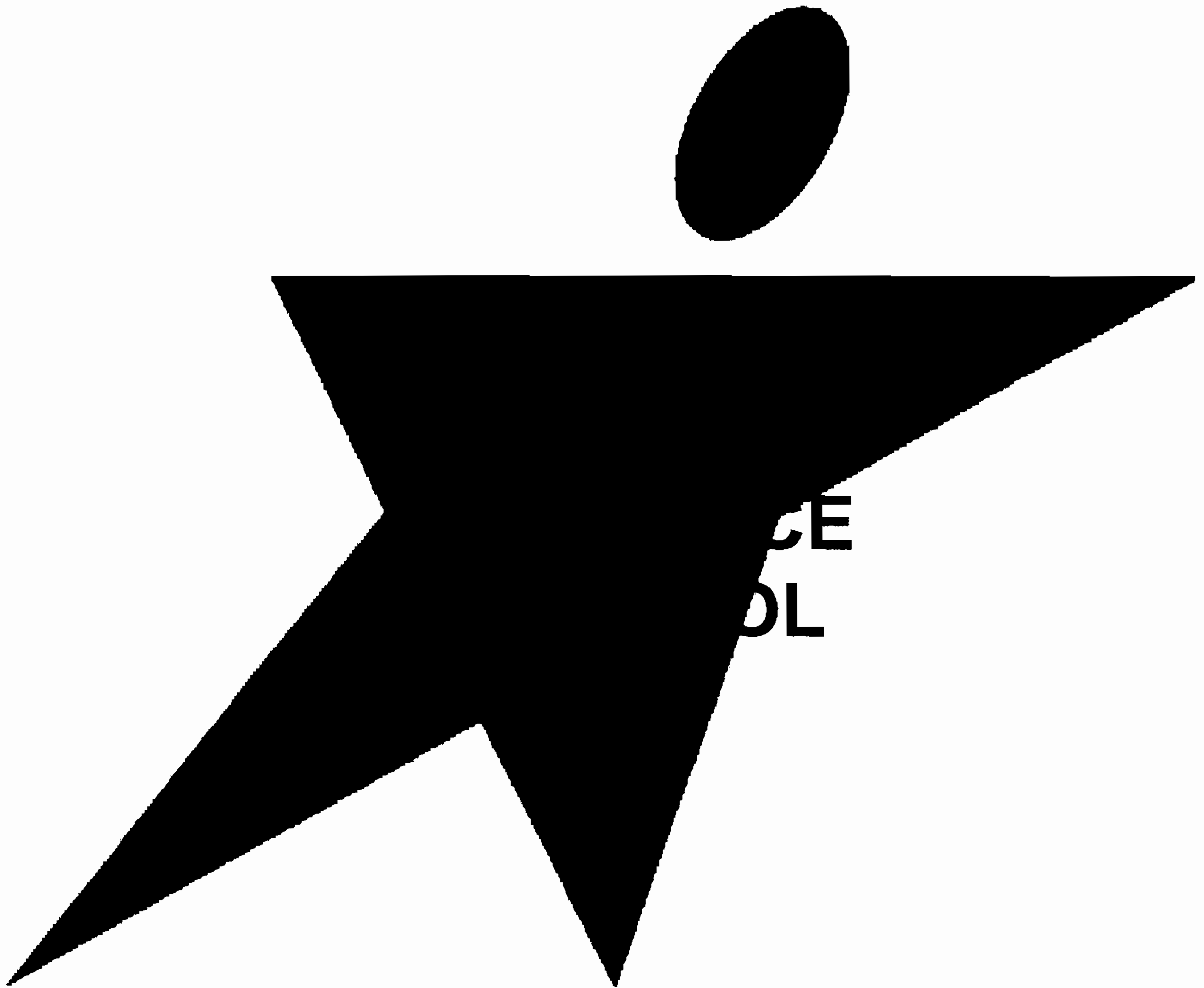
1992-Present	ARAMARK Corporation
1999-Present	ARAMARK Correctional Services, Inc. Regional Sales Director Southwest Region
1998-1999	ARAMARK Campus Services Regional Sales Director Southwest Region
1992-1998	ARAMARK Correctional Services, Inc. Regional Sales Director Southwest Region
1983-1992	Service America Sales Director-Special Markets
1982-1983	Szabo Food Service Unit Manager
1978-1982	Saga Corporation Unit Manager

Education

1978	Stephen F. Austin State University Bachelor of Arts
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Revised 06/03



ARAMARK QUALITY ASSURANCE & CONTROL



ARAMARK's Quality Assurance Program is designed to be a continuous self-evaluation improvement process.

Standards have been identified that are important to our clients and to ARAMARK. All of the ACA standards have been incorporated into our Quality Assurance Program.

ARAMARK's standard Quality Assurance Quarterly forms can be reviewed at the end of this section. The QAR Program is updated annually.

Sample Commissary Audit Forms have also been provided, and can be located at the end of this section.

ARAMARK QUALITY ASSURANCE & CONTROL

QAR PLAN - HOW IT WORKS:

During each fiscal quarter, the Front Line Manager (FLM) completes an entire QAR form for the facility (for multiple production locations or facilities, more than one form may be used.) For each quarter, a different colored form is used, starting with yellow for 1st quarter.

- The QAR form is divided into sections such as, safety and security. Each week, one or more sections are selected for the review.
- The reference pages of the Descriptive Details are read to fully understand the standard. Some standards have as many as 10 descriptions.
- Standards are scored by the FLM with careful attention to detail.
- The FLM signs his/her name and dates the bottom of each section on the QAR form as he/she finishes the review
- The FLM completes the QAR Action Plan and Narrative for each "A" rating.
- Detailed plans are written, including the name of the person responsible for completing each action.
- The completed Action Plan form is placed in the Action Plan section of the QAR Handbook.
- Progress is noted on the Action Plan form until all items can be changed to an "M" meet score.
- The District Manager will also review the scores assigned each standard and the action plans. The District Manager may request Action Plans to be e-mailed or periodic review.
- At the end of each quarter, the fully completed QAR form and Action Plans with updated reviews are copied. The FLM sends one copy to his/her DM and one copy to his/her Regional Vice President or Vice President of Operations. The original copies are kept in the back section of the QAR Handbook.
- 100% "M" compliance on the entire QAR will be recognized with a framed certificate. This compliance level will be verified and approved by the District Manager.
- The entire procedure shall be repeated for each quarter for each facility, including those facilities previously achieving 100% compliance.

ARAMARK QUALITY ASSURANCE & CONTROL

GRIEVANCE PROCEDURES

As in any commissary service, the director will occasionally receive complaints from inmates or correctional officers. The Front Line Manager and the facility administration should determine in advance how routine complaints will be handled.

STANDARD ARAMARK PROCEDURES ARE AS FOLLOWS:

- Check with the client contact before receiving complaints. Identify how the facility wants them handled.
- Listen carefully and politely to any grievances.
- Check thoroughly to determine if the complaint is valid. If ARAMARK is at fault, check into correcting the problem.
- If it is not an ARAMARK problem, follow the administration's usual policy.
- It may be advantageous to participate in the facility staff meeting a least once a month. You will be able to stop problems before they become complaints.
- Inform administration in writing of how each complaint was resolved.

ARAMARK Correctional Services is committed to encouraging interchange and openness between our employees and those of the client. Complaints from inmates will be responded to by the ARAMARK Correctional Services Front Line Manager after proper investigation of the complaint. All complaints by inmates and staff will be submitted in writing to ARAMARK Correctional Services by the facility.

Complaints which are valid within the terms of the agreement with ARAMARK Correctional Services will be forwarded to ARAMARK Correctional Services' management. A form grievance response sheet will be completed by the ARAMARK Correctional Services manager after reviewing the complaint. ARAMARK manager will then be responsible for following up on the complaint to insure the problem has been resolved for the next meal period.

ARAMARK Correctional Services has learned through the years that maintaining open communications reduces problems for both ourselves and our clients. There are few problems which cannot be resolved if both parties know and respect each other as professionals.

ARAMARK QUALITY ASSURANCE & CONTROL

SECURITY POLICIES

Of course, security is the primary concern to the facility administration; therefore we present the following overview of ARAMARK Correctional Services' standard procedures. If any of these practices do not coordinate with the current system, we will modify our security program to fit the security policies of the facility.

INITIAL SECURITY ORIENTATION

All commissary service staff must function in accordance with the security policies, procedures and guidelines of the facility. Each aspect of security, in depth, needs to be understood, thereby reducing breaches of security. The employee must obtain a security clearance as a condition to hire. The Front Line Manager will arrange security briefings for new employees upon hire.

The security briefing program will be at the discretion of the facility administrator as to length and time. Documentation of security briefing will be in the personnel file of each employee.

MONTHLY SECURITY BRIEFINGS

The "Monthly Security Briefing" will be presented to each employee every month. Sample topics of those briefings are listed here:

- Securing of doors and gates.
- Badges and identification.
- Securing of cells and lockdown.
- Corrections officers-stations and relief.
- Classification of inmates - housing assignments.
- Various privilege levels of inmates.
- Corrections officer's rounds.
- Shakedown and contraband.
- Inmates/detainee visiting privilege.
- Emergencies-response within facility fights, escapes, inmate/detainee injury.
- Court procedures.
- Bookings-processing-arraignment.
- Transfer of inmates to another facility.
- Inmate worker status.

ARAMARK QUALITY ASSURANCE & CONTROL

SECURITY PROCEDURES

ARAMARK Correctional Services maintains a stringent security policy for all personnel which must be adhered to by all employees. As a company that specializes in working on the "inside", we are cognizant of the need for strict security policies in a correctional commissary service operation.

IT IS OUR STANDARD POLICY TO:

- Maintain strict control over products that could be used in making contraband.
- Eliminate, to the fullest extent possible, the use of products as inmate currency.
- Subject our employees to whatever background checks are required for employment within the institution.
- Review on a regular basis with the facility our security procedures and their
- Require each employee to sign an affirmation regarding his/her duties relative to security and continued employment. Security clearance is a condition of employment with ARAMARK Correctional Services.
- ARAMARK Correctional Services assures that all members of the commissary service staff will function in accordance with the security policies, procedures and guidelines of the facility.
- We will identify the various segments of security in an organized manner so each team member is responsible for his own actions. We will explore each aspect of security in depth, thereby reducing breaches of security.

SECURITY INSTITUTIONAL PROCEDURE

Written institutional procedures relating to custody and security will be adopted by the Front Line Manager in cooperation with the Williamson County Jail staff to include:

- Buildings/areas considered within the supervisory, management and maintenance control of the commissary service department.
- Control of supplies, including ordering, storage, movement and proper utilization of all items for which the commissary service department has responsibility.
- The Front Line Manager will work closely with the correctional staff to maintain a uniform approach to custody and security.

ARAMARK QUALITY ASSURANCE & CONTROL

CONTRABAND/POTENTIAL WEAPONS

Certain items have a far greater value within correctional facilities than in the outside world. Generally, these items have barter value, or they can be used to produce a forbidden product such as alcohol, or they can be used in an escape attempt. These materials are known collectively as contraband. Each Front Line Manager must be aware of what his facility considers contraband. In general, however, some items are excluded or controlled in all correctional facilities.

Medication: Medication includes all prescription and non- prescription medicines, as well as syringes. If secured, aspirin is allowed in some units.

Potential Weapons: Any article which might be used as a weapon falls into this category of contraband: (knives, fingernail files, scissors, razors, hammers, chisels, forks, spoons, pot lids, etc.). In effect, anything that can be concealed in a person's clothing, anything that can be sharpened or broken to achieve a sharp edge and anything that can be used to hurt someone is considered to be a potential weapon.

Chemicals: Cleaning chemicals are also potential weapons.

Cigarettes: In many facilities, cigarettes are the most popular form of contraband.

ARAMARK QUALITY ASSURANCE & CONTROL

STAFF ATTITUDES

Working in a correctional institution requires an understanding of both inmate and institutional attitudes and knowledge of the special characteristics and requirements of correctional facilities.

All institutions have different personalities. As with people, many factors influence the personality; geography, size, age, financial status, and leadership. The attitude of the prisoners greatly affects the tightness of security and correctional officers' attitudes toward their job.

Quite often, in small rural jails, tension is minimal and the atmospheres almost relaxed. In large city jails, however, feelings of suspicion and antagonism often create attitudes of "get them before they get us."

The ARAMARK Front Line Manager must be a stable, confident, sincere, practical, and optimistic individual. The ability to train people, to make quick but sound decisions, to accept authority, and to remain flexible are desirable traits.

The ARAMARK director's attitude toward inmates should be one of authority and dignity. Directors should not encourage or sympathize with inmates' complaints and should refrain from giving inmates any advice about personal or family matters. In these circumstances, the director should report the complaints or problems to the appropriate correctional officer.

The ARAMARK director never becomes a correctional officer or deputy. However, the director must be alert to problems which might develop within the facility and be responsive to feedback about them.

UNIFORMS

A way of distinguishing commissary service staff from both correctional officers and inmates is a distinctive uniform. Although uniforms may be worn by inmate commissary service workers as well as civilian employees, the director should be careful not to provide a complete uniform for inmates which could allow them to escape under the guise of being a civilian employee. A dress code has been established for ARAMARK management personnel for each facility.

ARAMARK QUALITY ASSURANCE & CONTROL

Correctional Services - COMMISSARY

1st Quarter FY 2000-2001

Component #

Component Name

QUALITY ASSURANCE STANDARDS REVIEW

ACA Standards are indicated with an * asterisk. ACA Mandatory Standards are shaded. Score standards M: Meets, A: Action Plans Needed or NA: Not Applicable

Refer to the QA Description Details (pages indicated), QAR Procedures, and QAR references.

MENU DD Page 1

D.M.

Product List

Product Review

Compliance Fill Rate

Product Complaints

FLM

Date

DM

Date

Signature

Initials

PACKING LINE DD Page 2

D.M.

Products

Fill Ratio

Average Pack Time

Delivery Sign-Off

Packing Methods

Bags

Sealers

FLM

Date

DM

Date

Signature

Initials

MANAGEMENT CONTROLS DD Page 3

Ops Manual/D.M./Controller

Accounts Receivable/WSO

Business Licenses

Contingency Plans

Contract Compliance

Correspondence File

*Inventory

*Management Log

*Equipment Maintenance Log

Quality Assurance Reviews

WORMOR

*Trust Fund

*Reconciliation

Check Stock

Cash Drawer

Last Audit

*Inmate Receipts

D.M. Audit

Budget

FLM

Date

DM

Date

Signature

Initials

SECURITY DD Page 8

Ops Manual/D.M./Your Client

*Key Control

*Dock & Doors Locked

*Security Training

*Knife & Utensil Control

*Locked Products

Warehouse Alarm

Vehicle Secure

FLM

Date

DM

Date

Signature

Initials

HUMAN RESOURCES DD Page 9

D.M./H.R. Regional

*Employee Files

*Affirmative Action

*Applications

Benefits

*Discipline

*Employee Handbook

1-9's

*In Service Training/40 hrs/ yr

*Job Descriptions

Payroll

*Performance Evaluations

*Posted Notices

*Personal Grooming

Uniforms

*Vacation & PTO Records

*Work Schedules

*Organization Chart

Business Conduct Policy

Drug Testing

FLM

Date

DM

Date

Signature

Initials

INMATE LABOR DD Page 15

Ops Manual/D.M.

*Job Descriptions

*Personal Grooming

Uniform

Vocational Training

*Work Schedules

*Client Health Screening

FLM

Date

DM

Date

Signature

Initials

PURCHASING DD Page 16

Ops Manual/Purchasing

Accounts Payable

*Approved Vendors

*Ordering

Price Lists-Vendor

*Receiving Procedures

*Storage Procedures/Rotation

FLM

Date

DM

Date

Signature

Initials

TECHNOLOGY DD Page 18

D.M.

Tape Backup

Systems Programs

ACTFAS

Sales & Commission

Data

Weekly Sales Reports

Resets

MRS

FLM

Date

DM

Date

Signature

Initials

DELIVERY EQUIPMENT DD Page 20

D.M.

Delivery Schedule

Vending Schedule

Vehicle Maintenance

FLM

Date

DM

Date

Signature

Initials

SAFETY DD Page 21

SACC Manual/Risk Management

*Chemical Control

*Safety Agency Inspectn Compliance

*Monthly Self-Safety Audit

*In-Service Safety Training

*First Aid/Medical

*Awareness

*SACC Manual

*Hazardous Communication

*Accident File

*OSHA 200 Log

*Safety Equipment

*Medical Provider Posting

FLM

Date

DM

Date

Signature

Initials

SANITATION DD Page 23

S&FS Manual/Risk Mgmt/Health Dept.

Vending Equipment

*Carts

*Clean as you Go

*Cleaning Schedules

*Dock

*Floors

*Handsinks

Office

*Pest Control

*Receiving

*Sanitation Checklist

*Storage Areas

*Storage Temperature Logs

*Toilets/Restrooms

*Trash Area

*Vehicles

*Sanitation & Food Safety

Manual

FLM

Date

DM

Date

Signature

Initials

SPECIAL FACILITY STANDARDS

FLM

Date

DM

Date

Signature

Initials

FINANCIALS

D.M./Controller

Inventory

Total Food

Total Supplies

Total Inventory

Weeks On Hand

Accounts Receivable

Over 90 Days \$

Weeks Sales Outstanding

Vendor Invoices +30 Days

FLM

Date

DM

Date


Signature

Initials

Note: a combined review for commissary and food service may be done in the Human Resources and Safety categories. Cross reference the documentation.

1801 S. Meyers Road - Suite 300
Oakbrook Terrace, IL 60181
630-568-2500

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ARAMARK

Correctional Services

ARAMARK QUALITY ASSURANCE & CONTROL

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Correctional Services - COMMISSARY				Component # _____
				Component Name _____
QUALITY ASSURANCE STANDARDS REVIEW				
ACA Standards are indicated with an * asterisk. ACA Mandatory Standards are shaded. Score standards M: Meets, A: Action Plans Needed or NA: Not Applicable				
Refer to the QA Description Details (pages indicated), QAR Procedures, and QAR references.				
MENU DD Page 1				
D.M.				
Product List				
Product Review				
Compliance Fill Rate				
Product Complaints				
FLM	Date	DM	Data	
Signature		Initials		
PACKING LINE DD Page 2				
D.M.				
Products				
Fill Ratio				
Average Pack Time				
Delivery Sign-Off				
Packing Methods				
Bags				
Sealers				
FLM	Date	DM	Date	
Signature		Initials		
MANAGEMENT CONTROLS DD Page 3				
Ops Manual/D.M./Controller				
Accounts Receivable/WSO				
Business Licenses				
Contingency Plans				
Contract Compliance				
Correspondence File				
*Inventory				
*Management Log				
*Equipment Maintenance Log				
Quality Assurance Reviews				
WOR/MOR				
*Trust Fund				
*Reconciliation				
Check Stock				
Cash Drawer				
Last Audit				
*Inmate Receipts				
D.M. Audit				
Budget				
FLM	Date	DM	Date	
Signature		Initials		
SECURITY DD Page 8				
Ops Manual/D.M./Your Client				
*Key Control				
*Dock & Doors Locked				
*Security Training				
*Knife & Utensil Control				
*Locked Products				
Warehouse Alarm				
Vehicle Secure				
FLM	Date	DM	Date	
Signature		Initials		
PURCHASING DD Page 16				
Ops Manual/Purchasing				
Accounts Payable				
*Approved Vendors				
*Ordering				
Price Lists-Vendor				
*Receiving Procedures				
*Storage Procedures/Rotation				
FLM	Date	DM	Date	
Signature		Initials		
TECHNOLOGY DD Page 18				
D.M.				
Tape Backup				
Systems Programs				
ACTFAS				
Sales & Commission				
Data				
Weekly Sales Reports				
Receipts				
MRS				
FLM	Date	DM	Date	
Signature		Initials		
DELIVERY EQUIPMENT DD Page 20				
D.M.				
Delivery Schedule				
Vending Schedule				
Vehicle Maintenance				
FLM	Date	DM	Date	
Signature		Initials		
SAFETY DD Page 21				
SACC Manual/Risk Management				
*Chemical Control				
*Safety Agency Inspectn Compliance				
*Monthly Self-Safety Audit				
*In-Service Safety Training				
*First Aid/Medical				
*Awareness				
*SACC Manual				
*Hazardous Communication				
*Accident File				
*OSHA 200 Log				
*Safety Equipment				
*Medical Provider Posting				
FLM	Date	DM	Date	
Signature		Initials		
SANITATION DD Page 23				
S&FS Manual/Risk Mgmt/Health Dept.				
Vending Equipment				
*Carts				
*Clean as you Go				
*Cleaning Schedules				
*Dock				
*Floors				
*Handrinks				
Office				
*Pest Control				
*Receiving				
*Sanitation Checklist				
*Storage Areas				
*Storage Temperature Logs				
*Toilets/Restrooms				

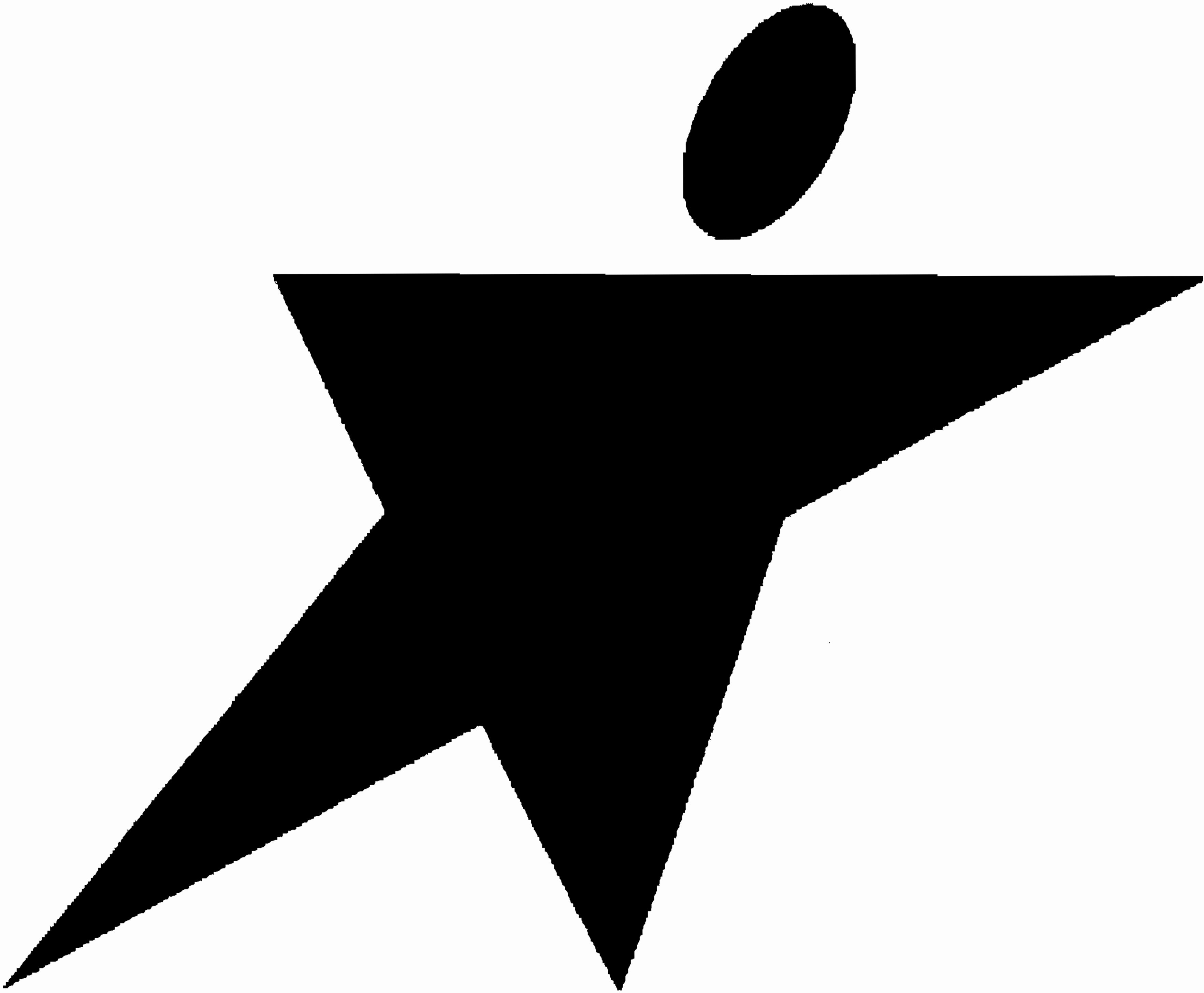
ARAMARK QUALITY ASSURANCE & CONTROL

COMMISSARY AUDIT STATUS REPORT - FISCAL QUARTER

District Manager: _____ Status: _____ Responsibility Code: _____

Component Name	Comp. #	Scheduled Audit Date	Actual Date of Completion	Audits in Process (Y/N)	Anticipated Completion Date	Actual Audit Performed by: (Name/Title)
Total for the Quarter						

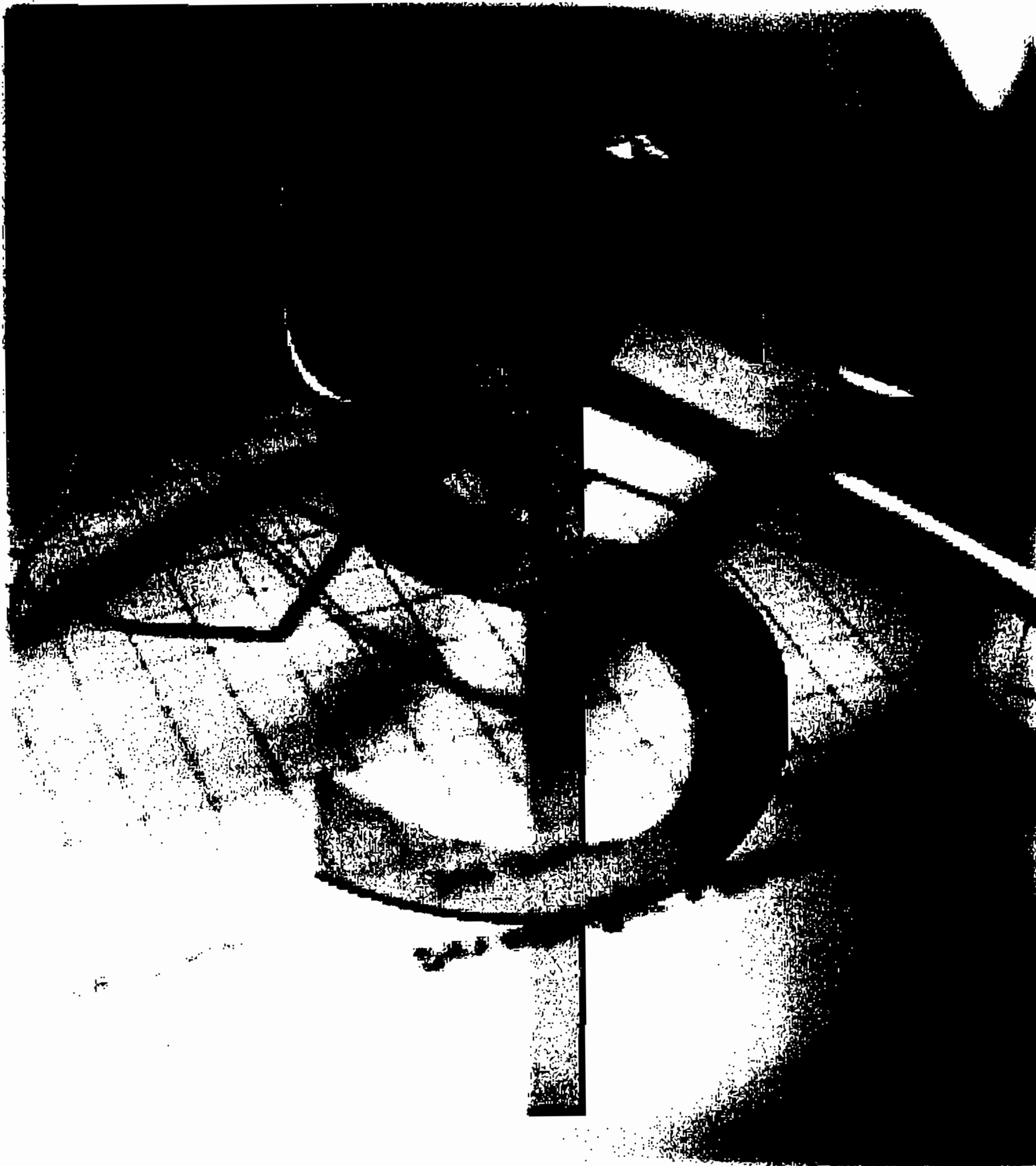
* Completion status is the percentage obtained by dividing total number of audits completed fiscal YTD by total number of audits to be performed during the entire fiscal year.



ARAMARK FINANCIAL PLAN

FINANCIAL STRENGTH

ARAMARK Correctional Services, Inc., is an indirect wholly-owned subsidiary of ARAMARK Corporation, a 9.0 billion dollar, public corporation.



You can be assured that our financial strength and depth of corporate support are substantial.

Over the years, ARAMARK has continued to strengthen its financial position, as well as our market position.

During the recent rocky economic period, we not only held our own, we continued to grow while remaining financially stable.

We have enclosed our 2002 financial report (form10K) for ARAMARK Corporation, for your examination.

You can locate this report at the end of this section.

ARAMARK FINANCIAL PLAN

NO JOINT VENTURE

It is agreed that nothing contained in this proposal or resulting contract shall be deemed or construed as creating a partnership or joint venture between the Williamson County Jail. and any other party, or cause either party to be responsible in any way for the debts or obligations of the other party. ARAMARK shall perform their services as an independent contractor, and nothing contained herein shall be construed as placing ARAMARK in the category of merit employee, exempt employee or other type of employee of the Williamson County Jail.

BILLING/INVOICING

ARAMARK Correctional Services will invoice the Williamson County Jail at the end of each month. Invoiced commissary prices will be calculated on the prices included in this proposal.

REMITTANCE INFORMATION

The County will remit payment within thirty (30) days of receipt of invoice to:

ARAMARK CORRECTIONAL SERVICES, INC.

Post Office Box 406019

Atlanta, Georgia 30384-6019

PRODUCT, PRICE LIST, & COMMISSION PERCENTAGE

ARAMARK proposes a commission of the Net Sales not including stamps and or stamped envelopes. Our commission rate and product & price list follow.

OPTION 1: ARAMARK employees will scan all orders and deliver all orders to the inmates. 38.2% Commission Rate

OPTION 2: ARAMARK employees will deliver all orders to the County. County employees will scan all orders and deliver to the inmates. 42.9% Commission Rate.

Williamson, TX
Sales Tax will be added where applicable

Item	Brand	Size	Price w/o tax
Coffee - decafe single	Sanka	Individual	0.27
Coffee - regular single	Maxwell Hse	Individual	0.27
Coffee - regular large	Columbian	3 oz	4.25
Creamer - 10 ct	Grindstone	Individual	0.56
Sugar Substitute - 10 ct	Sugar Twin	Individual	0.50
Sugar - 10 ct	Dixie	Individual	0.44
Drink Mix - Cool off - all flavors - sugar free	Cool Off	Individual	0.25
Fruit Punch Drink - single	Sun-up	Individual	0.27
Iced Tea - single	Sun-up	Individual	0.27
Lemonade - single	Sun-up	Individual	0.27
Cherry Drink - 6 oz	Sun-up	6 oz	1.30
Iced Tea - 6 oz	Sun-up	6 oz	1.30
Lemonade - 6 oz	Sun-up	6 oz	1.30
Hot Chocolate	Capital	Individual	0.30
Atomic Fire Balls	Cathys	4.5 oz	1.00
Baby Ruth	Nestle	2.1 oz	0.70
Breath Mints	Certs	roll	0.70
Butterfinger	Nestle	2.1 oz	0.70
Jolly Rancher - Assorted - Bag	Cathys	4 oz	1.00
Lemon Drops - bag	Cathys	4.5 oz	0.90
M&M Peanuts	Mars	1.74 oz	0.70
M&M Plain	Mars	1.69 oz	0.70
Payday	Mars	1.85 oz	0.70
Reese PB Cup	Hershey	1.6 oz	0.70
Rootbeer Barrels - bag	Cathys	4.5 oz	0.70
Snickers	Mars	2.07 oz	0.70
Starlight Mints - Bag	Cathys	4.5 oz	0.80
Three Musketeers	Mars	2.13 oz	0.70
Cookies - Duplex Cremes	Plantation	5 oz	1.00
Cookies - Peanut Butter	Plantation	5 oz	1.00
Cookies - Vanilla Cremes	Plantation	5 oz	1.00
Cookies - Oreo/Swiss Cream	Plantation	6 ct	0.65
Cookies - Butterfinger	Buds Best	9 oz	2.20
Cookie-Butterfinger	Buds Best	9 oz	2.20
Cookie-Choc Chip	Grandma	2.75 oz	0.65
Cookie-Choc Chip	Buds Best	10 oz	2.50
Cookie-Oatmeal	Grandma	2.75 oz	0.65
Cookie - Vanilla Wafers	Buds Best	12 oz	2.20
Brownie-Fudge	Plantation	3 oz	0.75
Moon Pie - Chocolate	Chatanooga	2.75 oz	0.75
Cinnamon Roll - Texas	Mrs. Freshleys	4 oz	0.85
Donuts - Chocolate	Pattycake	3 oz	0.85
Donuts - Powdered	Pattycake	3 oz	0.85
Honey Buns	Mrs. Freshleys	4.75 oz	0.85

Williamson, TX
Sales Tax will be added where applicable

Item	Brand	Size	Price w/o tax
BBQ Chips	Frito Lay	1 oz	0.60
Chitos Crunchy	Frito Lay	1 oz	0.60
Cheese Curls - Hot	Herrs	1 oz	0.60
Corn Chips - Chili Cheese	Frito Lay	1.25 oz	0.60
Corn Nuts	Nabisco	1.4 oz	0.80
Cracker Jacks - bag	Frito Lay	1 oz	0.60
Crackers and Cheese	Kraft	1 oz	0.55
Crackers - Peanut Butter	Frito Lay	1.4 oz	0.55
Hot Buffalo Wing Chips	Snyders	1 oz	0.55
Hot Fries	Andy Capp	1 oz	0.55
Jalapeno Chips	Snyders	1 oz	0.55
Nacho Chips- Taco Fiesta	Snyders	1 oz	0.55
Peanuts - Salted	Planters	1oz	0.61
Popcorn	Snyders	.625 oz	0.60
Pretzels	Snyders	1.5oz	0.55
Regular Chips	Frito Lay	1 oz	0.60
Beef & Cheedar Stick	O'Brien	1.125 oz	0.65
Bean Cheese Dip		4 oz	3.25
Beef Sticks	O'Brien	1 oz	0.65
Cheese Spead - Jalapeno		8 oz	3.31
Grape Jelly	Sun-up	12 oz	3.25
Ketchup Sauce	Panola	6 oz	1.06
Hot n Spicy Sausage	O'Brien	1.125 oz	0.65
Instant Rice - White - Small	Scrappy Jacks	3 oz	0.70
Instant Rice - White - Large	Scrappy Jacks	7 oz	1.30
Jalapeno Peppers - sliced		.08 oz	0.60
Oatmeal - Brn Sug & Cinnamon - pkt	Sturms	10 ct box	3.10
Oriental Rice	Scrappy Jacks	2.25 oz	1.05
Peanut Butter	Sun-up	18 oz	3.50
Pickle - Hot	Van Holten	4.63 oz	1.09
Pickle - Kosher Dill	Van Holten	4.63 oz	1.09
Red Beans & Rice - Instant	Scrappy Jacks	3.6 oz	1.16
Refried Beans - Instant	Scrappy Jacks	7 oz	1.05
Saltines	Homekist	16 oz	2.75
Soup - Bag - Beef	Nissin	3 oz	0.40
Soup - Bag - Chicken	Nissin	3 oz	0.40
Soup - Bag - Chili	Nissin	3 oz	0.40
Soup - Bag - Pic Beef	Nissin	3 oz	0.40
Soup - Bag - Pic Chicken	Nissin	3 oz	0.40
Soup - Bag - Pic Shrimp	Nissin	3 oz	0.40
Spanish Rice	Scrappy Jacks	2.25 oz	1.05
Summer Sausage/Salami Stick		5 oz	2.75
Thick Ila - Flour - 6 ct	Scrappy Jacks	6 ct	2.00
Bowl - plastic		23 oz	0.83
Colored Pencils		12/set	3.20
Envelope - #10		#10	0.06

Williamson, TX
Sales Tax will be added where applicable

Item	Brand	Size	Price w/o tax
Greeting Card - B-Day			1.50
Greeting Card - Friendship			1.50
Greeting Card - Holiday			1.50
Greeting Card - Thank you			1.50
Laundry Detergent	All	2 oz	0.80
Legal Pad - white		8 1/2 x 11	1.22
Manilla Envelope		9 x 12	0.25
Pen - Black	BIC		0.22
Pinochle Cards	Maverick	Deck	2.04
Playing Cards	Maverick	Deck	2.04
Pocket Dictionary-English		pocket	2.75
Pocket Dictionary-Spanish		pocket	2.75
Spoon - Soup		Soup	0.05
Spork - plastic		Spork	0.55
Tumbler - Plastic		22 oz	1.00
Bra - Sport		S-XL	9.00
Boxers		S - XL	4.41
Boxers		2X-3X	4.41
Briefs		S - XL	3.31
Briefs		2X-3X	3.31
Deck Shoe		7-13	12.40
Flip-flops		6-14	2.21
Shower Shoes - X Strap		S-2XL	1.40
Socks		one size	1.50
Sweat Pants		M-XL	12.40
Sweat Pants		2X-3X	15.05
Sweat Shirt		M-XL	12.40
Sweat Shirt		2X-3X	15.05
Thermal Pants		M-3XL	6.82
Thermal Top		M-3XL	6.82
T-Shirts		S-XL	3.38
T-Shirts		2X-3X	4.97
Stamped Envelope			0.48
Stamp			0.37
Acetaminophen - 2 pk		2/pk	0.27
Advil		2/pk	0.50
Acne Lotion		45 gm	2.76
Afro Pick		5"	0.40
Alka Seltzer - 2 pk	Alka Seltzer	2/pk	0.62
Antibiotic Ointment		1 oz	3.97
Anti-Fungal Cream		1 oz	3.31
Asprin		2/pk	0.27
Baby Powder	Care	4 oz	1.66
Blue Magic Hair Dressing/Cond	Blue Magic	4 oz	2.75
Cocoa Butter Lotion	Lander	20 oz	2.65

Williamson, TX
Sales Tax will be added where applicable

Item	Brand	Size	Price w/o tax
Comb		5"	0.12
Conditioner - 4 oz	Excel	4 oz	1.05
Conditioner - 14 oz	Excel	14 oz	2.25
Daily Vitamin with Iron	Daily Vitamin	100/ct	3.31
Deodorant, Stick - Mens - clear	Excel	2.25 oz	2.21
Deodorant, Stick - Mens - Mennen	Mennen	2 oz	3.42
Deodorant, Stick - Womens - clear	Excel	2.25 oz	2.21
Deodorant, Stick - Womens - Mennen	Mennen	1.5 oz	3.42
Douche - Summers Eve	Summers Eve	6 oz	2.76
Effergrip		2.5 oz	4.41
Efferdent	Efferdent	25 ct	2.00
Emery Board		each	0.10
Foot Powder	Excel	4 oz	2.21
Hair Brush-CLUB - military		military	1.75
Hair Brush-bristle			1.00
Hair Rollers - Medium	Goody	Medium	2.76
Halls Cough Drops - mentholypтус	Halls	Stick	1.00
Hemorrhoidal Ointment		30 gr	4.50
Hydrocortisone Cream - 1 %		1 oz	2.65
Ibuprofen - 2 pk	Ibuprofen	2/pk	0.27
Lip Balm	Lip ex		1.20
Magic Shave	Magic	6 oz	4.00
Mouthwash - alcohol free	Lander	6 oz	1.98
Muscle Rub - Analgesic Balm		1 oz	3.00
Nasal Decongenstant	Dristan	2/pk	0.40
Pomade	Lander	4 oz	2.21
Rolaids	Rolaids	roll	0.90
Saline Solution		12 oz	3.53
Soap Dish		dish	0.55
Shampoo - 4 oz	Excel	4 oz	1.05
Shampoo - 14 oz	Excel	14 oz	2.25
Shampoo, Dandruff - 4 oz	Excel	4 oz	1.16
Shampoo, Dandruff - 11 oz	Lander	11 oz	2.50
Shave Cream - brushless	Palmolive	4.4 oz	3.50
Skin Care Lotion - Aloe Vera	Lander	20 oz	2.50
Soap, Clear	Adams	1.5 oz	1.05
Soap, Ivory	Ivory	3.1 oz	1.05
Soap, Irish Spring	Irish Spring	3.2 oz	1.15
Styling Gel	Lander	16 oz	2.25
Sudafed/Pseudoephedrine		2/pk	0.27
Sulfer 8	Sulfer 8	2 oz	3.50
Tampax		10 ct	2.48
Tooth Brush	TEK	regular	0.70
Tooth Brush Holder		Tube	0.55
Tooth Paste	Colgate	1.5 oz	1.38
Tooth Paste	Colgate	2.7 oz	2.25
Tooth Paste	Freshmint	6.4 oz	2.25
Tylenol	Tylenol	2 pk	0.60

ARAMARK FINANCIAL PLAN

NO JOINT VENTURE

It is agreed that nothing contained in this proposal or resulting contract shall be deemed or construed as creating a partnership or joint venture between the Williamson County Jail. and any other party, or cause either party to be responsible in any way for the debts or obligations of the other party. ARAMARK shall perform their services as an independent contractor, and nothing contained herein shall be construed as placing ARAMARK in the category of merit employee, exempt employee or other type of employee of the Williamson County Jail.

BILLING/INVOICING

ARAMARK Correctional Services will invoice the Williamson County Jail at the end of each month. Invoiced commissary prices will be calculated on the prices included in this proposal.

REMITTANCE INFORMATION

The County will remit payment within thirty (30) days of receipt of invoice to:

ARAMARK CORRECTIONAL SERVICES, INC.

Post Office Box 406019

Atlanta, Georgia 30384-6019

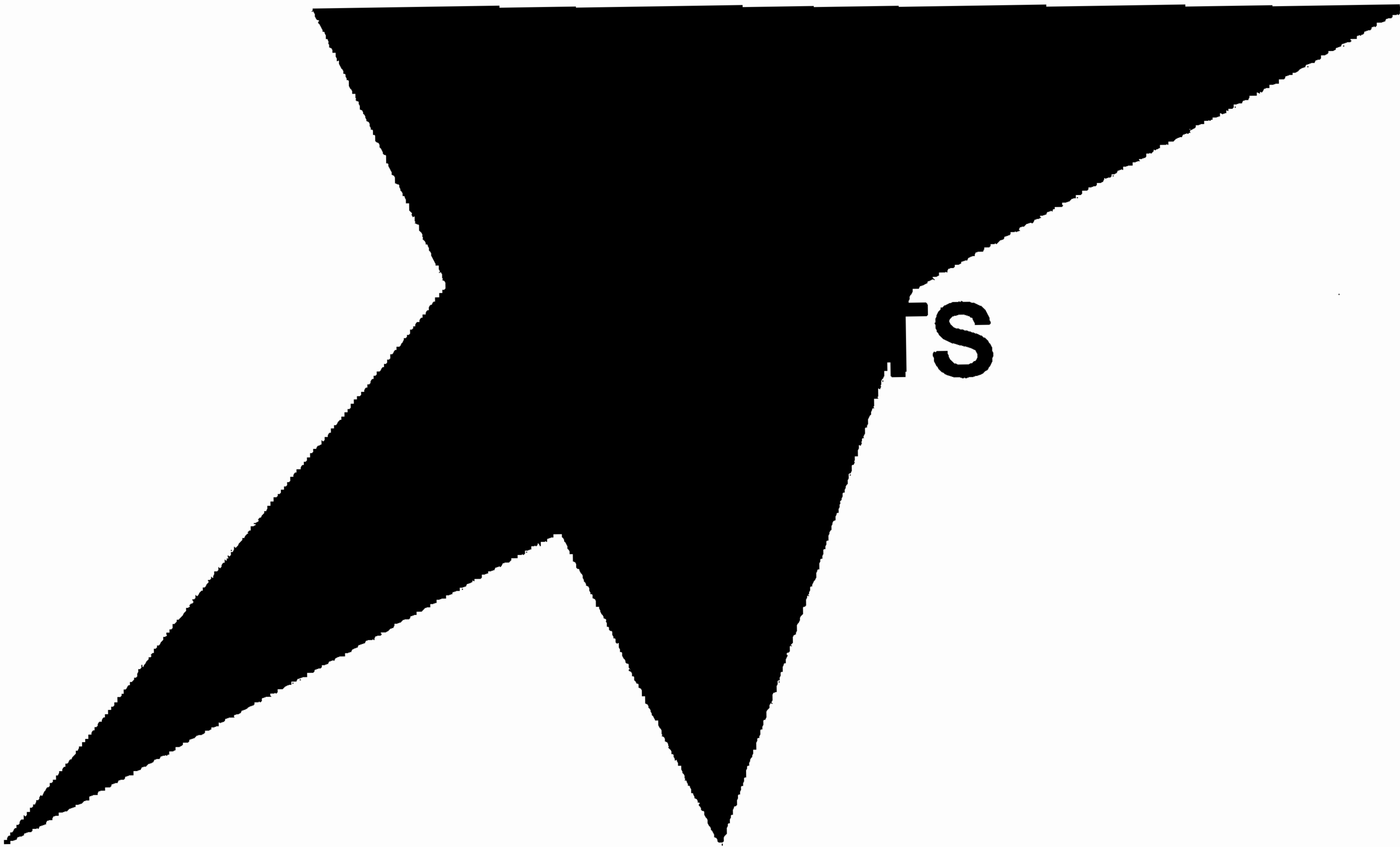
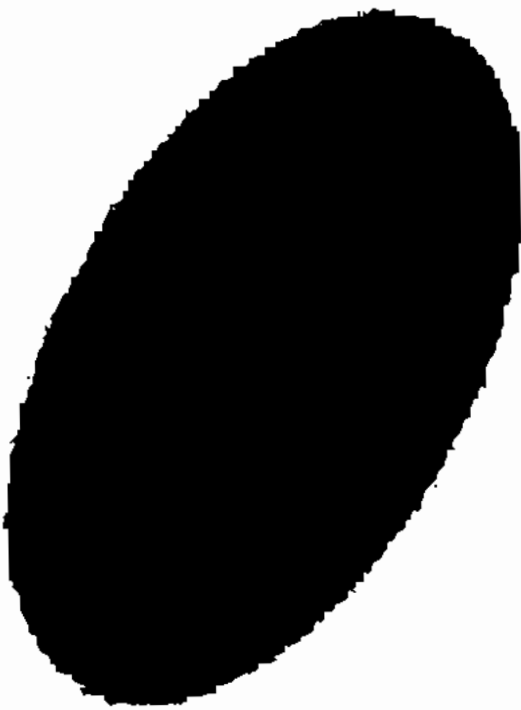
PRODUCT, PRICE LIST, & COMMISSION PERCENTAGE

ARAMARK proposes a commission of the Net Sales not including stamps and or stamped envelopes. Our commission rate and product & price list follow.

OPTION 1: ARAMARK will scan orders, pick and pack orders and deliver orders to the inmates. 38.2% Commission Rate. Commission will be paid as follows: \$72,000 will be paid to the inmate welfare fund. \$36,000 will be paid to the Sheriff's Department or Commissioners Court for rent payment of space. Should the County desire a different split, ARAMARK is open to negotiate changes.

OPTION 2: ARAMARK will pick and pack orders. Facility personnel will scan orders and deliver orders to the inmates. 42.9% Commission Rate to be paid to the inmate welfare fund.

APPENDIX



ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is the set-up area of the ACTFAS Program that allows for specific details per site. This is set up to conform to the specific location. This Module is typically used only for initial site setup or if changes are required to system functionality. Access is restricted to the system administrator.

ACTFAS - Configuration Utility

ACTFAS
Version 2.38.02

ARAMARK

Log In Log Out

SUPERVISOR

Configuration Utility

MASTER: 0000

Warehouse:	SOUTH FULTON GA W/	SOUTH FULTON GA WAREHOU	1087	Configure
Component:	SOUTH FULTON REGIO	SOUTH FULTON REGIONAL JAI	3305	Configure
Location:	SOUTH FULTON REGIO	SOUTH FULTON REGIONAL JAI	3305	Configure

Exit

Master Node Clearance Mandatory

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This area of the set up is used to set-up ordering procedures, type of operation and location information.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Site Setup | Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Trans: 1

Location Configuration

☒ Track Inmate Balances

☒ Bill County for Indigent Items

☒ Allow Bad Debt

☒ Has Welfare Orders (disable to hide prompt)

☐ Tax Indigent Items

☒ Order By OMR Scanner

☐ Has Phone Input

☐ Private Inventory Buffer

☐ Remote Connection To Warehouse

☒ Auto-Fill Charged Orders (Local Warehouse)

Location Reset: FRIDAY

+ Create Location

Save Location

Database Version: 2.38

Mailing Address

S. FULTON REGIONAL JAIL

6500 Watson

Union CityGA30291

Shipping Address

S. FULTON REGIONAL JAIL

6500 Watson

UNION CITYGA30291

Auto Logout

Set up a Screen Saver on the PC. When the screen saver triggers, the user will be logged out (provider AraScan or ReportSmith is not the active application)

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is used to set up facility location information that is configurable per site. It is also the area where the release configuration is specified as to whether you release all in check, a portion in cash and the remainder in cash, or to release all in cash if under a certain amount. This is where you specify how the much the system pays off in debt when money is collected where it is 20% or 100% it is configurable. You may also specify how you would like the search field for inmates to search, it may be by name first or number. This area also allows for how debt is paid whether it is first in first out or how you would like to pay it off. Deposit and Disbursement Receipts are configured here as to what information you would like printed on them.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Site Setup | Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Trans: 1

Inmate Tracking

☐ Auto-Generate Inmate Number

Location Defaults

1) POB

2)

3)

4)

5)

☒ Automatically Find an Inmate when Prison is run

Search by: Number

Transaction Receipt Configuration

Show: POB

Config deposits by: UPPERCASE, disburs. by: lower

N - Print Name of Visitor

F - Print Fee

B - Print Balance

H - Officer name appears in header of receipt

O - Print Amount Owed by Inmate

Release Configuration

1 * Deposit

Goes Towards Paying Bad Debt

Release: ALL

of inmate balance despite bad debt

Except for: 111.76

Release: 0

in Cash (the Rest in a Check)

☐ Print Release History Report

Release All In Cash if Under: 0

Inmate Must Leave with: 0 in Cash

Debt Tracking Configuration

☒ Debt Tracking (Run update to change)

☐ "Pay All Inmate Debt" effects Work Release

☐ Auto-Pay off Debt On Off

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This functionality is used to import files from a Jail Management System such as inmate name, number and housing location. It is also used to import other files as needed such as payroll. It is also used to export information back out.

Maintenance			
Location: 3305		SOUTH FULTON REGIONAL JAIL	
Site Setup	Inmate Setup	Inmate Import	Pick Tables Order Setup Order Import Order Charging Accounting Trans: 1
Import Inmates From ASCII File			
Import Inmates		Import File Name: C:\INMATE\INMATE.TXT	
Seconds Between Imports/Updates:		0 (0 for off)	
Inmate Field Key	Field Separator:	C (i.e. "," for comma delimited [etc] or "C" for fixed length)	
<div><div>- Balance</div><div>- Balance w/implicit decim</div><div>- DOB mm/dd/yy</div><div>- DOB yyyy/mm/dd</div><div>- First Name</div><div>- New # (Change it)</div><div>- Junk</div><div>- Last Name</div><div>- Middle Name</div><div>- Last, First Middle</div><div>- Race</div><div>- Sex</div></div>	Fields:	#012L020F020B010V015W015X015Y015Z015 <small>(i.e. Delimited: NLFMBV) (i.e. Fixed Length: N012L020F010M010B010V0)</small>	
		Full Inmate Location Format: <small>(i.e. VVVVWWWWXXXXYYY)</small>	
		Junk Characters to be thrown out:	
		Characters to be Translated:	
Import Orders From ASCII			
File Name:		Period: 0	FoxPro Bal. Queries Period: 0
Export Inmate Information TO ASCII File			
File Name:		Fields:	Seperator:
Auto Backup Configuration			
Backup File:		Time* 09/07/2001 2:55:18 P	
* Specify Date Time. Only Time Effects When Backup Occures.			
Exit			

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

The Pick Tables TAB is used to set up site specific race definitions.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Site Setup | Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Trans: < >

Race

Race	Abbreviation
Asian	A
Black	B
Hispanic	H
White	W

Inherit All

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is used to set up number of orders per week, spending limits, purchase bans, indigent definition, purchase restriction naming conventions and appearance of data on pick tickets for deposits and disbursements.

Maintenance

Location: 3305

SOUTH FULTON REGIONAL JAIL

Site Setup | Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Trans: < >

Order Defaults/Configuration

Scan Form

☐ Old (User Must Select Form)

☐ Old (Defaults to Form 1)

☒ New Scan Form

Resorting Order Lines

☒ Do No Re-Sort Orders

☐ Resort Before Charging by Scan ID

☐ Resort Before Filing by Warehouse Scan

Max Orders Per Week: 5

Spending Limit Per Order 120 Week: 120

Enable Purchase Bans ☐

Auto-Calculate if Inmates are Welfare ☒

If Balance <= 0.3 for 60 days

Max Indig Itm Per Order 1 Week: 1

Tax Indigent Items ☐

Sum Items On Ticket ☐

Ticket Options: Key

Purchase Restrictions

1) RESTRICTED	11)
2)	12)
3)	13)
4)	14)
5)	15)
6)	16)
7)	17)
8)	18)
9)	19)
10)	20)

Monitor Balance Query Requests

Balance Query Charge: 0

☐ Place return orderID in note

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is used to set up check functionality, tax rates and the freeze mode. The freeze functionality allows the site to move inmate funds to an area where they will not be used for transactions. The site can un-freeze the funds at any time to make them available for inmate spending or release.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Site Setup | Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Trans: < >

Taxes

	Name of Tax	Tax
1)		0
2)		0
3)		0
4)		0
5)		0

Tax Jurisdiction Code:

Check Handling

☒ Auto-Print Check Detail

☒ Pad Disbursement Check 10 dgt

☒ Auto-Sequence Checks

Last Check Number: 002390

Checks Expire After 99999 days
(And Account Gets Re-Credited)

☐ User Must Select Media Before Each Transaction

Freeze Mode

☒ Disabled

☐ User Selects How Much to Freeze by Doing a Deposit

☐ Automatically Freeze Deposits Up to 0

Generate/Configure Freeze Account

After changing the Freeze Mode you should click "Generate..." button to re-configure transactions
(Also, Configure Transaction Receipt with an "Fr" to show amount frozen to date)

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is the area used to set up accounts, media types and transactions. There are standard transactions, media types and accounts available but new transactions can be added as needed . A transaction can be set up to have the inmate owe, take partial payment, pay off debt or charge a fee.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Inmate Setup | Inmate Import | Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Transaction | Posit

ACCOUNTS

Account	Check Name
▶ ARAMARK	ARAMARK
CIWF	CIWF
DEBT	BAD DEBT

Inherit From Master + - ✓ ✕

MEDIA

Media	Hold Days
▶ CASH	0
CHECK	0
INTERNAL	0

Inherit From Master + - ✓ ✕

DESCRIPTIONS

Name	Account	Can Owe?	Is Credit?	Fee	System?
▶ ADMISSIONS KIT DEBIT	INMATE	F	F	\$0.00	T
ANTI-INDIGENT CREDIT	CIWF	F	T	\$0.00	T
AUTOMATIC VOID	INMATE	F	T	\$0.00	T
BALANCE QUERY FEE	SHIPPING & HANDL	F	F	\$0.00	T
DEBT DEBIT	INMATE	T	F	\$0.00	T
DEBT PAYMENT CREDIT	CIWF	F	T	\$0.00	T

? Inherit From Master + - ✓ ✕ * Don't Charge Fee For Credits

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

This is used for the Positive Pay Function. The system will export a file containing all checks paid or voided by the ACTFAS system. The file can then be sent electronically to the bank to avoid and fraud in cashing unauthorized checks. The file format configuration section allows you to customize the file output to meet your banking institutions specifications.

Maintenance

Location: 7230 SOUTH FULTON REGIONAL JAIL

Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Transaction | Positive Pay | Security | Categories

Positive Pay ☒

Build File:
c:\positive pay\checks.txt

File Format:
38960leftpad([CHECKNUMBER],0,10)formatstamp([issued],YYMMDD)leftpad(remove(remove([amountzerovoid],.),),0,10)leftpad(. ,40)

File Format Key: ADD THESE FIELDS:
[CHECKNUMBER] - macro inserts check number
[ISSUED] - macro inserts issued stamp
[NOW] - macro inserts current date/time
[AMOUNT] - macro insert check amount
[AMOUNTZEROVOID] - macro insert check amount, zero if void
[STATUS,v,n] - macro insert v for void else n

Configuration

i.e. PPStyle=WELLSFARGO
PPAccount=xxx
PPBID=xxx

Then Execute:

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Configuration Module

The Security TAB displays the users that are in the database as well as their application rights.

Maintenance

Location: 3305 SOUTH FULTON REGIONAL JAIL

Pick Tables | Order Setup | Order Import | Order Charging | Accounting | Transaction | Positive Pay | Security | Categories

Component Users

	NODEID	USERID	USERNAME	PASS	ISACTIVE	FIRST	LAST
▶	3305	1008		.z7	T		
	3305	87408	IRMA	'/.!4(/	T	IRMA	OSTRANDER
	3305	87409	SUPERVISOR	.z7	T	SUPERVISOR	SUPERVISOR

◀ ▶

Copy

Location Users

	NODEID	USERID	USERNAME	PASS	ISACTIVE	FIRST	LAST
	3305	87409	SUPERVISOR	.z7	T	SUPERVISOR	SUPERVISOR
▶	3305	1008		.z7	T		
	3305	1008		.z7	T		
	3305	87408	IRMA	'/.!4(/	T	IRMA	OSTRANDER

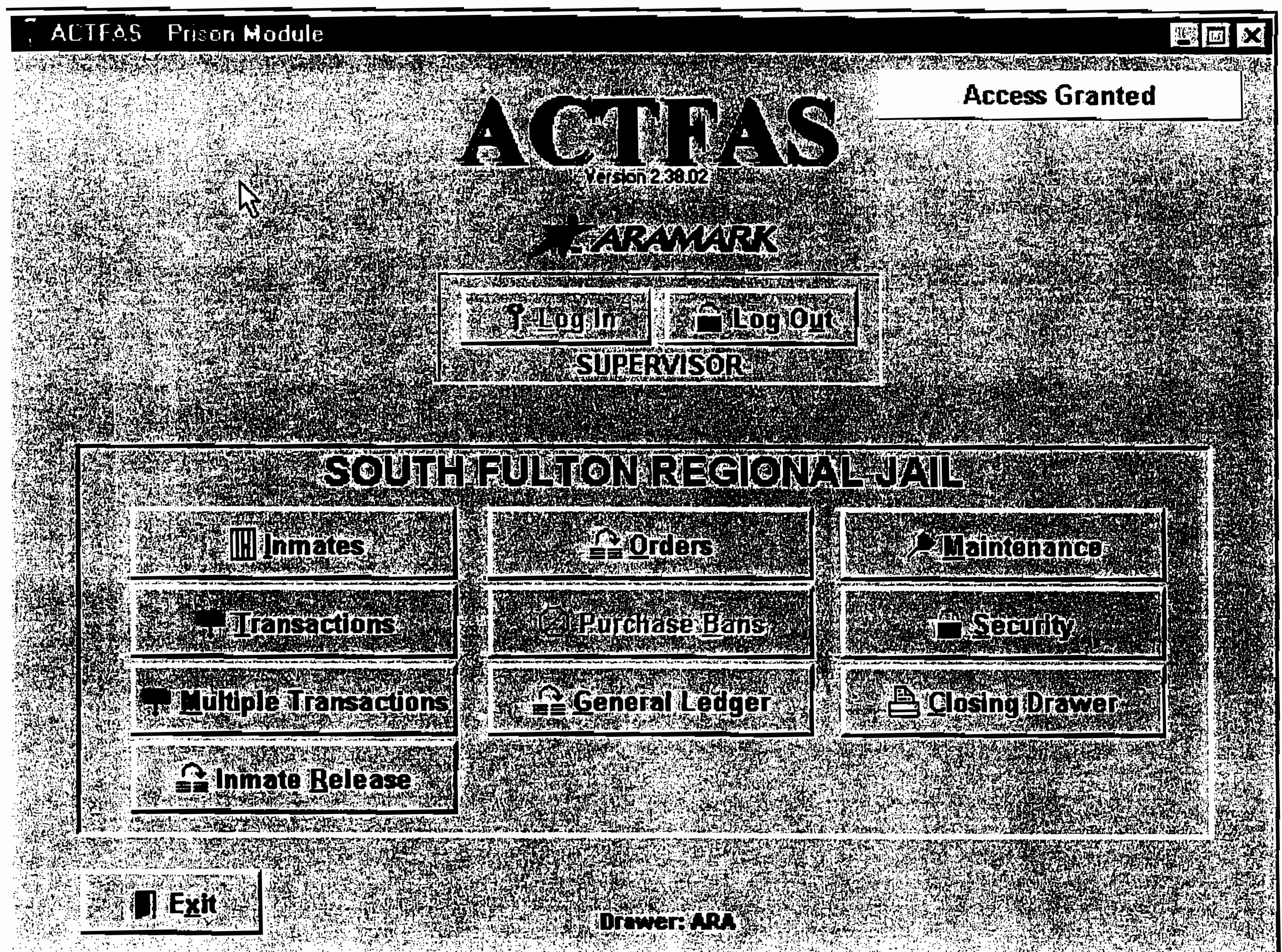
◀ ▶

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Main Screen allows users to access all of the functions of the Trust Fund System. The system administrator adds users and allows access to specific system areas based on job functions.



INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Inmate Screen allows users to add or modify inmate records. This screen displays all inmate pertinent inmate information that is used during order processing. This information can be imported from an external records system to reduce duplicate entry. The site can set purchase restrictions for each inmate based on a wide range variables as well as when the restriction will expire.

Inmate Information

Search

SOUTH FULTON REGIONAL JAIL

DOE, JOHN A

Inmate Information

Inmate Property Screen

Number: 11111111

SecondID:

Password:

First: JOHN

Middle: A

Last: DOE

Alias: DOEY

SSN: 222-22-2222

Finances

Welfare ☒

Last Entered: 04/10/2003 11

Released:

Balance: \$0.00

Owes: \$0.00

Week Spent: \$0.00

Indigent Recvd: 0

Ordered: 0

Limit Per Week: \$120.00

Order: \$120.00

Work Release ☐

Record Info.

Purchase Restrictions

More Restrictions

Address

Indigent Items Only

☒ RESTRICTED

Expires: 10/10/2004

Location

POD

+ Add

Intake Credit

Balance History Report

Debt

☒ Save

☒ Cancel

☐ Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Inmate Property TAB in the Inmate Screen allows the site to enter inmate property at intake and print a Property Report for inmate signature.

Inmate Information

Search

SOUTH FULTON REGIONAL JAIL

DOE JOHN A

Inmate Information

Inmate Property Screen

	TYPE	DESCRIPTION	DETAIL	COMMENTS	Size
1	JEWELRY	WATCH	ROLEX		

+ - ✓ ✕

Property Report

+ Add

Intake Credit

Balance History Report

Debt

✓ Save

✕ Cancel

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Inmate Transaction Screen allows for all deposits and disbursements to an inmate account. The transactions are configured during system setup. It also allows for any receipt to be reprinted.

Inmate Transactions

Search

Inmate Name:DOE, JOHN A

Number:11111111

Balance:\$0.00

Owed:\$0.00

☒Welfare

☐Work Release

☐Auto-Tran1

☐Auto-Tran2

☐Auto-Tran3

☐Auto-Tran4

☐Auto-Tran5

Add Inmate Transactions

Applied Inmate Transactions

Pending Deposits

Notes

☒Print Receipt

Type:Description:

+Add

Re-Print Receipt

Print Balance Receipt

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Applied Inmate Transactions TAB displays all transactions on a particular inmate account. As you scroll over it will list who completed the transaction, the transaction number as well as any notes. The Void Transaction Button allows for easy transaction correction.

Inmate Transactions

Search

Inmate Name:

HILLIARD, ERIC

Number:

0104000203

Balance:

\$7.05

Owed:

\$0.00

Welfare

Work Release

Auto-Tran1

Auto-Tran2

Auto-Tran3

Auto-Tran4

Auto-Tran5

Add Inmate Transactions

Applied Inmate Transactions

Pending Deposits

Notes

STAMP	Amount	Deposit	Debit	Balance	Deposit	Debit	Owed	Transaction
09/25/2001 02:15 PM	\$40.85	\$0.00	\$40.85	\$16.22	\$0.00	\$0.00	\$0.00	ORDER DEBIT
10/02/2001 10:34 AM	\$16.08	\$0.00	\$16.08	\$0.14	\$0.00	\$0.00	\$0.00	ORDER DEBIT
10/02/2001 10:34 AM	\$1.40	\$1.40	\$0.00	\$1.54	\$0.00	\$0.00	\$0.00	ORDER CREDI
10/02/2001 05:42 PM	\$1.40	\$0.00	\$1.40	\$0.14	\$0.00	\$0.00	\$0.00	ORDER DEBIT
10/20/2001 03:49 PM	\$50.00	\$50.00	\$0.00	\$50.14	\$0.00	\$0.00	\$0.00	INTAKE CREDI
10/22/2001 01:00 PM	\$35.67	\$0.00	\$35.67	\$14.47	\$0.00	\$0.00	\$0.00	ORDER DEBIT
10/29/2001 11:51 AM	\$4.53	\$0.00	\$4.53	\$9.94	\$0.00	\$0.00	\$0.00	ORDER DEBIT
10/30/2001 10:11 AM	\$4.53	\$4.53	\$0.00	\$14.47	\$0.00	\$0.00	\$0.00	RETURN CRED
11/03/2001 02:35 PM	\$0.75	\$0.00	\$0.75	\$13.72	\$0.00	\$0.00	\$0.00	ORDER DEBIT
11/03/2001 02:35 PM	\$0.75	\$0.75	\$0.00	\$14.47	\$0.00	\$0.00	\$0.00	RETURN CRED
11/19/2001 10:41 AM	\$4.12	\$0.00	\$4.12	\$10.35	\$0.00	\$0.00	\$0.00	ORDER DEBIT
11/28/2001 12:32 PM	\$3.30	\$0.00	\$3.30	\$7.05	\$0.00	\$0.00	\$0.00	ORDER DEBIT
12/11/2001 03:52 PM	\$1.00	\$0.00	\$1.00	\$6.05	\$0.00	\$0.00	\$0.00	ORDER DEBIT
12/11/2001 04:46 PM	\$1.00	\$1.00	\$0.00	\$7.05	\$0.00	\$0.00	\$0.00	RETURN CRED

Void Transaction

Deposit ID Report

Balance History Report

Inmate Ledger Report

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Multi-Transaction Screen allows a user to easily add the same type of transactions for multiple inmates. For example if you have ten inmates that all have a medical charge that is \$2.00, you can key all inmates in here and choose the transaction type and dollar amount and it will charge all inmates with a medical charge of \$2.00 and print individual receipts.

Multiple Inmate Transactions		Charge Transaction to Inmates...	
Add Inmates... <input type="text" value="Search For Inmate"/>		<input checked="" type="checkbox"/> Clear Inmates	
Inmate Name	Number	Type:	DISBURSEMENT -
DOE, JOHN A \$20.00	1111111	Description:	MEDICAL CHARGE
		<input type="checkbox"/> Add <input checked="" type="checkbox"/> Print Receipt <input type="checkbox"/> Allow Duplicate Inmate	
		New Transaction	
		Media:	INTERNAL
		Fee:	\$0.00
		Amount:	2.00
		Notes:	
		To Name:	
		Address1:	
		Address2:	
		City:	
		State:	
		Zip:	
		<input checked="" type="checkbox"/> Save Transaction <input checked="" type="checkbox"/> Cancel Transaction	
		Exit	

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Inmate Release Screen is used for inmate releases or transfers. An inmate is selected by searching and then is marked for release. The original configuration drives how the money is released but the override in cash may be used if necessary. This screen can also be used to release ten inmates being transferred to the DOC in one check with the report back up containing all inmates and dollar amounts.

Inmate Release

Inmate Search

Inmate Information

Name: HILLIARD, ERIC

DOB:

Balance: \$7.05

Number: 0104000203

Bookstamp: 09/21/2001 03:27 P

Owed: \$0.00

↓ Mark For Released

↑ Un-Mark For Released

INMATES TO BE RELEASED

Inmate Number	Inmate Name	Override/Detail Cash Release

Release W/O Funds

RELEASE

TRANSFER

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

his is a standard search screen. It allows to search by name, number, inactive, active or purged inmates. It also allows you to re-activate or de-activate an inmate.

Inmate Search

View

☒ Active ☒ Inactive ☒ Purged

Search By

☒ Number ☒ Name

Search

Number	Name	DOB	Last Entered	Last Release
01	MILLS, ANTHONY		12/11/2001 08:45 AM	
0104000138	BROWN, RICKY		09/21/2001 03:27 PM	
0104000203	HILLIARD, ERIC		09/21/2001 03:27 PM	
0104000346	MURPHY, JOHNNIE		09/21/2001 03:27 PM	
0105000015	ROOT, JOHN		09/21/2001 03:27 PM	
0105000084	KELLEY, DEMETRICH		09/21/2001 03:27 PM	
0105000186	CHATMAN, VERNE		09/21/2001 03:27 PM	
0105000336	CRUZ-LUGO, FERNANDO		09/21/2001 03:27 PM	
0105000348	LOCKRIDGE, WILLIAM		09/21/2001 03:27 PM	
0106000092	LATTIMORE, JERRY		09/21/2001 03:27 PM	
0106000096	RYAN, ANTHONY		09/21/2001 03:27 PM	
0106000119	TRINIDAD, RAMONE		09/21/2001 03:27 PM	
0106000135	SILVA, FONCECA		09/21/2001 03:27 PM	
0106000157	HINES, STEVEN		09/21/2001 03:27 PM	
0106000199	RHODES, ROBERT		09/21/2001 03:27 PM	

Selected 1,118 Inmate

De-Activate

Re-Activate

Purge

Un-Purge

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Commissary Order Screen is used to process inmate orders. Orders can be scanned into the system or hand keyed. This screen allows for a whole order to be returned or an individual item. It also shows past orders and the ability to re-print order receipts.

Order Screen

INMATE INFORMATION

Search

Sales Report

Welfare

Name: **DOE, JOHN A**

Number: **11111111** # **0**

Balance: **\$20.00** Owed: **\$0.00**

Spent: **\$0.00** Indigent: **0**

Limit/Order: **\$120.00** /Week: **\$120.00**

ORDER INFORMATION

Past Orders

91037

04/10/2003 11:09 PM

Subtotal: **1.90**

Tax: **0.00**

Cost: **1.90**

Charge: **\$0.00**

New: **\$0.00**

Credit: **\$0.00**

Returned

Indigent

Partial Fill

ENTRY STAGE

Fast Mode

ORDER DETAIL

PLU	#	Item Ordered	C	F	Price	Subtotal	Tax	Reason Not Filled
201	1	CHEESE CURLS	1	0	\$0.75	\$0.75	\$0.00	
302	1	ASPRIN PK	1	0	\$0.65	\$0.65	\$0.00	
502	1	CHERRY DRINK SINGLE	1	0	\$0.50	\$0.50	\$0.00	
*	1		0	0				

+ Order

+ Return

Charge

Credit

Print

Scan

History

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Inmate Purchase Ban Screen allows for purchase bans to be implemented by housing location by item category.

Inmate Purchase Bans

ALL CURRENT BANS

Ban	Value	Category

Enter/Change Ban Information

Ban

Value

From Category

+ Add

- Delete

✓ Save

✗ Cancel

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The General Ledger Button allows users with accounting rights access to the General Ledger. This screen allow the user to issue a General Ledger check which is used for monies collected from debt, from medical or any other account. It also allows for reports to be printed for general ledger checks or inmate checks for any time period specified.

General Inmate Fund Ledger

Write Checks

View General Ledger

Reconcile

Mark Inmate Deposit Check BAD

Void/Clear Inmate Disbursement Check

Transaction:

+

Add

General Ledger Check Report

Inmate Check Report

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The View General Ledger TAB shows all activity for a specified day. You may also review the detail behind any given entry. The General ledger detail and summary reports may be printed from this screen.

General Inmate Fund Ledger

Write Checks

View General Ledger

Reconcile

Mark Inmate Deposit Check BAD

Void/Clear Inmate Disbursement Check

View Ledger for Date: 03/21/2003

Stamp	Credit	Debit	Current Balance	Description	Account	Check #
03/21/2003 06:56 PM	\$50.00	\$0.00	\$30,117.40	INTAKE CREDIT	INMATE	
03/21/2003 06:56 PM	\$200.00	\$0.00	\$30,317.40	INTAKE CREDIT	INMATE	
03/21/2003 06:57 PM	\$30.00	\$0.00	\$30,347.40	INTAKE CREDIT	INMATE	
03/21/2003 06:57 PM	\$20.00	\$0.00	\$30,367.40	INTAKE CREDIT	INMATE	
03/21/2003 06:57 PM	\$30.00	\$0.00	\$30,397.40	INTAKE CREDIT	INMATE	
03/21/2003 06:57 PM	\$25.00	\$0.00	\$30,422.40	INTAKE CREDIT	INMATE	
03/21/2003 06:58 PM	\$25.00	\$0.00	\$30,447.40	INTAKE CREDIT	INMATE	
03/21/2003 06:59 PM	\$300.00	\$0.00	\$30,747.40	INTAKE CREDIT	INMATE	
03/21/2003 06:59 PM	\$100.00	\$0.00	\$31,147.40	INTAKE CREDIT	INMATE	
03/21/2003 06:59 PM	\$50.00	\$0.00	\$31,197.40	INTAKE CREDIT	INMATE	
03/21/2003 06:59 PM	\$75.00	\$0.00	\$31,272.40	INTAKE CREDIT	INMATE	
03/21/2003 07:00 PM	\$40.00	\$0.00	\$31,312.40	INTAKE CREDIT	INMATE	
03/21/2003 07:00 PM	\$250.00	\$0.00	\$31,562.40	INTAKE CREDIT	INMATE	
03/21/2003 07:00 PM	\$20.00	\$0.00	\$31,582.40	INTAKE CREDIT	INMATE	
03/21/2003 07:00 PM	\$10.00	\$0.00	\$31,592.40	INTAKE CREDIT	INMATE	
03/21/2003 07:00 PM	\$25.00	\$0.00	\$31,617.40	INTAKE CREDIT	INMATE	
03/21/2003 07:01 PM	\$45.00	\$0.00	\$31,657.40	INTAKE CREDIT	INMATE	

Gen. Ledger Report

Gen. Ledger Sum. Report

Ledger Entry Detail

Transfer Detail

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Reconcile Screen contains all disbursement of checks and deposits. This screen allows for clearing of check and deposits, and reconciliation of the bankbook to the actual checking account statement. It also allows for all reports such as deposits, cleared checks and the reconciliation.

General Inmate Fund Ledger

Write Checks | View General Ledger | Reconcile | Mark Inmate Deposit Check BAD | Void/Clear Inmate Disbursement Check

From

01/01/2001

To

01/01/2020

Order

ORDER BY CheckNum

Hide Reconciled

Hide Cleared

Hide Uncleared

Hide Non-Checks

Hide Transmitted

☒

☐

☐

☐

☐

View

Selected Entries

Last Bank Balance:

\$-434,285.36

Selected Transactions:

\$0.00

Bank Deposit - Add

Bank Deposit - Insert Here

Adjustment - Add

Adjustment - Insert Here

Check - Search by Number

Check - Find Similar Number (F2 or Alt-F)

Check - Find Next (F3)

Check - Find Next Duplicate Check Number

Check - Find TranID

Check - Find AcclID

Check - Modify Number

Check - Clear This Check Only

Check - Unclear This Check Only

Check - Void This Check Only

Bank Ledger

Selected	Stamp	Entry Type	Status	Amount
	03/21/2003 06:36 PM	DISBURSEMENT CHECK		
	10/10/2002 04:25 PM	DISBURSEMENT CHECK		
	11/13/2002 06:07 PM	DISBURSEMENT CHECK		
	11/04/2002 12:04 PM	DISBURSEMENT CHECK		
	11/04/2002 01:16 PM	DISBURSEMENT CHECK		
	11/11/2002 02:44 PM	DISBURSEMENT CHECK		
	11/11/2002 02:48 PM	DISBURSEMENT CHECK		
	11/11/2002 03:02 PM	DISBURSEMENT CHECK		
	11/15/2002 01:23 PM	DISBURSEMENT CHECK		
	11/15/2002 02:29 PM	DISBURSEMENT CHECK		
	11/18/2002 12:06 PM	DISBURSEMENT CHECK		

Entries: 206 Selected: 0 Total \$0.00

Double-Click or hit space bar to select an entry. Right Click Grid for a List of Options

Do

Reports

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This screen allows you to deduct bad checks from an inmate account as well as print Inmate Transaction Reports by Date, Type, Description, Account and Media. Each report can be run by a date specified field.

General Inmate Fund Ledger

Write Checks

View General Ledger

Reconcile

Mark Inmate Deposit Check BAD

Void/Clear Inmate Disbursement Chec

Check #	Stamp	Amount	Description	Drawer	Name

Inmate Uncleared Check/Money Order Information

Check

✓ Mark Bad Check

To/From

Name

Address1

Address2

City

Bad Check Report

Inmate Transaction Reports by

Date

Type

Description

Account

Media

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Void / Clear Inmate Checks display the inmate related check transactions. Checks may be cleared from this screen or the bankbook screen. This screen also allows for the printing of the outstanding check report for reconciliation.

General Inmate Fund Ledger

View General Ledger

Reconcile

Mark Inmate Deposit Check BAD

Void/Clear Inmate Disbursement Checks

Void/Clear

Check #	Stamp	Amount	Description	Drawer	Name
002390	03/31/2003 09:35 PM	\$20.00	RELEASE DEBIT	ARA	MORGAN, JOE
1809	10/10/2002 04:25 PM	\$0.65	RELEASE DEBIT	ARA	MCCALLUM, TYRONE
1902	11/04/2002 12:04 PM	\$0.95	RELEASE DEBIT	ARA	BUNDY, VERONICA
1902	11/13/2002 06:07 PM	\$30.02	RELEASE DEBIT	ARA	ANTIQUES, VERONICA
1903	11/04/2002 01:16 PM	\$49.70	RELEASE DEBIT	ARA	KINNARD, RICHARD
1919	11/11/2002 02:44 PM	\$0.05	RELEASE DEBIT	ARA	BRYSON, CLARENCE
1922	11/11/2002 02:48 PM	\$3.15	RELEASE DEBIT	ARA	LOPEZ, AUDBERTO G
1926	11/11/2002 03:02 PM	\$13.39	RELEASE DEBIT	ARA	PRESLEY, ROBERTO

Inmate Uncleared Check/Money Order Information

Check: 002390

✓ Mark Check Cleared

⚠ Void Check

Outstanding Check Report

To/From

Name: MORGAN, JOE

Address1:

Address2:

City:

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Void / Clear General Ledger Checks display the ledger related check transactions. Checks may be cleared from this screen or the bankbook screen. This screen also allows for the printing of the outstanding check report for reconciliation

General Inmate Fund Ledger

Mark Inmate Deposit Check BAD | Void/Clear Inmate Disbursement Checks | Void/Clear General Ledger Checks | Quick Clear

Check #	Issued	Credit	Debit	Description	Account	Note
2161	01/14/2003 12:52 F	\$0.00	\$100.00	GENERAL DEBIT	INMATE	STAF
2188	01/22/2003 11:44 A	\$0.00	\$690.00	GENERAL DEBIT	INMATE	DDR :
2189	01/22/2003 11:46 A	\$0.00	\$100.00	GENERAL DEBIT	INMATE	DDR :
2190	01/23/2003 07:19 F	\$0.00	\$4,809.58	GENERAL DEBIT	INMATE	P4 W.
2191	01/23/2003 07:24 F	\$0.00	\$4,485.46	GENERAL DEBIT	INMATE	P4 W.
2204	01/27/2003 07:33 F	\$0.00	\$25.00	GENERAL DEBIT	INMATE	DOUC
2237	02/07/2003 07:44 F	\$0.00	\$175.00	GENERAL DEBIT	INMATE	ARDI
2264	02/17/2003 02:29 F	\$0.00	\$3,447.61	GENERAL DEBIT	INMATE	11-16

Inmate Uncleared Check/Money Order Information

Check: 2161

✓ Mark Check Cleared

Void Check

Outstanding Check Report

To/From

Name: ARAMARK CORRECTIONAL SERVICES

Address1: P.O. BOX 406019

Address2:

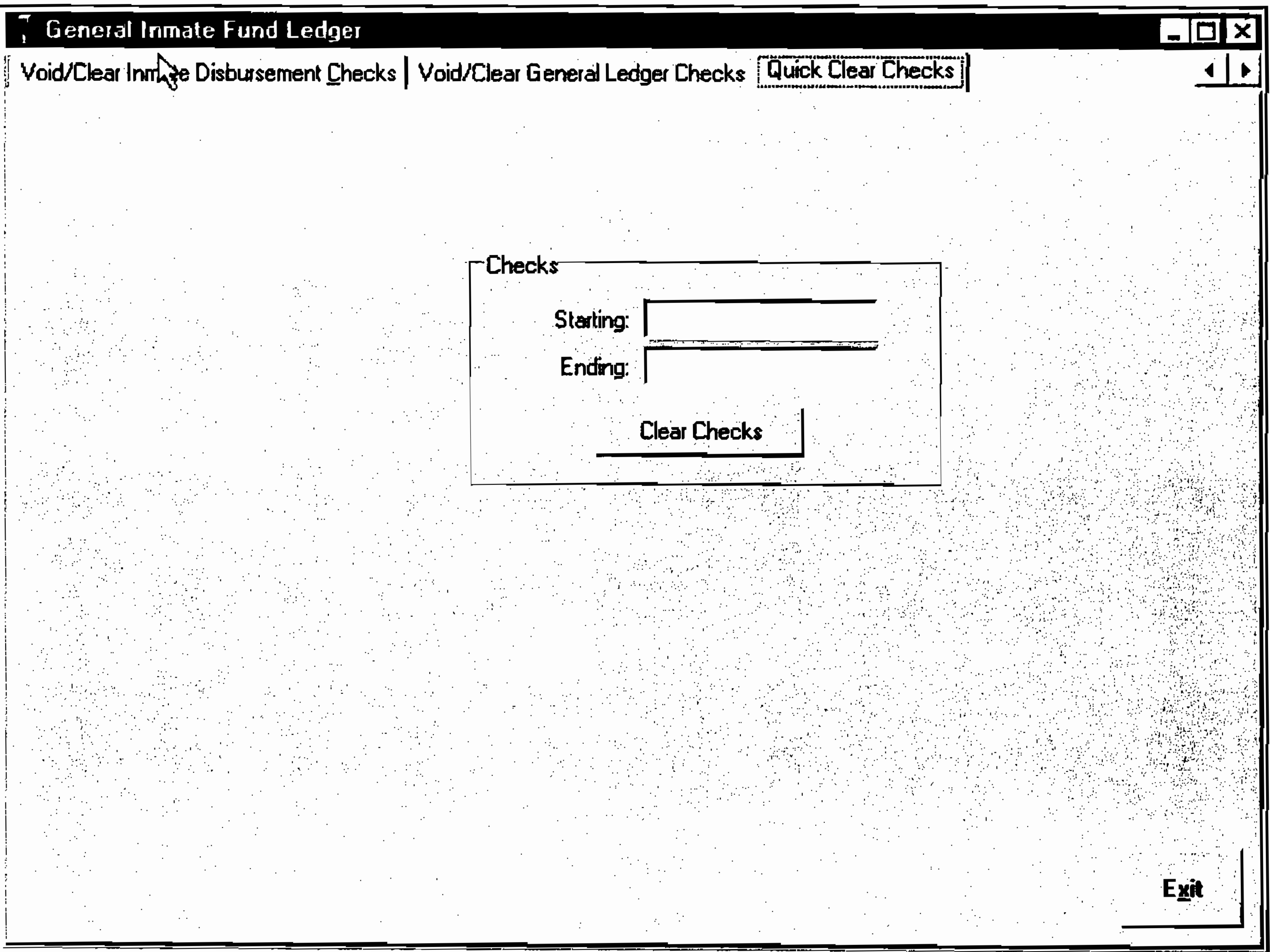
City: ATLANTA, GA 30384-6019

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Quick Clear Checks TAB allows a user to clear checks in sequence by check number.



ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The System Reconciliation Screen allows the site to see the current state of all system accounts. This view shows the user current payables, debt and checks to ensure the system is in balance.

General Inmate Fund Ledger

From 03/10/2003 10:55:00 To 04/11/2003 16:20:17

* used for reports and reconcile screen

Void/Clear General Ledger Checks Quick Clear Checks System Reconciliation Assign Account Name

Payables:

Account Name	BalDebit	- BalCredit	= Payable	Paid	Amount Due
ARAMARK	11.65	4.50	7.15	0.00	7.15
BARBER	10.00	0.00	10.00	0.00	10.00
VANDALISM	25.00	0.00	25.00	0.00	25.00
Totals:			42.15	0.00	42.15

Refresh

Paid Debt:

ACCOUNT NAME	Paid Debt	-Paid	=Amount Due	
VANDALISM	5.00	0.00	5.00	
Total:		5.00	0.00	5.00

General Ledger Balance: 20077.16

- Total of Account Payables: 42.15

- Total of Paid Debt 5.00

- Unapplied Debt: 0.00

+ Inmate Tran Voids: 0

+ Unassigned Checks: .00

+ Voided Debt Credit: .00

Adjusted General Ledger: 20030.01

Sum of Inmate Balances: 20030.01

+ Uncleared General Ledger Checks: .00

+ Uncleared General Inmate Checks: 95.00

Bank Balance: 20172.16

Money Owed to Trust Fund: .00

(amount due to voided trans)

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Maintenance Screen allows for a variety of statistics as well as numerous reports.

Maintenance

Maintenance | Reports | Inventory | Categories Limits | Auto-Set F

DAILY RESET

Daily Apply Transactions

STATISTICS

Count Inmates

Count Orders

Count Lines

Count Transactions

Last Printed Check #

Surveillance Report

WEEKLY RESET

Reset: FRIDAY Last: 03/20/2003 01:02 PM

REPORT TIME RANGE

03/20/2003 01:02 PM TO 04/10/2003 11:21 PM

Inmate Order History Report

No Secondary ID Report

Item Use Report

Indigent Inmate Order History Report

Inmate Balance Report

Indigent Inmate Report

Active Inmate Roster Report

Inactive Inmate Roster Report

Drawer Report

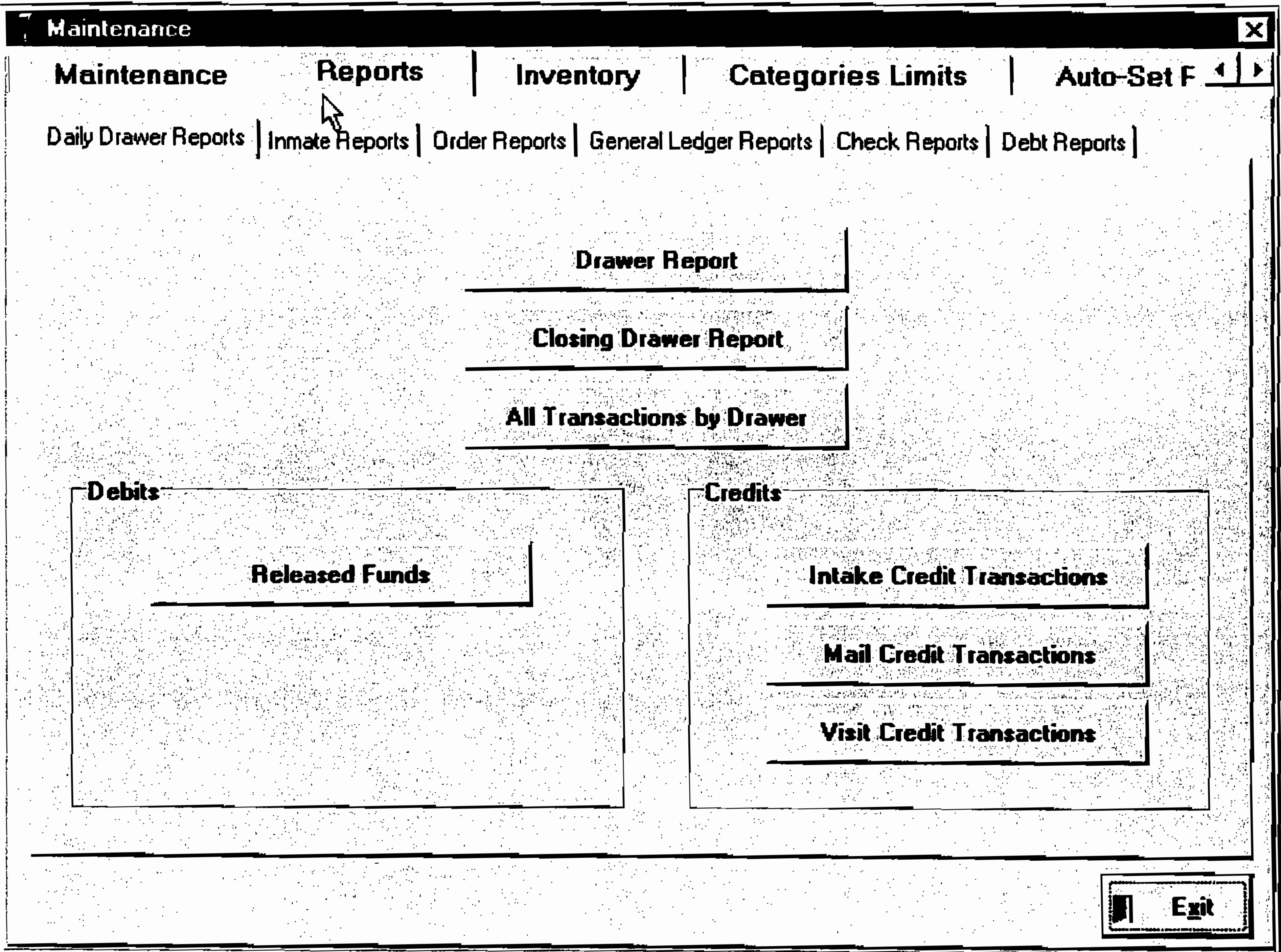
Take Everyone Off System First

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Reports TAB allows a user to access all system reports. This TAB allows for the printing of drawer reports and the printing of reports by debit and credit types.



ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This allows for the printing of balance reports and Inmate Transaction Reports

Maintenance

Maintenance | Reports | Inventory | Categories Limits | Auto-Set F

Drawer Reports | Inmate Reports | Order Reports | General Ledger Reports | Check Reports | Debt Reports

Inmate Reports

All Inmate Balances

Active Balances

Inactive Balances

Indigent

Bad Number Report

Bad Secondary ID Report

Inmate Transaction Reports

Transactions by Date

Transactions by Type

Transactions by Account

Transactions by Description

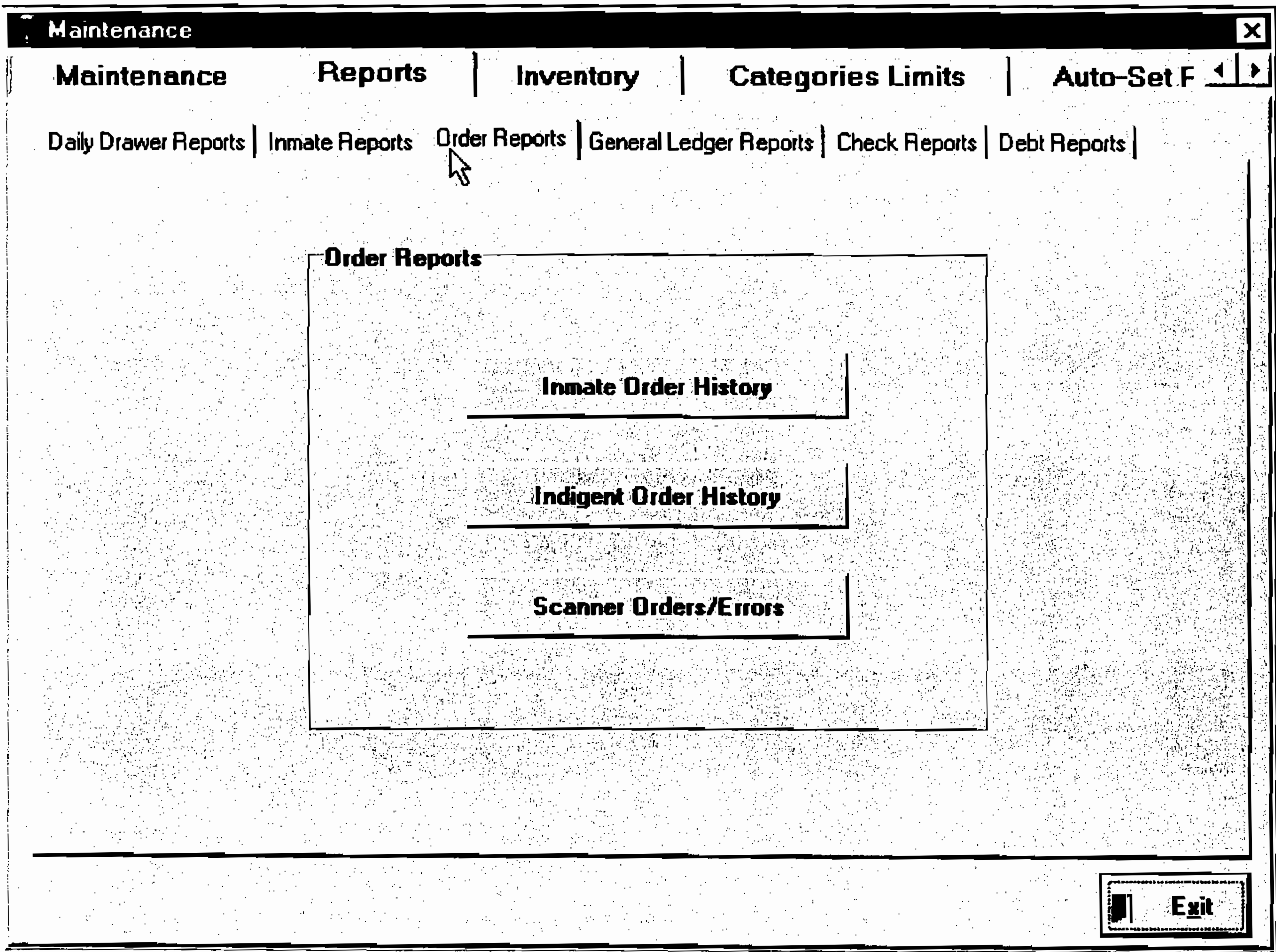
Transactions by Media

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

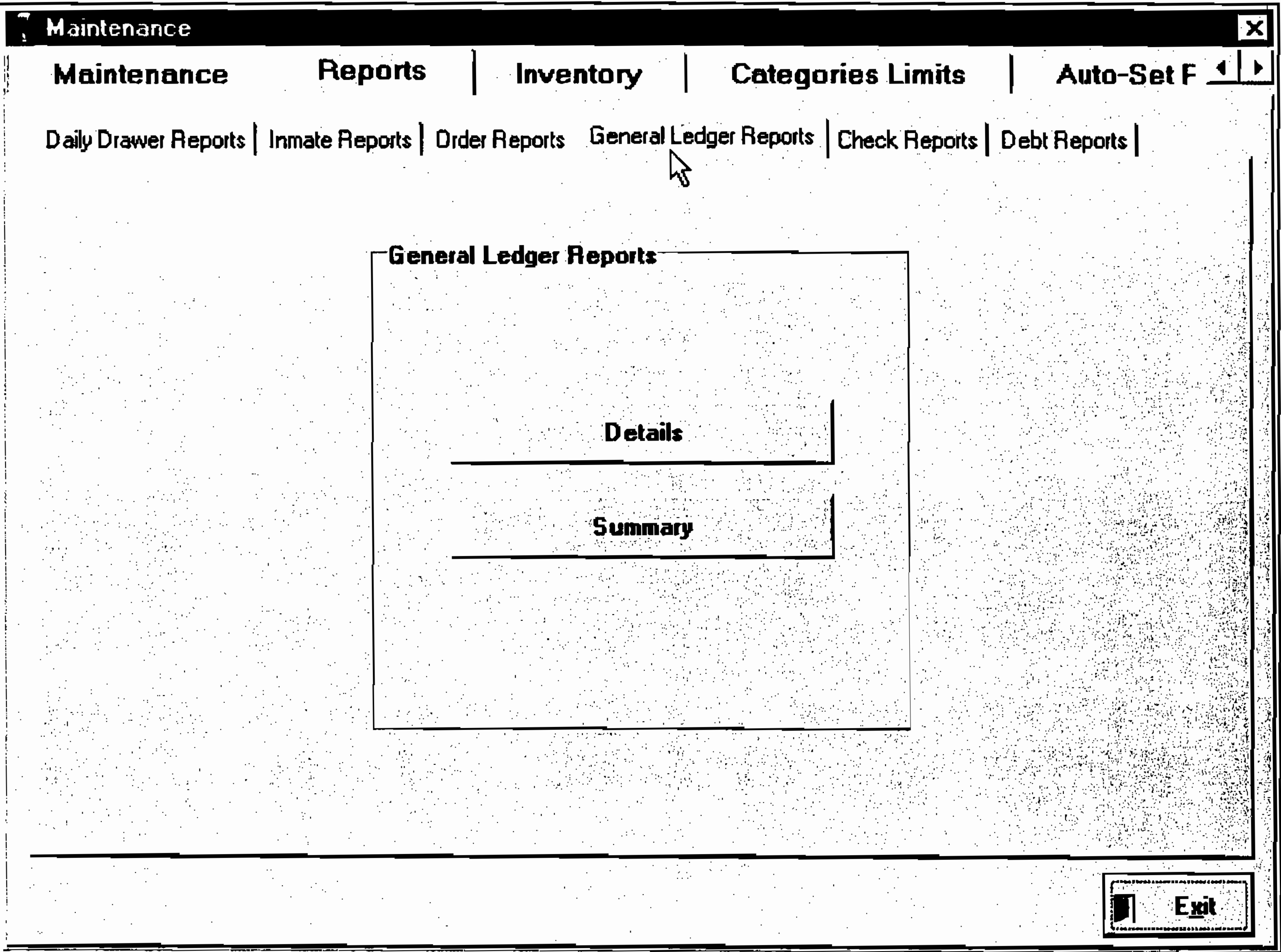
This allows for the printing of commissary order reports.



ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This allows for the printing of the General Ledger summary and detail reports.



ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This allows for the printing of all types of checks to include inmate and general ledger checks.

Maintenance

Maintenance

Reports

Inventory

Categories Limits

Auto-Set F

Daily Drawer Reports

Inmate Reports

Order Reports

General Ledger Reports

Check Reports

Debt Reports

Inmate

Printed Checks

Uncleared Checks

Voided Checks

Expired Checks

Bad Checks Received

General Ledger

Printed Checks

Uncleared

Voided

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This allows for the printing of debt reports to show how debt was paid when collected.

Maintenance

Maintenance

Reports

Inventory

Categories Limits

Auto-Set F

Daily Drawer Reports

Inmate Reports

Order Reports

General Ledger Reports

Check Reports

Debt Reports

Debt Summary

Debt Detail

Debt History

Account Summary

Account Detail

Account History

Complete Debt History

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This screen contains all the commissary items. This location is used to set prices for product, PLU numbers, scan line order, category limit per item, weekly limit per item and items associated with a specific restriction.

Maintenance

Maintenance

Reports

Inventory

Categories Limits

Auto-Set F

Location Inventory

PLU	Item Name	Category	Limit/Order	Scan Line #
		CLOTHING	10	750
100	APPLE PIE	COOKIES & PASTRIES	30	130
101	BROWNIE-FUDGE	COOKIES & PASTRIES	30	252
102	CINN ROLLS	COOKIES & PASTRIES	30	125

PLU:

Name:

Price:

Category:

Scan #

Limit/Order:

Limit/Week:

☒ Active

☐ Commission

☐ Indigent

Taxes On Item

Total Tax Rate:

Purchase Restrictions

RESTRICTED

Set Category

Set Category

Scan Items Report

Re-Calc Taxes

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This TAB is used to set purchase restriction per category of items.

Maintenance

Maintenance

Reports

Inventory

Categories Limits

Auto-Set F

Category Name	Order Limit	Order Max	Week Limit	Week Max	
BEVERAGE	-1	(\$1.00)	-1	(\$1.00)	
CANDY	-1	(\$1.00)	-1	(\$1.00)	
CHIPS & SNACKS	-1	(\$1.00)	-1	(\$1.00)	
CLOTHING	-1	(\$1.00)	-1	(\$1.00)	
COOKIES & PASTRIES	-1	(\$1.00)	-1	(\$1.00)	
FOOD	-1	(\$1.00)	-1	(\$1.00)	
GENERAL MERCHANDISE	-1	(\$1.00)	-1	(\$1.00)	
HEALTH & BEAUTY	-1	(\$1.00)	-1	(\$1.00)	
POSTAGE	-1	(\$1.00)	-1	(\$1.00)	
ZREMOVE	-1	(\$1.00)	-1	(\$1.00)	

Important Notes:
Limit/Max Per Week of -1 disables that category limit. Items within that category will be processed faster.
Any other value will limit item per week which can be ordered but also slow down ordering of items within that category.
"Limit" is a limit in quantity
"Max" is a monetary limit.

Set Purchase Restriction

Clear

Set All

Clear All

Exit

INSERT

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Auto-Set Purchase Restriction TAB allows for limits based on different inmate variables such as location, DOB, etc.

Maintenance

Inventory

Categories Limits

Auto-Set Purchase Restrictions

Pick T

Select a Ban

RESTRICTED

Inmate Bans

Field	Operator	Value	Clause

Add Inmate Ban

Show SQL

Move Up

Move Down

Everyone must be off th system when you "Apply Bans"

New Bans will not be in effect until you "Apply Bans"

After "Apply Bans" you must re-start this program.

Unspecified bans are manually set in the inmate screen.

Back up and restore is required if you see a "too many versions" error. Call for support.

Apply Bans

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

This screen is used to reset the weekly limits for items, order amounts and orders. It also has some manual override capabilities that are site specific.

Maintenance

Auto-Set Purchase Restrictions | Pick Tables | Top Clearance

WARNING - DO NOT TOUCH WITHOUT GOOD CAUSE

WEEKLY RESET

Reset: FRIDAY Last: 03/20/2003 01:02 PM

1) Take everyone off system

2) Run Reports

3)

Weekly Reset

Remove Paid Debt

Some debt detail removed prior to

Remove Paid Debt

Note: Archiving Debt Removes Paid Debt From the System, Speeding up Reports but Changing Available Information.

MANUAL OVERRIDES

☒ Auto-Fill And Print Pick Tickets

☒ Users Cannot Edit Inmate Number

☐ Users Cannot Edit Inmate Name

Exit

ARAMARK SAMPLE SCREEN SHOTS

ACTFAS Prison Module

The Security Screen allows the system administrator to add users and configure their rights.

Security

User Name:

User Information

User Name:

First Name:

Active

☒

Password:

(Encrypted)

Last Name:

Node:

3305

Inventory

☐ View

☐ Ship

☐ Edit

☐ Adjust

☐ Add

☐ Order

☐ Delete

☐ Fill Orders

☐ Receive

☐ View Suppliers

☐ Edit Suppliers

☒

Inventory Reports

☐ Inventory Analysis

☐ Inventory Analysis Totals

☐ Sales And Commissions

☐ Product Usage

☒

Inmates

☐ View

☐ Edit

☐ Add

☐ Release

☐ Place Orders

☐ Process Orders

☐ Enter Deposits

☐ Enter Disbursements

☐ General Ledger

☐ Re-Activate Inmates

☐ Pay Off Inmate Debt

☒

Inmate Reports

☒ Order History

☐ Balance

☐ Balance History

☐ All Other Reports

☒

Administration

☐ Void Transactions

☐ Edit Users

☐ Administrator

☒ Backups

☐ Reset

☐ Edit Locations

☒

☒ None

☒ Intake

☒ Visit/Mail

☒ Release

☒ Inventory

☒ Processing

☒ All

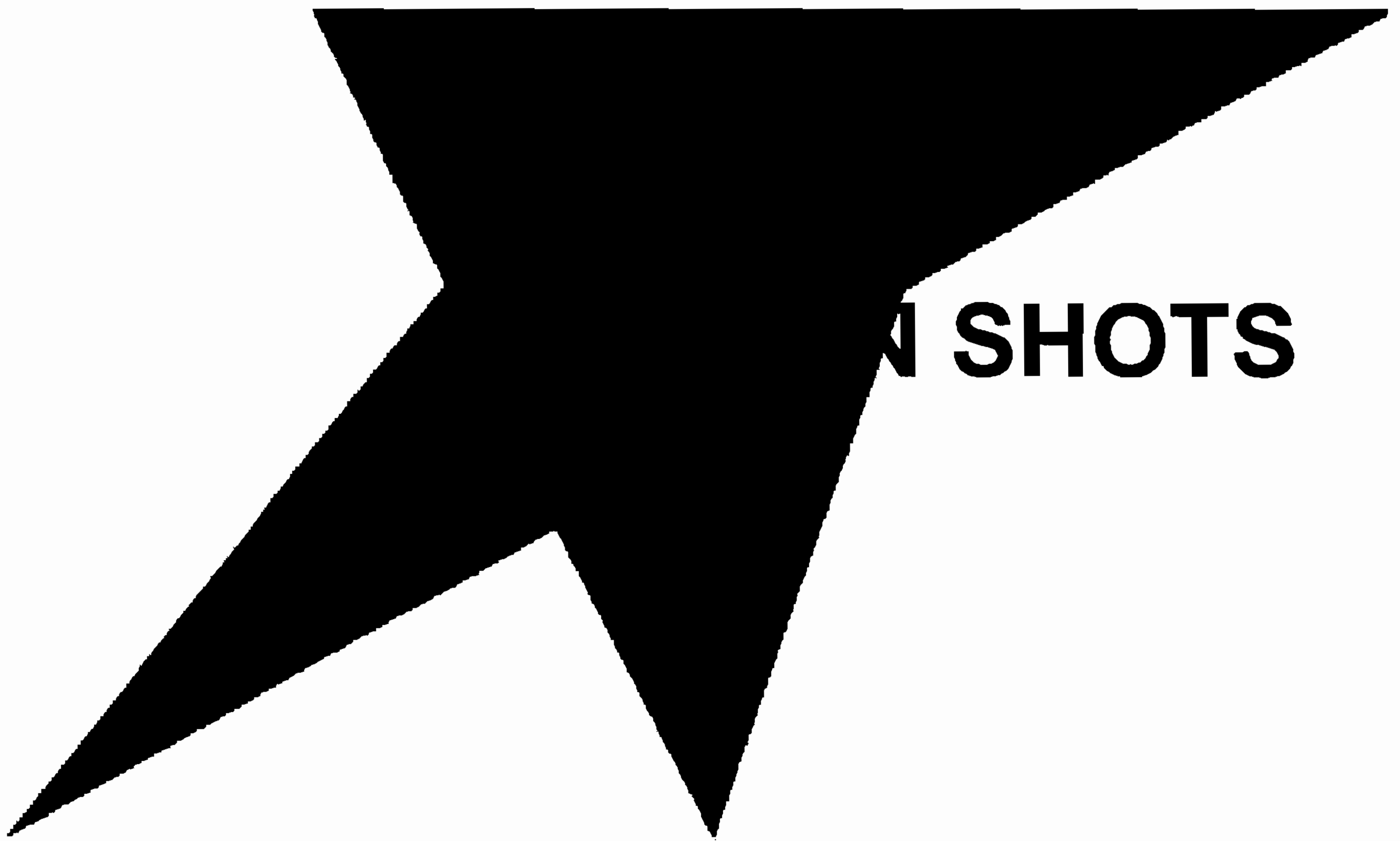
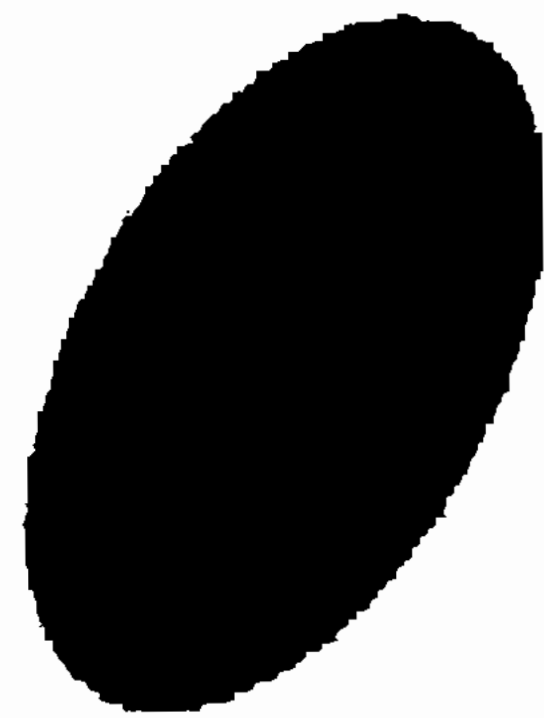
☒ + Add

☒ - Delete

☒ Exit



APPENDIX



IN SHOTS



Debt Account Detail

Page 1

VANDALISM

Starting 04/01/2001
Ending 04/16/2003

<u>NAME</u>	<u>NUMBER</u>	<u>FEE</u>	<u>PAID</u>	<u>BALANCE</u>
FURA, LARRY	000000002	\$50.00	\$3.00	\$47.00
MILLER, RAY	000000001	\$10.00	\$8.00	\$2.00
		\$60.00	\$11.00	\$49.00

De/ Account History
VANDALISM

Page 1
From 4/13/2001 11:18:13 pm
To 4/13/2003 11:18:18 pm

02/10/2004

<u>Stamp</u>	<u>Tran ID</u>	<u>Number</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Pending</u>	<u>Remaining</u>
02/18/2002 07:27:18 pm	738549	000000001	MILLER, RAY	VANDALISM CHARGE	\$10.00	\$0.00	\$0.00	\$2.00
02/18/2002 07:30:00 pm	738549	000000001	MILLER, RAY	VANDALISM CHARGE	\$0.00	\$5.00	\$0.00	\$0.00
02/19/2002 08:48:30 am	738557	000000002	FURA, LARRY	VANDALISM CHARGE	\$50.00	\$0.00	\$0.00	\$47.00
02/19/2002 08:49:00 am	738557	000000002	FURA, LARRY	VANDALISM CHARGE	\$0.00	\$3.00	\$0.00	\$0.00
02/21/2002 02:09:00 pm	738549	000000001	MILLER, RAY	VANDALISM CHARGE	\$0.00	\$3.00	\$0.00	\$0.00
					\$60.00	\$11.00	\$0.00	\$49.00

Debt Account Summary

Page 1
From 04/01/2001
To 04/16/2003

<u>Account</u>	<u>Fee</u>	<u>Paid</u>	<u>Balance</u>
INMATE	\$13.00	\$0.00	\$13.00
FEE	\$50,042.75	\$9.00	\$50,035.75
VANDALISM	\$60.00	\$11.00	\$49.00
	\$50,115.75	\$20.00	\$50,097.75

Debt History

Page 1
From 4/13/2001 11:09:25 pm
To 4/13/2003 11:09:30 pm

<u>Stamp</u>	<u>Tran ID</u>	<u>Number</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Pending</u>	<u>Remaining</u>
04/16/2001 09:31:02 am	671480	245148	GONZALES, KENNETH FRED	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:32:08 am	671482	255200	CROW, THOMAS A	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:32:49 am	671483	252104	MCADORY, ROBERT JAN	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:33:14 am	671484	255218	MORALES, VICENTE VAZQUE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:33:49 am	671485	227312	DILLINGER, CURTIS L	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:34:16 am	671486	219447	LLOYD, BRANDON QUINCEOI	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:35:42 am	671489	140953	CRENSHAW, BRYANT LAMON	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 09:37:59 am	671493	55501	JONES, STEPHEN ENOCH	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:06:44 am	671494	193078	THOMPSON, ERIC EUGENE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:12:23 am	671496	83756	LOGAN, CHARLES DANIEL	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:12:56 am	671497	255205	REYNOLDS, LAMAR	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:13:48 am	671499	53722	KING, FRANK EDWARD	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:16:45 am	671501	94657	RUCKER, MICHAEL DEWAYN	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:18:35 am	671502	227668	BURROUGHS, TADARL D	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:19:40 am	671504	248081	DALDOUM, SIDDIG	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:20:11 am	671505	255214	ROLSTON, WALTER	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:20:44 am	671506	209294	BROWN, PATRICK WAYNE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:21:28 am	671507	81505	CHAMBERLAIN, WILLIAM ALB	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:23:31 am	671511	139357	DOWELL, MICHAEL TYRONE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:24:06 am	671512	192315	CHISOLM, BENJAMIN AARON	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:26:14 am	671513	174168	AYUEL, GABRIAL M	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:31:30 am	671514	117591	WILSON, PHILLIP DWIGHT	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:34:26 am	671515	187184	REED, WILLIE NATHAN	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:34:52 am	671516	155509	ALEXANDER, WILLIAM HARR	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:35:16 am	671517	255152	STACY, BILLY CHRISTOPHEF	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:36:10 am	671518	154543	RANDOLPH, WILLIAM DARRY	FEE - BOOKING	\$13.00	\$0.00	\$0.00	\$13.00
04/16/2001 10:36:34 am	671519	170504	HOOTEN, BRIAN STEVEN	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:37:40 am	671521	201516	AHLSTRAND, NICHOLAUS MI	FEE - BOOKING	\$7.00	\$0.00	\$0.00	\$7.00
04/16/2001 10:38:10 am	671522	152417	JENKINS, DANIEL L	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:38:44 am	671523	224767	DRAKE, JOHN LINDSLEY	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:39:16 am	671524	255150	THOMAS, JERMAINE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:39:55 am	671525	250353	BYNER, AUQEITA	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:40:25 am	671526	255147	MILLER, TIMOTHY PATRICK	FEE - BOOKING	\$13.00	\$0.00	\$0.00	\$13.00
04/16/2001 10:41:08 am	671527	91903	WARREN, JACK FRANKLIN	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:42:06 am	671528	128773	SULLIVAN, JAMIE LEE	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:44:35 am	671532	255134	ROJOS, ANGEL TRUJILLO	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:45:07 am	671533	255167	KEARNEY, JAMES L	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:47:38 am	671535	255153	BLOOM, DAVID ALLAN	FEE - BOOKING	\$13.00	\$0.00	\$0.00	\$13.00
04/16/2001 10:48:43 am	671537	172015	SKIDMORE, STEVEN DOUGL	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:49:17 am	671538	210763	TOWNSEND, RANDY	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00
04/16/2001 10:49:53 am	671539	175718	FRIDRICK, ALFON DFWFY	FEE - BOOKING	\$15.00	\$0.00	\$0.00	\$15.00

Debt Summary By Description

Page 1
Printed 04/14/2003 08:01 am
Starting 04/14/2001 08:00
Ending 04/14/2003 08:00

<u>Description</u>	<u>Fee</u>	<u>Paid</u>	<u>Balance</u>
VOID TRAN DEBIT	\$4.00	\$0.00	\$4.00
FEE - BOOKING	\$45,497.59	\$9.00	\$45,490.59
VANDALISM CHARGE	\$60.00	\$11.00	\$49.00
AUTOMATIC VOID	\$7.00	\$0.00	\$7.00
	\$45,568.59	\$20.00	\$45,550.59

Delivery Report

FACIL NMJ

From: 7/10/2002 12:3 pm
To: 7/15/2002 12:30:00 pm

BUILDING 2E1

NUMBER	NAME	LOC3	ORDERID	COST	SIGN
3812372	AREVALO-MARTINE, VICTOR	W/P/C/B 03	1071247	0.00	
3596	DEAN, ALTON	W/P/C/B 01	1071246	0.00	
3842356	DOUGLAS, KINDRICK	W/P/C/B 05	1071248	2.19	
3829430	TRAN, CUONG	W/P/C/B 02	1071244	27.59	

BUILDING 2E2

NUMBER	NAME	LOC3	ORDERID	COST	SIGN
885097	BRITTON, RICHARD	W/P/C/B 13B	1071240	73.82	
885097	BRITTON, RICHARD	W/P/C/B 13B	1071268	26.16	
75711	BROWN, JESSIE	W/P/C/B 10A	1071254	17.76	
122194	CARUTHERS, RALPH	W/P/C/B 05A	1071272	7.07	
92865	COFFMAN, CARROLL	W/P/C/B 08A	1071266	27.93	
1335151	HILL, MARLOWE	W/P/C/B 16A	1071264	1.69	
2126148	HUYNH, MINH	W/P/C/B 01A	1071260	25.75	
2111849	JOKOBCIC, DALE	W/P/C/B 06A	1071276	68.09	
2464148	PHAM, TRUNG	W/P/C/B 01A	1071270	28.07	
3758936	RANKIN, EDDIE	W/P/C/B 12B	1071258	39.11	
3868068	RANKINS, DELOWO	W/P/C/B 12A	1071262	9.42	
207922	RESTREPO, DARIO	W/P/C/B 11A	1071256	6.19	
86084	SPARKS, EDDIE	W/P/C/B 14B	1071278	74.24	
3850156	TRAN, LLOYD	W/P/C/B 03A	1071274	30.66	
71533	WELCH, DAVID	W/P/C/B 04A	1071252	20.38	

BUILDING 2E3

NUMBER	NAME	LOC3	ORDERID	COST	SIGN
3849143	BYRD, EBTHY	W/P/C/B 06B	1071297	0.00	
3316846	CLARK, SUSAN	W/P/C/B 02A	1071284	29.28	
3790103	HALL, CHERI	W/P/C/B 16A	1071291	28.85	
1424002	HARROD, IRENE	W/P/C/B 16B	1071300	32.56	

User: SUPERVISOR

02/10/2004

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Drawer Report - Af

User Name: SUPERVISOR
Start: 1/13/03 06:00:00 am
End: 1/15/03 06:00:00 am

	Credit	Debit	Shift Change
CHECK	109.18	89.07	20.11
INTERNAL	30.00	0.49	29.51
MONEY ORDER	50.00	0.00	50.00
Total	189.18	89.56	99.62

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate #	Inmate Name	Desc Name	Check #	Drawer
1/13/03 11:01:29 am	79773	20.01	0.00	99008541	REED, MEEGAIL	RELEASE DEBIT	2156	ARA
1/13/03 02:07:30 pm	79894	20.21	0.00	99008471	GRIFFETH, CECELIA	RELEASE DEBIT	2157	ARA
1/13/03 02:09:02 pm	79897	25.10	0.00	99008123	BONDS, WILLIE	RELEASE DEBIT	2158	ARA
1/13/03 02:12:04 pm	79900	3.60	0.00	99009096	DIXON, DAVID	RELEASE DEBIT	2159	ARA
1/13/03 02:18:23 pm	79903	20.15	0.00	99008710	TRAMMELL, JIMMY	RELEASE DEBIT	2160	ARA
		89.07	0.00					

Date of Transaction	Tran Num	Media	DEBIT	CREDIT	Inmate #	Inmate Name	DESCNAME	DRAWER	User Name
1/13/03 11:01:29 am	79773	CHECK	20.01	0.00	99008541	REED, MEEGAIL	RELEASE DEBIT	ARA	JPERVISOR
1/13/03 12:08:49 pm	79798	MONEY O	0.00	50.00	7141	BEASLEY, ANTHONY	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:33:17 pm	79829	CHECK	0.00	26.64	99008935	FISHER, ROGER	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:34:20 pm	79832	CHECK	0.00	1.01	99008937	GEE, JERRY DEAN	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:35:13 pm	79835	CHECK	0.00	3.60	99009096	DIXON, DAVID	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:35:48 pm	79838	CHECK	0.00	0.73	99008941	BELL, CRAIG	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:36:24 pm	79841	CHECK	0.00	25.21	99008943	HUGHES, MONTA	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:37:19 pm	79844	CHECK	0.00	10.09	99008944	EDWARDS, TERRY	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:38:09 pm	79847	CHECK	0.00	2.98	99008945	SMALLWOOD, RANDELL	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:38:59 pm	79850	CHECK	0.00	38.92	4916	MORELAND, NICHOLAS	INTAKE CREDIT	ARA	JPERVISOR
1/13/03 12:42:02 pm	79852	INTERNAL	0.49	0.00	99008517	WILBURN, JERRY	VOID INTAKE CRED	ARA	JPERVISOR
1/13/03 02:07:30 pm	79894	CHECK	20.21	0.00	99008471	GRIFFETH, CECELIA	RELEASE DEBIT	ARA	JPERVISOR
1/13/03 02:09:02 pm	79897	CHECK	25.10	0.00	99008123	BONDS, WILLIE	RELEASE DEBIT	ARA	JPERVISOR
1/13/03 02:12:04 pm	79900	CHECK	3.60	0.00	99009096	DIXON, DAVID	RELEASE DEBIT	ARA	JPERVISOR
1/13/03 02:18:23 pm	79903	CHECK	20.15	0.00	99008710	TRAMMELL, JIMMY	RELEASE DEBIT	ARA	JPERVISOR
1/14/03 12:50:46 pm	80089	INTERNAL	0.00	30.00	99008069	CUEVAS, HERIBERT	MAIL CREDIT	ARA	JPERVISOR
			89.56	189.18					

Date of Transaction	Tran Num	Media	DEBIT	CREDIT	Inmate #	Inmate Name	DESCNAME	DRAWER	User Name
1/13/03 11:05:11 am	79777	INTERNAL	0.50	0.00	99008492	MCELROY, BRYAN	ORDER DEBIT		1006
1/13/03 11:05:28 am	79779	INTERNAL	0.50	0.00	99008902	HUFF, JAMES	ORDER DEBIT		1006
1/13/03 11:05:58 am	79781	INTERNAL	0.55	0.00	99008615	SCOTT, TERRANCE	ORDER DEBIT		1006
1/13/03 11:07:56 am	79783	INTERNAL	0.00	1.90	99007799	ROPER, ANTHONY	RETURN CREDIT		JPERVISOR
1/13/03 11:08:08 am	79785	INTERNAL	2.75	0.00	99007799	ROPER, ANTHONY	ORDER DEBIT		1006
1/13/03 11:09:21 am	79787	INTERNAL	0.00	2.00	99008074	GARZA, JOSE M	RETURN CREDIT		JPERVISOR
1/13/03 11:09:42 am	79789	INTERNAL	1.00	0.00	7744	MARTINEZ, FELIX OMAR	ORDER DEBIT		1006
1/13/03 11:09:54 am	79791	INTERNAL	0.00	3.00	7744	MARTINEZ, FELIX OMAR	RETURN CREDIT		JPERVISOR
1/13/03 12:06:03 pm	79793	INTERNAL	0.50	0.00	99008870	WILCOX, KENNETH	ORDER DEBIT		1006
1/13/03 12:07:40 pm	79795	INTERNAL	1.25	0.00	99008830	HOWELL, BYRON	ORDER DEBIT		1006
1/13/03 12:07:55 pm	79797	INTERNAL	0.50	0.00	99008201	LYNCH, WALI	ORDER DEBIT		1006
1/13/03 12:09:03 pm	79801	INTERNAL	9.50	0.00	7141	BEASLEY, ANTHONY	ORDER DEBIT		1006
1/13/03 12:20:27 pm	79803	INTERNAL	30.70	0.00	7849	ELIAS, SYED MOHAMMED	ORDER DEBIT		1006
1/13/03 12:21:03 pm	79805	INTERNAL	67.85	0.00	7442	WHITE, DAVID	ORDER DEBIT		1006
1/13/03 12:21:28 pm	79807	INTERNAL	14.75	0.00	99008510	RUTLEDGE, CHARLES G	ORDER DEBIT		1006
1/13/03 12:21:44 pm	79809	INTERNAL	4.05	0.00	4301	JONES, ANDREW NICKLAUS	ORDER DEBIT		1006
1/13/03 12:22:12 pm	79811	INTERNAL	13.15	0.00	99008228	TEREBECKI, STEVE	ORDER DEBIT		1006
1/13/03 12:22:26 pm	79813	INTERNAL	22.00	0.00	7154	NICOLAS, ZENARDO VIRUEL	ORDER DEBIT		1006
1/13/03 12:22:55 pm	79815	INTERNAL	16.50	0.00	99008464	BRASON, DAVID	ORDER DEBIT		1006
1/13/03 12:23:12 pm	79817	INTERNAL	5.60	0.00	7990	RENFRO, PHILLIP	ORDER DEBIT		1006
1/13/03 12:23:26 pm	79819	INTERNAL	2.75	0.00	8792	YEAGER III, HAROLD D	ORDER DEBIT		1006
1/13/03 12:23:44 pm	79821	INTERNAL	7.45	0.00	99008893	SUAREZ, MANUEL	ORDER DEBIT		1006
1/13/03 12:24:03 pm	79823	INTERNAL	10.30	0.00	8712	LOUCKS, KEITH KENDALL	ORDER DEBIT		1006
1/13/03 12:24:40 pm	79825	INTERNAL	47.25	0.00	99008422	BIRCHFIELD, KENNETH R	ORDER DEBIT		1006

General Ledger Disbursement Checks

Page : 1

Print Date: 04/10/2003 11:54:51 pm

****Uncleared****

Check Num	Date	Payee	Drawer	Status	Amount
2188	01/14/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$100.00
2189	01/22/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$690.00
2190	01/22/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$100.00
2191	01/23/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$4,809.58
2204	01/23/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$4,485.46
2204	01/27/2003	LOLA TUCKER	ARA	Un-Cleared	\$25.00
2237	02/07/2003	CYNTHIA JACKSON	ARA	Un-Cleared	\$175.00
2264	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$3,447.61
2265	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$280.57
2266	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$5,919.16
2267	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$5,050.32
2268	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$4,244.71
2269	02/17/2003	ARAMARK CORRECTIONAL SERVICES	ARA	Un-Cleared	\$5,047.80
2281	02/19/2003	GARRISON JONES	ARA	Un-Cleared	\$46.10
2365	03/11/2003	PETRA TINCH	ARA	Un-Cleared	\$470.00
2376	03/13/2003	OFFICE OF THE CLERK, US DISTRICT	ARA	Un-Cleared	\$105.00
2382	03/18/2003	REKESHA FANNING	ARA	Un-Cleared	\$951.00
2387	03/21/2003	ELOISE ROBINSON	ARA	Un-Cleared	\$200.00
Total					\$36,147.31

General Ledger Report
SOUTH FULTON REGIONAL JAIL

Page: 1
From: 01/01/2003 12:00:00 am
To: 4/10/2003 11:47:38 pm

02/10/2004

Date	Tran ID	Description	Debit	Credit	Balance	User Name	Drawer	Check Number	Deposit ID
1/2/2003 02:53:24 pm	78243	INTAKE CREDIT	\$0.00	\$346.40	\$34,170.13	SUPERVISOR	ARA	096011	
1/2/2003 02:53:32 pm	78246	RELEASE DEBIT	\$346.40	\$0.00	\$33,823.73	SUPERVISOR	ARA	2107	
1/2/2003 03:31:01 pm	78263	INTAKE CREDIT	\$0.00	\$3.00	\$33,826.73	SUPERVISOR	ARA		
1/2/2003 03:32:01 pm	78266	INTAKE CREDIT	\$0.00	\$21.83	\$33,848.56	SUPERVISOR	ARA		
1/2/2003 03:32:31 pm	78269	RELEASE DEBIT	\$21.83	\$0.00	\$33,826.73	SUPERVISOR	ARA	2108	
1/2/2003 03:33:35 pm	78272	RELEASE DEBIT	\$3.00	\$0.00	\$33,823.73	SUPERVISOR	ARA	2109	
1/3/2003 03:17:13 pm	78361	INTAKE CREDIT	\$0.00	\$10.00	\$33,833.73	SUPERVISOR	ARA		
1/3/2003 03:18:06 pm	78364	INTAKE CREDIT	\$0.00	\$30.00	\$33,863.73	SUPERVISOR	ARA		
1/3/2003 03:19:14 pm	78367	INTAKE CREDIT	\$0.00	\$27.35	\$33,891.08	SUPERVISOR	ARA		
1/3/2003 03:19:57 pm	78370	INTAKE CREDIT	\$0.00	\$50.00	\$33,941.08	SUPERVISOR	ARA		
1/3/2003 03:30:16 pm	78373	INTAKE CREDIT	\$0.00	\$85.00	\$34,026.08	SUPERVISOR	ARA		
1/3/2003 03:31:04 pm	78376	INTAKE CREDIT	\$0.00	\$3.76	\$34,029.84	SUPERVISOR	ARA		
1/6/2003 11:16:26 am	78380	RELEASE DEBIT	\$153.11	\$0.00	\$33,876.73	SUPERVISOR	ARA	2110	
1/6/2003 11:17:37 am	78383	RELEASE DEBIT	\$35.42	\$0.00	\$33,841.31	SUPERVISOR	ARA	2111	
1/6/2003 11:39:07 am	78386	RELEASE DEBIT	\$6.30	\$0.00	\$33,835.01	SUPERVISOR	ARA	2112	
1/6/2003 11:40:03 am	78389	RELEASE DEBIT	\$25.16	\$0.00	\$33,809.85	SUPERVISOR	ARA	2113	
1/6/2003 01:06:04 pm	78391	MAIL CREDIT	\$0.00	\$9.00	\$33,818.85	SUPERVISOR	ARA		
1/6/2003 01:06:54 pm	78393	MAIL CREDIT	\$0.00	\$10.00	\$33,828.85	SUPERVISOR	ARA		
1/6/2003 01:06:54 pm	78395	MAIL CREDIT	\$0.00	\$10.00	\$33,838.85	SUPERVISOR	ARA		
1/6/2003 01:06:55 pm	78397	MAIL CREDIT	\$0.00	\$10.00	\$33,848.85	SUPERVISOR	ARA		
1/6/2003 01:06:55 pm	78399	MAIL CREDIT	\$0.00	\$10.00	\$33,858.85	SUPERVISOR	ARA		
1/6/2003 01:06:55 pm	78401	MAIL CREDIT	\$0.00	\$10.00	\$33,868.85	SUPERVISOR	ARA		
1/6/2003 01:06:55 pm	78403	MAIL CREDIT	\$0.00	\$10.00	\$33,878.85	SUPERVISOR	ARA		
1/6/2003 01:08:01 pm	78405	MAIL CREDIT	\$0.00	\$12.00	\$33,890.85	SUPERVISOR	ARA		
1/6/2003 01:08:01 pm	78407	MAIL CREDIT	\$0.00	\$12.00	\$33,902.85	SUPERVISOR	ARA		
1/6/2003 01:08:40 pm	78409	MAIL CREDIT	\$0.00	\$15.00	\$33,917.85	SUPERVISOR	ARA		
1/6/2003 01:08:40 pm	78411	MAIL CREDIT	\$0.00	\$15.00	\$33,932.85	SUPERVISOR	ARA		
1/6/2003 01:08:40 pm	78413	MAIL CREDIT	\$0.00	\$15.00	\$33,947.85	SUPERVISOR	ARA		
1/6/2003 01:08:40 pm	78415	MAIL CREDIT	\$0.00	\$15.00	\$33,962.85	SUPERVISOR	ARA		
1/6/2003 01:08:40 pm	78417	MAIL CREDIT	\$0.00	\$20.00	\$33,982.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78419	MAIL CREDIT	\$0.00	\$20.00	\$34,002.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78421	MAIL CREDIT	\$0.00	\$20.00	\$34,022.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78423	MAIL CREDIT	\$0.00	\$20.00	\$34,042.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78425	MAIL CREDIT	\$0.00	\$20.00	\$34,062.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78427	MAIL CREDIT	\$0.00	\$20.00	\$34,082.85	SUPERVISOR	ARA		
1/6/2003 01:11:52 pm	78429	MAIL CREDIT	\$0.00	\$20.00	\$34,102.85	SUPERVISOR	ARA		
1/6/2003 01:11:53 pm	78431	MAIL CREDIT	\$0.00	\$20.00	\$34,122.85	SUPERVISOR	ARA		
1/6/2003 01:11:53 pm	78433	MAIL CREDIT	\$0.00	\$20.00	\$34,142.85	SUPERVISOR	ARA		
1/6/2003 01:11:53 pm	78435	MAIL CREDIT	\$0.00	\$20.00	\$34,162.85	SUPERVISOR	ARA		
1/6/2003 01:11:53 pm	78437	MAIL CREDIT	\$0.00	\$20.00	\$34,182.85	SUPERVISOR	ARA		
1/6/2003 01:11:54 pm	78439	MAIL CREDIT	\$0.00	\$20.00	\$34,202.85	SUPERVISOR	ARA		

General Ledger Summary Report
SOUTH FULTON REGIONAL JAIL

Page: 1
From: 1/1/03 06:00:00 am
To: 4/10/03 11:48:49 pm
User Name: SUPERVISOR

Description Name	Debit	Credit
ADMISSIONS KIT DEBIT	\$185.38	\$0.00
GENERAL CREDIT	\$0.00	\$434.00
GENERAL DEBIT	\$49,343.06	\$0.00
INTAKE CREDIT	\$0.00	\$67,153.04
MAIL CREDIT	\$0.00	\$10,566.29
RELEASE DEBIT	\$17,752.77	\$0.00
VOID INTAKE CREDIT	\$7,602.61	\$0.00
VOID MAIL CREDIT	\$1,021.00	\$0.00
VOIDED CHECK CREDIT	\$0.00	\$2,976.05
Totals	\$75,904.82	\$81,129.38

Inmate Balance Report

SOUTH FULTON REGIONAL JAIL

Page: 1

Print Date: 04/10/2003 11:59:36 am

User Name: SUPERVISOR

Jer	Name	Balance	Owes	Difference
0111000250	DANIELS, DWAYNE T	\$0.00	\$0.00	\$0.00
99008343	ABBOTT, ERIC L	\$0.00	\$0.00	\$0.00
99009066	ABID, HUSSIAN SYED	\$51.35	\$0.00	\$51.35
99008630	ABNEY, WILLIAM	\$0.00	\$0.00	\$0.00
6579	ABRAHAM, MARK	\$16.68	\$0.00	\$16.68
0205000319	ABRAMS, ASHLEY	\$0.00	\$0.00	\$0.00
0204000228	ABRON, ANTAWUNE	\$0.00	\$0.00	\$0.00
0112000111	ADAMS, ABRON	\$0.00	\$0.00	\$0.00
3377	ADAMS, ABRON	\$0.00	\$0.00	\$0.00
99007758	ADAMS, DONTAY	\$0.00	\$0.00	\$0.00
0109000278	ADAMS, JOHNNY	\$0.00	\$0.00	\$0.00
99007810	ADAMS, LADORA DIANE	\$0.00	\$0.00	\$0.00
0203000014	ADAMS, PAUL	\$0.00	\$0.00	\$0.00
0203000264	ADAMS, PAUL	\$0.00	\$0.00	\$0.00
0112000081	ADAMS, SHERYL	\$0.00	\$0.00	\$0.00
1028	ADCOCK, JOSHUA	\$0.27	\$0.00	\$0.27
8487	ADEDEJI, TERESA	\$0.00	\$0.00	\$0.00
0204000187	ADEDELL, JERRY	\$0.00	\$0.00	\$0.00
0109000162	ADGIE, BENJAMIN	\$0.00	\$0.00	\$0.00
0205000030	ADKINSON, DENNE	\$0.00	\$0.00	\$0.00
0112000210	AGER, RAYMOND	\$0.00	\$0.00	\$0.00
0112000211	AGOSTINO, DAWN	\$0.00	\$0.00	\$0.00
7	AGUILAR, MARTHA	\$0.00	\$0.00	\$0.00
0111000124	AGUILAR, RAUL	\$0.00	\$0.00	\$0.00
7471	AGUILAR-RIVAS, RIGOBERTO	\$0.11	\$0.00	\$0.11
99007953	AGUILERA, JOSE	\$15.34	\$0.00	\$15.34
99008678	AGUIRRE, LUIS	\$21.11	\$0.00	\$21.11
99008611	AGUIRRE, LUIS	\$0.00	\$0.00	\$0.00
0109000191	AGULAR, NELSON	\$0.00	\$0.00	\$0.00
9900861	AGURS, KEVIN	\$52.65	\$0.00	\$52.65
99008162	AHLERS, JAMES	\$0.00	\$0.00	\$0.00
0205000035	AJETUNMOBI, OLUWAKAYODE	\$0.00	\$0.00	\$0.00
0204000205	AKBER, ALI MUHAMMAD	\$50.00	\$0.00	\$50.00
99009270	AKERS, ROLAX	\$6.16	\$0.00	\$6.16
99009195	ALBERTO, MALDONADO	\$55.30	\$0.00	\$55.30
99008523	ALBRIGHT, DAVID	\$0.00	\$0.00	\$0.00
99008290	ALDANA, EDWARD	\$0.00	\$0.00	\$0.00
7574	ALDGHAIM, OMAR	\$0.00	\$0.00	\$0.00
99009116	ALDRIDGE, SEDRIECK	\$3.05	\$0.00	\$3.05
0109000160	ALEXANDER, ANGELS	\$0.00	\$0.00	\$0.00
0201000321	ALEXANDER, DOUGLAS	\$0.00	\$0.00	\$0.00
8272	ALEXANDER, JASON	\$0.00	\$0.00	\$0.00
020400375	ALEXANDER, JASON	\$0.00	\$0.00	\$0.00
0111000016	ALFORD, DONALD BRIAN	\$0.00	\$0.00	\$0.00
0111000238	ALFORD, JEFFERY	\$0.00	\$0.00	\$0.00
0111000052	ALLEN JR, CHARLES	\$0.00	\$0.00	\$0.00

02/10/2004

Individual Inmate Balance History Report
SOUTH FULTON REGIONAL JAIL

Print Date: 04/10/2003 11:43:54 on
User Name: SUPERVISOR

Inmate Name: MILLS, ANTHONY
Inmate Number: 01
DOB:
POD:

Balance: \$0.00
Owed: \$0.00

TRANSACTIONS

Date	Transaction	Credit	Debit	Actual Balance	Owed Debit	Owed Credit	Owed Balance
12/11/2001	MAIL CREDIT	\$5.56	\$0.00	\$5.56	\$0.00	\$0.00	\$0.00
12/11/2001	VOID MAIL CREDIT	\$0.00	\$5.56	\$0.00	\$0.00	\$0.00	\$0.00
07/23/2002	INTAKE CREDIT	\$80.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00
07/23/2002	VOID INTAKE CREDIT	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$85.56	\$85.56		\$0.00	\$0.00	

02/10/2004

Inmate Balance Report

Print Date: 04/10/2003 11:44:24 on

User Name: SUPERVISOR

SOUTH FULTON REGIONAL JAIL

ne
Number
DOB
POD
MILLS, ANTHONY
01

Balance \$0.00

TRANSACTIONS

Date	Transaction	Amount	Balance
12/11/2001	MAIL CREDIT	\$5.56	\$5.56
12/11/2001	VOID MAIL CREDIT	-\$5.56	\$0.00
7/23/2002	INTAKE CREDIT	\$80.00	\$80.00
7/23/2002	VOID INTAKE CREDIT	-\$80.00	\$0.00

Inmate Checks - Unclea d Check Report

Page: 1

Print Date: 04/10/2003 11:54:32

User Name: SUPERVISOR

Check No	Issued	Expires	Reason	Amount	Number	Name
90	3/31/2003	2/24/4741	RELEASE DEBIT	\$20.00	0104000344	MORGAN, JOE
1809	10/10/2002	1/8/2003	RELEASE DEBIT	\$0.65	99007821	MCCALLUM, TYRONE
1902	11/13/2002	2/11/2003	RELEASE DEBIT	\$30.02	99008359	ANTIQUES, VERONICA
1902	11/4/2002	2/2/2003	RELEASE DEBIT	\$0.95	99008308	BUNDY, VERONICA
1903	11/4/2002	2/2/2003	RELEASE DEBIT	\$49.70	99008233	KINNARD, RICHARD
1919	11/11/2002	2/9/2003	RELEASE DEBIT	\$0.05	99008122	BRYSON, CLARENCE
1922	11/11/2002	2/9/2003	RELEASE DEBIT	\$3.15	99008188	LOPEZ, AUDBERTO G
1926	11/11/2002	2/9/2003	RELEASE DEBIT	\$13.39	8117	PRESLEY, ROBERTO
1950	11/15/2002	2/13/2003	RELEASE DEBIT	\$10.68	99007868	GRAY, ROSA
1956	11/15/2002	2/13/2003	RELEASE DEBIT	\$65.00	5824	KUCHERUK, ALEKSEY
1960	11/18/2002	2/16/2003	RELEASE DEBIT	\$0.95	99008155	BUCKLEY, WILLIAM
1962	7/8/2002	10/6/2002	RELEASE DEBIT	\$14.00	0207000031	MITCHELL, SHELDON
1966	8/30/2002	11/28/2002	RELEASE DEBIT	\$20.73	99007824	STREADY, OCTAVIOUS
1976	11/22/2002	2/20/2003	RELEASE DEBIT	\$2.70	3377	ADAMS, ABRON
1985	12/2/2002	3/2/2003	RELEASE DEBIT	\$13.20	99008256	SMITH, BENARD
1987	12/2/2002	3/2/2003	RELEASE DEBIT	\$433.72	99008658	GARCIA, MELESIO
1988	12/2/2002	3/2/2003	RELEASE DEBIT	\$45.91	99008631	SMITH, SEAN
1989	12/3/2002	3/3/2003	RELEASE DEBIT	\$0.37	99008624	EDICH, PAMELA
1990	12/3/2002	3/3/2003	RELEASE DEBIT	\$2.30	99008344	STEWART, BILLY
1991	12/3/2002	3/3/2003	RELEASE DEBIT	\$0.10	99008528	ROSS, TIMOTHY
1992	12/3/2002	3/3/2003	RELEASE DEBIT	\$131.25	99008568	ROBLES, FLAVIO
1993	12/3/2002	3/3/2003	RELEASE DEBIT	\$3.00	99008629	ROBINSON, ADAM
2000	12/4/2002	3/4/2003	RELEASE DEBIT	\$25.35	99008046	BLACKMON, DANNY W
2003	12/4/2002	3/4/2003	RELEASE DEBIT	\$0.49	99008315	CORDOVA, JAVIER
2005	12/4/2002	3/4/2003	RELEASE DEBIT	\$19.01	6113	BROWN, WILLIAM
2006	12/4/2002	3/4/2003	RELEASE DEBIT	\$65.15	99008147	JACKSON, BERNARD
2017	12/6/2002	3/6/2003	VOID INTAKE CREDIT	\$5.90	99008062	KIRKLAND, LYNK B
2033	12/11/2002	3/11/2003	RELEASE DEBIT	\$148.44	99008710	TRAMMELL, JIMMY
2043	12/12/2002	3/12/2003	RELEASE DEBIT	\$65.00	0206000014	ARMENDARIZ, PEDRO SOTO
2065	12/16/2002	3/16/2003	RELEASE DEBIT	\$23.24	99008758	JONES, TANYA
2071	12/17/2002	3/17/2003	RELEASE DEBIT	\$300.15	99008367	HOLMES, PATRICIA
2072	12/17/2002	3/17/2003	RELEASE DEBIT	\$80.60	99008498	DISMUKES, RODRIQUEZ
2074	12/20/2002	3/20/2003	RELEASE DEBIT	\$87.70	99008628	RODRIGUEZ, ADOLFO
2077	12/26/2002	3/26/2003	RELEASE DEBIT	\$81.25	99008618	GENTRY, EDWARD J
2078	12/26/2002	3/26/2003	RELEASE DEBIT	\$1,170.00	4004	WILLIAMS, JAMIE
2123	1/6/2003	4/6/2003	RELEASE DEBIT	\$101.81	2719	WILLIAMS, KEALY
2125	1/6/2003	4/6/2003	RELEASE DEBIT	\$20.06	99008080	ANDREWS, MICHAEL
2133	1/7/2003	4/7/2003	RELEASE DEBIT	\$4.89	99008415	HAYES, JEROME
2135	1/7/2003	4/7/2003	RELEASE DEBIT	\$0.85	8165	SPLAIN, MARLON
2158	1/13/2003	4/13/2003	RELEASE DEBIT	\$0.10	99008996	SHOWALTER, MATTHEW
2163	1/17/2003	4/17/2003	RELEASE DEBIT	\$25.10	99008123	BONDS, WILLIE
2164	1/17/2003	4/17/2003	RELEASE DEBIT	\$4.14	99008464	BRASON, DAVID
2167	1/17/2003	4/17/2003	RELEASE DEBIT	\$0.10	99007946	CHAPPELL, JOHNATHAN
2168	1/17/2003	4/17/2003	RELEASE DEBIT	\$34.08	99008483	FOSTER, MARK
2170	1/17/2003	4/17/2003	RELEASE DEBIT	\$26.64	99008935	FISHER, ROGER
2179	1/20/2003	4/20/2003	RELEASE DEBIT	\$0.50	99008895	STUDDORD, JAMES
2196	1/23/2003	4/23/2003	RELEASE DEBIT	\$2.48	99008891	MCGILL, CENTRAIL
				\$17.45	99008985	MILIAM, KEITH
				\$25.00	8716	HARMON, MARTIN B

Inm Balance Report
MILLS, ANTHONY

Name SOUTH FULTON REGIONAL JAIL
Number 01
DOB
POD

Print Date: 04/10/2004 10:45:43 am
User Name: SUPERADMIN

02/10/2004

TRANSACTIONS

Date	Transaction	Amount	Balance	Media	User	Payee	Notes
12/11/2001	MAIL CREDIT	\$5.56	\$5.56	CHECK [7243]	SUPERVISOR	FCJ	
12/11/2001	VOID MAIL CREDIT	-\$5.56	\$0.00	CHECK [7243]	SUPERVISOR		
7/23/2002	INTAKE CREDIT	\$80.00	\$80.00	MONEY ORDER	SUPERVISOR		
7/23/2002	VOID INTAKE CREDIT	-\$80.00	\$0.00	MONEY ORDER	SUPERVISOR		TRANSFER

Inmate Balance Report
MILLS, ANTHONY

Name SOUTH FULTON REGIONAL JAIL
Number 01
DOB
POD

Date	Transaction	Amount	Balance	Media	User	Payee
12/11/2001	MAIL CREDIT	\$5.56	\$5.56	CHECK [7243]	SUPERVISOR	FCJ
12/11/2001	VOID MAIL CREDIT	-\$5.56	\$0.00	CHECK [7243]	SUPERVISOR	
7/23/2002	INTAKE CREDIT	\$80.00	\$80.00	MONEY ORDER	SUPERVISOR	
7/23/2002	VOID INTAKE CREDIT	-\$80.00	\$0.00	MONEY ORDER	SUPERVISOR	

Notes
TRANSFER

02/10/2004

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Active Inmate Order History Report (Prison)

SOUTH FULTON REGIONAL JAIL

Page: 1

From: 1/13/03 06:00:00 am

To: 01/15/2003 06:00:00 am

User Name : SUPERVISOR

Number	Name	Purchases
99008678	AGUIRRE, LUIS	\$0.50
8013	ALLEN, MARCUS	\$18.05
6139	ALVAREZ, DOLORES	\$19.50
99007582	AREVALO-FLORES, PAZ	\$21.40
99007510	ARZATE, ELIUTER	\$79.00
99008904	BATES, RICHARD	\$18.30
7141	BEASLEY, ANTHONY	\$9.50
99007947	BENNETT, EMMETT	\$1.95
99008422	BIRCHFIELD, KENNETH R	\$47.25
99008426	BLALOCK, TIMOTHY W	\$6.30
99008464	BRASON, DAVID	\$16.50
99008890	BROWN, ANGELA	-\$0.25
5951	CARLSON, ROBERT A	\$99.30
99008067	CEUVAS, SEBASTIAN	\$42.05
99008695	CHALLENGER, MARC	\$11.25
99008116	CHAPMAN, FLOYD	\$10.38
99007946	CHAPPELL, JOHNATHAN	\$39.90
8635	CLARK, JOSEPH NATHAN	\$8.50
8600	CLARK, TEVISH SCHMAR	\$16.60
726	COLEY, CHEPPETO	\$110.26
99008867	CRUZ, JOEL ADRIAN	\$31.35
99008070	CUEVAS, JOSE	\$30.25
8533	DUQUE, FRANCISCO BERMEA	\$37.97
7849	ELIAS, SYED MOHAMMED	\$30.70
8702	ESQUIUEL, LUIS A	\$32.45
99008583	FERGUSON, RANDOLPH	\$9.85
99008483	FOSTER, MARK	\$20.15
99008848	FRANKS, JACQUES	\$19.36
99008073	GARCIA, CARLOS	\$40.65
99008075	GARCIA, CESAR	\$27.20
99008905	GARNER, CLAYTON	\$5.10
99008074	GARZA, JOSE M	-\$2.00
99008750	GEORGE, MICHAEL	\$7.00
99007648	GONZALEZ, ANEES UNIZ	\$10.24
99008846	GOOCH, ROBERT B	\$50.10
99008471	GRIFFETH, CECELIA	-\$20.20
99008927	HAMLETT, JALIM	\$24.90
7770	HARRIS, ERIC D	\$12.65
7686	HASTINGS, OSCAR	\$20.43
007875	HENDRICKS, JEFFREY	\$10.90

Lost Sales Report

PRISON

Page 1
From 10/9/01 00:00:00 am
To 10/16/01 00:00:00 am

PLU	Item Name	Lost Sales	Lost Sales Value
	PENCIL GOLF	-4	-0.40
125	EMBROIDERY THREAD	-1	-1.00
205	RAMEN CHILI	-127	-57.15
206	HOT CALIFORNIA SOUP	-1	-0.80
231	DORITOS COOL RANCH	-16	-8.00
244	PEPPERED JERKY	-4	-7.56
311	RASINETS	-3	-1.80
400	3 IN 1 CONDITIONING SHAMPOO	-1	-3.75
504	PEPSI	-1	-1.00
507	MOUNTAIN DEW	-4	-4.00
517	BOTTLED WATER	-3	-3.75
630	FACE MAKE-UP NATURAL	-1	-4.32
645	PALM BRUSH	-1	-0.99
663	NAIL CLIPPERS	-2	-1.70
962	T-SHIRT 2XL	-3	-11.25
968	BOXERS 38-40	-3	-8.25
985	MENS BRIEFS 38-40	-1	-2.75
987	PHONE CARD- \$5	-6	-30.00
	Total		-148.47

P I C K T I C K E T

Shipped: 07/19/2002 14:56

Order#: 1211

Loc: 102

Name: SMITH, JOE

Number: 1739898

Item	Sub	Tax R
5 RAMEN SOUP - CHILI	3.50	0.00
2 BRIEFS - L	4.50	0.00
10 STAMP	3.40	0.00
10 STAMPED ENVELOPE	4.50	0.00
5 BEEF & CHEESE STICK	4.00	0.00
7 BEEF STICK - SPICY	5.25	0.00
2 ACETAMINOPHEN - 2 PK	0.90	0.00
3 AFTER SHAVE	7.86	0.00
2 ALKA SELTZER - 2 PK	1.10	0.00

Subtotal: \$ 35.01

Tax: \$ 0.00

Total: \$ 35.01

Balance: \$ 64.99

(Inmate Signature)

02/10/2004

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Sales & Commission Report
COUNTY JAIL FACILITY

Page: 1

From: 12/30/00 06:00:00 am

To: 12/30/00 11:00:00 pm

User Name : SUPERVISOR

Category Name	Cat. #	Net Sales	Sales Tax	Gross Sales	Commission
BEVERAGE	204.55	1,790.57	0.00	1,790.57	393.93
CANDY	205.00	1,301.89	0.00	1,301.89	286.42
CHIPS & SNACKS	207.00	1,298.45	0.00	1,298.45	285.66
CLOTHING	209.14	67.50	5.40	72.90	14.85
COOKIES & PASTRIES	205.10	1,089.51	0.00	1,089.51	239.69
FOOD	209.60	2,888.47	0.00	2,888.47	635.46
GENERAL MERCHANDISE	211.70	721.50	29.01	750.51	158.73
HEALTH & BEAUTY	217.30	807.45	62.81	870.26	177.64
POSTAGE	211.90	561.32	0.00	561.32	0.00
TOBACCO	201.00	1,641.21	128.13	1,769.34	0.00
Total		12,167.87	225.35	12,393.22	2,192.37

02/10/2004

Surveillance Report

Items 316, 318

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Print Date: 4/10/03 11:56:13 pm

User Name : SUPERVISOR

Starting: 01/10/2003

Ending: 04/10/2003 23:59:59

	<u>Number</u>	<u>Date</u>	<u>Order ID</u>	<u>PLU</u>	<u>Item</u>	<u>Quantity</u>
 ANDERSON, ROBERT LEE	99009301	3/10/03 08:18 am	88696	316	BABY OIL	1
	Total					1
AUSTIN, BLAIR	99009439	3/21/03 05:07 pm	90626	316	BABY OIL	1
	Total					1
BAITEY, SHARON DENISE	1726	3/21/03 05:17 pm	90638	316	BABY OIL	1
	Total					1
BIRCHFIELD, KENNETH R BIRCHFIELD, KENNETH R	99008422	3/18/03 11:21 am	89769	316	BABY OIL	1
	99008422	2/17/03 10:56 am	85167	318	EMERY BOARD	1
	Total					2
BOTTS, MONICA	99009127	3/3/03 03:38 pm	87629	318	EMERY BOARD	1
	Total					1
BURDEN, DOUGLAS	8014	3/3/03 02:34 pm	87569	316	DENTAL FLOSS	1
	Total					1
CHALLENGER, MARC	99008695	3/21/03 03:52 pm	90544	316	BABY OIL	1
	Total					1
CUEVAS, JOSE CUEVAS, JOSE	99008070	2/24/03 02:57 pm	86695	316	DENTAL FLOSS	1
	99008070	3/3/03 12:17 pm	87455	316	DENTAL FLOSS	2
	Total					3
 EZZARD, DANNY	99009256	2/24/03 01:05 pm	86588	318	EMERY BOARD	2
	Total					2
FLORES, OMAR	99008925	3/17/03 09:35 am	89470	316	BABY OIL	1
	Total					1
FOWLER, WILLIAM FOWLER, WILLIAM	99008531	2/24/03 03:19 pm	86738	316	DENTAL FLOSS	1
	99008531	3/4/03 12:47 pm	87948	316	DENTAL FLOSS	2
	Total					3
GANTT, GREGORY GANTT, GREGORY GANTT, GREGORY	4816	2/7/03 07:54 pm	83900	316	DENTAL FLOSS	1
	4816	2/24/03 03:24 pm	86755	318	EMERY BOARD	1
	4816	2/25/03 09:28 pm	86960	318	EMERY BOARD	-1
	Total					1
GATES, JOSHUA	99008953	2/7/03 08:20 pm	83977	318	EMERY BOARD	1
	Total					1
HAMLETT, SALIM	99009249	3/4/03 12:44 pm	87943	316	DENTAL FLOSS	1
	Total					1
HOFFMAN, DOUGLAS F HOFFMAN, DOUGLAS F HOFFMAN, DOUGLAS F HOFFMAN, DOUGLAS F	99008845	2/3/03 05:20 pm	82937	316	DENTAL FLOSS	1
	99008845	2/18/03 11:31 am	85647	316	DENTAL FLOSS	2
	99008845	2/24/03 02:48 pm	86670	316	DENTAL FLOSS	2
	99008845	3/4/03 12:01 pm	87841	316	DENTAL FLOSS	2
	Total					7
HOUSTON, DESMOND	8268	3/10/03 09:42 am	88910	316	BABY OIL	1
	Total					1
 S, ANDREW NICKLAUS	4301	2/18/03 11:03 am	85579	318	EMERY BOARD	1
	Total					1
LAWRENCE, LEVI	99009408	3/18/03 01:23 pm	89808	316	BABY OIL	1

Date of Transaction	Tran Num	Amount Debit	Amount Credit	Balance Debit	Balance Credit	Owed Debit	Owed Credit	Number	Inmate Name
4/10/03 11:46:46 pm	91040	2.00	0.00	2.00	0.00	0.00	0.00	11111111	DOE, JOHN A
Totals		2.00	0.00	2.00	0.00	0.00	0.00		

Inmate Transactions by Date Report

Page: 1
 From: 1/13/03 06:00:00 am
 To: 1/15/03 06:00:00 am
 User Name : SUPERVISOR

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate ID	Number	Inmate Name
1/13/03 11:01:29 am	79773	20.01	0.00	72089	99008541	REED, MEEGAIL
1/13/03 11:05:11 am	79777	0.50	0.00	69866	99008492	MCELROY, BRYAN
1/13/03 11:05:28 am	79779	0.50	0.00	79464	99008902	HUFF, JAMES
1/13/03 11:05:58 am	79781	0.55	0.00	75155	99008615	SCOTT, TERRANCE
1/13/03 11:07:56 am	79783	0.00	1.90	56436	99007799	ROPER, ANTHONY
1/13/03 11:08:08 am	79785	2.75	0.00	56436	99007799	ROPER, ANTHONY
1/13/03 11:09:21 am	79787	0.00	2.00	62756	99008074	GARZA, JOSE M
1/13/03 11:09:42 am	79789	1.00	0.00	27245	7744	MARTINEZ, FELIX OMAR
1/13/03 11:09:54 am	79791	0.00	3.00	27245	7744	MARTINEZ, FELIX OMAR
1/13/03 12:06:03 pm	79793	0.50	0.00	79440	99008870	WILCOX, KENNETH
1/13/03 12:07:40 pm	79795	1.25	0.00	78595	99008830	HOWELL, BYRON
1/13/03 12:07:55 pm	79797	0.50	0.00	68018	99008201	LYNCH, WALI
1/13/03 12:08:49 pm	79798	0.00	50.00	14981	7141	BEASLEY, ANTHONY
1/13/03 12:09:03 pm	79801	9.50	0.00	14981	7141	BEASLEY, ANTHONY
1/13/03 12:20:27 pm	79803	30.70	0.00	37295	7849	ELIAS, SYED MOHAMMED
1/13/03 12:21:03 pm	79805	67.85	0.00	19367	7442	WHITE, DAVID
1/13/03 12:21:28 pm	79807	14.75	0.00	71027	99008510	RUTLEDGE, CHARLES G
1/13/03 12:21:44 pm	79809	4.05	0.00	49838	4301	JONES, ANDREW NICKLAUS
1/13/03 12:22:12 pm	79811	13.15	0.00	64995	99008228	TEREBECKI, STEVE
1/13/03 12:22:26 pm	79813	22.00	0.00	15152	7154	NICOLAS, ZENARDO VIRUEL
1/13/03 12:22:55 pm	79815	16.50	0.00	69873	99008464	BRASON, DAVID
1/13/03 12:23:12 pm	79817	5.60	0.00	33614	7990	RENFRO, PHILLIP
1/13/03 12:23:26 pm	79819	2.75	0.00	58185	8792	YEAGER III, HAROLD D
1/13/03 12:23:44 pm	79821	7.45	0.00	79479	99008893	SUAREZ, MANUEL
1/13/03 12:24:03 pm	79823	10.30	0.00	46825	8712	LOUCKS, KEITH KENDALL
1/13/03 12:24:40 pm	79825	47.25	0.00	68082	99008422	BIRCHFIELD, KENNETH R
1/13/03 12:24:58 pm	79827	10.75	0.00	33846	7927	WILLIAMS, CAMERON
1/13/03 12:33:17 pm	79829	0.00	26.64	79828	99008935	FISHER, ROGER
1/13/03 12:34:20 pm	79832	0.00	1.01	79831	99008937	GEE, JERRY DEAN
1/13/03 12:35:13 pm	79835	0.00	3.60	79834	99009096	DIXON, DAVID
1/13/03 12:35:48 pm	79838	0.00	0.73	79837	99008941	BELL, CRAIG
1/13/03 12:36:24 pm	79841	0.00	25.21	79840	99008943	HUGHES, MONTA
1/13/03 12:37:19 pm	79844	0.00	10.09	79843	99008944	EDWARDS, TERRY
1/13/03 12:38:09 pm	79847	0.00	2.98	79846	99008945	SMALLWOOD, RANDELL
1/13/03 12:38:59 pm	79850	0.00	38.92	79849	4916	MORELAND, NICHOLAS
1/13/03 12:42:02 pm	79852	0.49	0.00	71038	99008517	WILBURN, JERRY
1/13/03 12:42:34 pm	79856	0.00	20.20	69929	99008471	GRIFFETH, CECELIA
1/13/03 01:24:25 pm	79858	1.75	0.00	48935	5516	WHEELER, MARK ANTHONY
1/13/03 01:25:03 pm	79860	1.00	0.00	55672	99007807	MICHAEL, RICHARD MARK
1/13/03 01:25:51 pm	79862	0.50	0.00	73898	99008678	AGUIRRE, LUIS
1/13/03 01:27:06 pm	79864	29.30	0.00	71462	99008532	POLLARD, BILLY
1/13/03 01:29:05 pm	79866	13.10	0.00	71462	99008532	POLLARD, BILLY
1/13/03 01:29:25 pm	79868	1.50	0.00	41010	8333	LOCKEN, KATHERINE
1/13/03 01:30:55 pm	79870	0.00	1.90	79443	99008890	BROWN, ANGELA
1/13/03 01:31:02 pm	79872	1.65	0.00	79443	99008890	BROWN, ANGELA
1/13/03 01:32:05 pm	79874	0.00	1.00	74280	99008721	RUSSELL, BRENDA
1/13/03 01:32:10 pm	79876	3.00	0.00	74280	99008721	RUSSELL, BRENDA
1/13/03 02:00:22 pm	79878	7.90	0.00	48893	7536	MENDOZA, ERICK
1/13/03 02:00:47 pm	79880	16.60	0.00	45092	8600	CLARK, TEVISH SCHMAR
1/13/03 02:01:04 pm	79882	24.40	0.00	58187	99007898	MURRY, MARK
1/13/03 02:01:44 pm	79884	10.38	0.00	62689	99008116	CHAPMAN, FLOYD
1/13/03 02:02:04 pm	79886	17.50	0.00	29986	7917	HORTON, ROBERT
1/13/03 02:02:36 pm	79888	20.15	0.00	69893	99008483	FOSTER, MARK
1/13/03 02:03:08 pm	79890	10.90	0.00	57726	99007875	HENDRICKS, JEFFREY
1/13/03 02:03:28 pm	79892	10.24	0.00	54594	99007648	GONZALEZ, ANEES UNIZ
1/13/03 02:07:30 pm	79894	20.21	0.00	69929	99008471	GRIFFETH, CECELIA
1/13/03 02:09:02 pm	79897	25.10	0.00	62753	99008123	BONDS, WILLIE
1/13/03 02:12:04 pm	79900	3.60	0.00	79834	99009096	DIXON, DAVID
1/13/03 02:18:23 pm	79903	20.15	0.00	73949	99008710	TRAMMELL, JIMMY
1/13/03 02:26:10 pm	79906	11.25	0.00	74851	99008695	CHALLENGER, MARC

Inmate Transactions Description

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From: 1/13/03 06:00:00 am
To: 1/15/03 06:00:00 am
User Name : SUPERVISOR

TAKE CREDIT

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate ID	Number	Inmate Name
1/13/03 12:08:49 pm	79798	0.00	50.00	14981	7141	BEASLEY, ANTHONY
1/13/03 12:33:17 pm	79829	0.00	26.64	79828	99008935	FISHER, ROGER
1/13/03 12:34:20 pm	79832	0.00	1.01	79831	99008937	GEE, JERRY DEAN
1/13/03 12:35:13 pm	79835	0.00	3.60	79834	99009096	DIXON, DAVID
1/13/03 12:35:48 pm	79838	0.00	0.73	79837	99008941	BELL, CRAIG
1/13/03 12:36:24 pm	79841	0.00	25.21	79840	99008943	HUGHES, MONTA
1/13/03 12:37:19 pm	79844	0.00	10.09	79843	99008944	EDWARDS, TERRY
1/13/03 12:38:09 pm	79847	0.00	2.98	79846	99008945	SMALLWOOD, RANDELL
1/13/03 12:38:59 pm	79850	0.00	38.92	79849	4916	MORELAND, NICHOLAS
		0.00	159.18			

MAIL CREDIT

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate ID	Number	Inmate Name
1/14/03 12:50:46 pm	80089	0.00	30.00	62594	99008069	CUEVAS, HERIBERT
		0.00	30.00			

ORDER CREDIT

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate ID	Number	Inmate Name
1/13/03 03:00:06 pm	79991	0.00	1.50	27132	7686	HASTINGS, OSCAR
1/13/03 03:30:13 pm	80062	0.00	4.50	40827	8449	KATIELA, RASLAN
1/14/03 12:10:45 pm	80088	0.00	1.50	79446	99008787	WORTHAM, SHERRI
		0.00	7.50			

ORDER DEBIT

Date of Transaction	Tran Num	DEBIT	CREDIT	Inmate ID	Number	Inmate Name
1/13/03 11:05:11 am	79777	0.50	0.00	69866	99008492	MCELROY, BRYAN
1/13/03 11:05:28 am	79779	0.50	0.00	79464	99008902	HUFF, JAMES
1/13/03 11:05:58 am	79781	0.55	0.00	75155	99008615	SCOTT, TERRANCE
1/13/03 11:08:08 am	79785	2.75	0.00	56436	99007799	ROPER, ANTHONY
1/13/03 11:09:42 am	79789	1.00	0.00	27245	7744	MARTINEZ, FELIX OMAR
1/13/03 12:06:03 pm	79793	0.50	0.00	79440	99008870	WILCOX, KENNETH
1/13/03 12:07:40 pm	79795	1.25	0.00	78595	99008830	HOWELL, BYRON
1/13/03 12:07:55 pm	79797	0.50	0.00	68018	99008201	LYNCH, WALI
1/13/03 12:09:03 pm	79801	9.50	0.00	14981	7141	BEASLEY, ANTHONY
1/13/03 12:20:27 pm	79803	30.70	0.00	37295	7849	ELIAS, SYED MOHAMMED
1/13/03 12:21:03 pm	79805	67.85	0.00	19367	7442	WHITE, DAVID
1/13/03 12:21:28 pm	79807	14.75	0.00	71027	99008510	RUTLEDGE, CHARLES G
1/13/03 12:21:44 pm	79809	4.05	0.00	49838	4301	JONES, ANDREW NICKLAUS
1/13/03 12:22:12 pm	79811	13.15	0.00	64995	99008228	TEREBECKI, STEVE
1/13/03 12:22:26 pm	79813	22.00	0.00	15152	7154	NICOLAS, ZENARDO VIRUEL
1/13/03 12:22:55 pm	79815	16.50	0.00	69873	99008464	BRASON, DAVID
1/13/03 12:23:12 pm	79817	5.60	0.00	33614	7990	RENFRO, PHILLIP
1/13/03 12:23:26 pm	79819	2.75	0.00	58185	8792	YEAGER III, HAROLD D
1/13/03 12:23:44 pm	79821	7.45	0.00	79479	99008893	SUAREZ, MANUEL
1/13/03 12:24:03 pm	79823	10.30	0.00	46825	8712	LOUCKS, KEITH KENDALL
1/13/03 12:24:40 pm	79825	47.25	0.00	68082	99008422	BIRCHFIELD, KENNETH R
1/13/03 12:24:58 pm	79827	10.75	0.00	33846	7927	WILLIAMS, CAMERON
1/13/03 01:24:25 pm	79858	1.75	0.00	48935	5516	WHEELER, MARK ANTHONY
1/13/03 01:25:03 pm	79860	1.00	0.00	55672	99007807	MICHAEL, RICHARD MARK
1/13/03 01:25:51 pm	79862	0.50	0.00	73898	99008678	AGUIRRE, LUIS
1/13/03 01:27:06 pm	79864	29.30	0.00	71462	99008532	POLLARD, BILLY
1/13/03 01:29:05 pm	79866	13.10	0.00	71462	99008532	POLLARD, BILLY
1/13/03 01:29:25 pm	79868	1.50	0.00	41010	8333	LOCKEN, KATHERINE
1/13/03 01:31:02 pm	79872	1.65	0.00	79443	99008890	BROWN, ANGELA
1/13/03 01:32:10 pm	79876	3.00	0.00	74280	99008721	RUSSELL, BRENDA
1/13/03 02:00:22 pm	79878	7.90	0.00	48893	7536	MENDOZA, ERICK
1/13/03 02:00:47 pm	79880	16.60	0.00	45092	8600	CLARK, TEVISH SCHMAR

Inmate Transactions by Type (Debit - Credit)

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From: 1/13/03 06:00:00 am

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User Name : SUPERVISOR

Debit

Date of Transaction	Tran Num	Inmate ID	DEBIT	CREDIT	Number	Inmate Name
1/13/03 11:01:29 am	79773	72089	20.01	0.00	99008541	REED, MEEGAIL
1/13/03 11:05:11 am	79777	69866	0.50	0.00	99008492	MCELROY, BRYAN
1/13/03 11:05:28 am	79779	79464	0.50	0.00	99008902	HUFF, JAMES
1/13/03 11:05:58 am	79781	75155	0.55	0.00	99008615	SCOTT, TERRANCE
1/13/03 11:08:08 am	79785	56436	2.75	0.00	99007799	ROPER, ANTHONY
1/13/03 11:09:42 am	79789	27245	1.00	0.00	7744	MARTINEZ, FELIX OMAR
1/13/03 12:06:03 pm	79793	79440	0.50	0.00	99008870	WILCOX, KENNETH
1/13/03 12:07:40 pm	79795	78595	1.25	0.00	99008830	HOWELL, BYRON
1/13/03 12:07:55 pm	79797	68018	0.50	0.00	99008201	LYNCH, WALI
1/13/03 12:09:03 pm	79801	14981	9.50	0.00	7141	BEASLEY, ANTHONY
1/13/03 12:20:27 pm	79803	37295	30.70	0.00	7849	ELIAS, SYED MOHAMMED
1/13/03 12:21:03 pm	79805	19367	67.85	0.00	7442	WHITE, DAVID
1/13/03 12:21:28 pm	79807	71027	14.75	0.00	99008510	RUTLEDGE, CHARLES G
1/13/03 12:21:44 pm	79809	49838	4.05	0.00	4301	JONES, ANDREW NICKLAUS
1/13/03 12:22:12 pm	79811	64995	13.15	0.00	99008228	TEREBECKI, STEVE
1/13/03 12:22:26 pm	79813	15152	22.00	0.00	7154	NICOLAS, ZENARDO VIRUEL
1/13/03 12:22:55 pm	79815	69873	16.50	0.00	99008464	BRASON, DAVID
1/13/03 12:23:12 pm	79817	33614	5.60	0.00	7990	RENFRO, PHILLIP
1/13/03 12:23:26 pm	79819	58185	2.75	0.00	8792	YEAGER III, HAROLD D
1/13/03 12:23:44 pm	79821	79479	7.45	0.00	99008893	SUAREZ, MANUEL
1/13/03 12:24:03 pm	79823	46825	10.30	0.00	8712	LOUCKS, KEITH KENDALL
1/13/03 12:24:40 pm	79825	68082	47.25	0.00	99008422	BIRCHFIELD, KENNETH R
1/13/03 12:24:58 pm	79827	33846	10.75	0.00	7927	WILLIAMS, CAMERON
1/13/03 12:42:02 pm	79852	71038	0.49	0.00	99008517	WILBURN, JERRY
1/13/03 01:24:25 pm	79858	48935	1.75	0.00	5816	WHEELER, MARK ANTHONY
1/13/03 01:25:03 pm	79860	55672	1.00	0.00	99007807	MICHAEL, RICHARD MARK
1/13/03 01:25:51 pm	79862	73898	0.50	0.00	99008678	AGUIRRE, LUIS
1/13/03 01:27:06 pm	79864	71462	29.30	0.00	99008532	POLLARD, BILLY
1/13/03 01:29:05 pm	79866	71462	13.10	0.00	99008532	POLLARD, BILLY
1/13/03 01:29:25 pm	79868	41010	1.50	0.00	8333	LOCKEN, KATHERINE
1/13/03 01:31:02 pm	79872	79443	1.65	0.00	99008890	BROWN, ANGELA
1/13/03 01:32:10 pm	79876	74280	3.00	0.00	99008721	RUSSELL, BRENDA
1/13/03 02:00:22 pm	79878	48893	7.90	0.00	7536	MENDOZA, ERICK
1/13/03 02:00:47 pm	79880	45092	16.60	0.00	8600	CLARK, TEVISH SCHMAR
1/13/03 02:01:04 pm	79882	58187	24.40	0.00	99007898	MURRY, MARK
1/13/03 02:01:44 pm	79884	62689	10.38	0.00	99008116	CHAPMAN, FLOYD
1/13/03 02:02:04 pm	79886	29986	17.50	0.00	7917	HORTON, ROBERT
1/13/03 02:02:36 pm	79888	69893	20.15	0.00	99008483	FOSTER, MARK
1/13/03 02:03:08 pm	79890	57726	10.90	0.00	99007875	HENDRICKS, JEFFREY
1/13/03 02:03:28 pm	79892	54594	10.24	0.00	99007648	GONZALEZ, ANEES UNIZ
1/13/03 02:07:30 pm	79894	69929	20.21	0.00	99008471	GRIFFETH, CECELIA
1/13/03 02:09:02 pm	79897	62753	25.10	0.00	99008123	BONDS, WILLIE
1/13/03 02:12:04 pm	79900	79834	3.60	0.00	99009096	DIXON, DAVID
1/13/03 02:18:23 pm	79903	73949	20.15	0.00	99008710	TRAMMELL, JIMMY
1/13/03 02:26:10 pm	79906	74851	11.25	0.00	99008695	CHALLENGER, MARC
1/13/03 02:26:46 pm	79908	73926	17.18	0.00	99008691	PITTS, KENNY D
1/13/03 02:27:10 pm	79910	53042	21.40	0.00	99007582	AREVALO-FLORES, PAZ
1/13/03 02:27:50 pm	79912	65832	52.60	0.00	99008200	RAMIREZ, MANUEL GARDUNA
1/13/03 02:28:11 pm	79914	60163	24.55	0.00	99007876	HERNANDEZ, CELSO
1/13/03 02:28:41 pm	79916	78577	50.10	0.00	99008846	GOOCH, ROBERT B
1/13/03 02:29:03 pm	79918	57729	15.25	0.00	99007872	REBOR, RYAN
1/13/03 02:29:21 pm	79920	78369	11.55	0.00	99008861	THOMAS, WAYNE D
1/13/03 02:30:01 pm	79922	44190	55.87	0.00	8574	PERRY, ANTHONY
1/13/03 02:30:24 pm	79924	47485	8.50	0.00	8635	CLARK, JOSEPH NATHAN
1/13/03 02:30:53 pm	79926	34848	29.50	0.00	8169	HILL, MARK
1/13/03 02:32:13 pm	79928	71456	99.30	0.00	5951	CARLSON, ROBERT A



Front Line Managers
FSS HRDs

Employment Practices Department
(FSS)

2001 Affirmative Action Plan for
Individuals with Disabilities and
Covered Veterans – INSTRUCTIONS

March 2001

To assist you with the initial set up of your AAP for Individuals with Disabilities and Covered Veterans and with the on-going management of the Plan, we have outlined below the following instructions.

This memorandum and the attachments hereto require your immediate attention. Please review the instructions carefully. If you have any questions, please contact your Human Resources professional or the Employment Practices Department (215-238-5935). Thank you.

IMMEDIATE ACTIONS

- ◆ **Posting:** Post the Notice to Job Applicants and Employees, Affirmative Action to Employ Individuals with Disabilities and Covered Veterans (English and Spanish versions) on all employee bulletin boards and where it may be reviewed by applicants. (The Notice may also be included as part of the application package.) (See Attachments to the preceding cover memo and Exhibits C and D to the AAP).
- ◆ **AAP Cover:** Complete the component information on the cover of the AAP and sign and date the cover.
- ◆ **Responsibilities:** Read through the AAP, using the Table of Contents as a guide. Your specific responsibilities are detailed in Sections G, H, I, K and L.
- ◆ **Certification of Receipt of AAP:** Please complete the attached Certification of Receipt of AAP (See Attachment 1) and forward it to your HR professional.
- ◆ **AAP Binder:** Use a separate binder for this AAP. **NOTE:** This AAP, unlike the AAP for Minorities and Women, must be made available for review by employees and applicants in your office upon request, during regular business hours.

ON-GOING RESPONSIBILITIES

- ◆ **Internal communication:** Advise managers of their EEO/AA responsibilities and obligations at management staff meetings on a regular basis.
- ◆ **Monitor Self-Identification Data:** We have attached a copy of the current Post-Offer, Pre-Employment Self-Identification Form (See Attachment 2). Please note that this form includes "other eligible veterans." Please make copies of the form and make it available to all applicants who are offered employment. NOTE: COMPLETION OF THE FORM IS VOLUNTARY. COMPLETED FORMS MUST BE MAINTAINED IN A SEPARATE CONFIDENTIAL FILE, AND NOT IN THE INDIVIDUAL'S PERSONNEL FILE.
- ◆ **Disabled/Veteran Tracking Form:** We have attached a copy of this form (See Attachment 3). Please make copies of the form and use it in each case where an employee or applicant with a known disability applies for a position or training opportunity. Documentation of any accommodation provided to an applicant/employee is particularly important. COMPLETED FORMS MUST BE MAINTAINED IN A SEPARATE, CONFIDENTIAL FILE.
- ◆ **Medical Information:** Medical information for ANY employee (whether or not disabled) must be maintained in a separate confidential file and NOT in the employee's personnel file.
- ◆ **Confidential AAP Management File:** Use your "Confidential AAP Management File" to maintain documents regarding local compliance efforts, such as: local recruitment efforts; participation in community outreach programs; other "good faith efforts" to achieve the Plan's Affirmative Action strategies (see Section F of the AAP); and copies of any EEO Policy notification letters sent to subcontractors, vendors, suppliers and recruiters (see Section F, paragraph 7).
- ◆ **Internal compliance audits:** The Employment Practices Department will be working with your HR professional to implement internal compliance efforts which may range from a telephone interview, to inclusion of AAP-specific items in the District Manager audit process, to an on-site review of your AAP documentation and compliance efforts.
- ◆ **Maintenance of documentation:** All AAP related documentation must be maintained for at least two full years.

ATTACHMENTS

1. Certification of Receipt of AAP for Individuals with Disabilities and Covered Veterans
2. Post-Offer, Pre-Employment Self-Identification Form
3. Disabled/Veteran Tracking Form

ATTACHMENT 1CONFIDENTIAL COMMERCIAL INFORMATION

CERTIFICATION OF RECEIPT
OF AAP FOR
INDIVIDUALS WITH DISABILITIES AND
COVERED VETERANS

BUSINESS UNIT: _____

FACILITY NAME: _____
COMPONENT NO. _____FACILITY LOCATION: _____
(City and State)

PHONE NO. _____

COMPLETED BY: _____
(Printed Name and Title) _____

SIGNATURE: _____

DATE: _____

INSTRUCTIONS: PLEASE SEND COPIES OF THIS FORM TO YOUR LOCAL HUMAN RESOURCES PROFESSIONAL, IF ANY, AND YOUR REGIONAL HUMAN RESOURCES DIRECTOR.

BY SIGNING ABOVE, I HEREBY CERTIFY THAT I HAVE RECEIVED A COPY OF THE CURRENT AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS, THAT I AM FAMILIAR WITH ITS CONTENTS AND OBLIGATIONS, AND THAT I WILL ENSURE THAT THE APPROPRIATE MEASURES ARE UNDERTAKEN TO COMPLY WITH THE PLAN OBJECTIVES.

ATTACHMENT 2

**POST-OFFER, PRE-EMPLOYMENT
SELF-IDENTIFICATION FORM**
*[under revised section 503, Rehabilitation Act of 1973 and
Vietnam-Era Veterans readjustment Act of 1974 (VEVRAA)
and the Americans with Disabilities Act (ADA)]*

It is the policy of ARAMARK Corporation to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or Vietnam-Era Veteran or Special Disabled Veteran status.

VARIOUS AGENCIES OF THE UNITED STATES GOVERNMENT REQUIRE EMPLOYERS TO COLLECT INFORMATION ON APPLICANTS OFFERED EMPLOYMENT. INFORMATION REQUESTED ON THIS SHEET IS FOR PURPOSES OF COMPLIANCE WITH THESE RECORDKEEPING REQUIREMENTS AND TO DETERMINE RECRUITING AND EMPLOYMENT PATTERNS.

Regulations issued by the U.S. Department of Labor with respect to disabled individuals, Vietnam-Era Veterans, and Special Disabled Veterans require that federal contractors provide a self-identification opportunity to applicants offered employment. Such self-identification and any information provided by the new employee is submitted (a) on a voluntary basis, (b) on a confidential basis, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and Special Disabled Veterans, and regarding necessary accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Rehabilitation Act, VEVRAA, or the Americans with Disabilities Act, may be informed, (c) for use only in accordance with regulations, and (d) without subjecting the individual to adverse treatment. In addition, choosing not to provide it will not subject you to any adverse treatment. If you wish to be identified, please provide any of the information requested on this form that you would like to submit. You may submit this information now or at any time in the future. Such information will in no way affect your employment. This sheet will be kept confidential and maintained separately from your personnel file.

Completion of this sheet is voluntary and is not a requirement for employment.

NAME: _____

DATE: _____

POSITION HIRED FOR: _____

VIETNAM-ERA VETERAN: <input type="checkbox"/> No <input type="checkbox"/> Yes [(A) Served on active duty for more than 180 days and was discharged or released with other than a dishonorable discharge, or (B) was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed: (i) in the Republic of Vietnam between 2/28/61 and 5/7/75, or (ii) in all other areas between 8/5/64 and 5/7/75.]	SPECIAL DISABLED VETERAN: <input type="checkbox"/> No <input type="checkbox"/> Yes [(A) Entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by Veteran's Administration for disability (1) rated at 30% or more, or (2) rated at 10% or 20% as determined under section 1506 of Title 38, U.S.C., to have a serious employment disability, or (B) discharged/released from active duty for a disability incurred or aggravated in the line of duty)]
DISABLED: <input type="checkbox"/> No <input type="checkbox"/> Yes [Any person who has a physical or mental impairment which substantially limits a major life activity, has had a history of such impairment, or is regarded as having such an impairment.]	OTHER ELIGIBLE VETERANS: <input type="checkbox"/> No <input type="checkbox"/> Yes [Veterans who have served on active duty during a war, or in a campaign or expedition for which a campaign badge has been authorized.]

Please return this form to your Human Resources Representative
prior to your first day of employment. Thank you.

ATTACHMENT 3DISABLED/VETERAN TRACKING FORM

Name of Applicant or Employee applying for new position _____

Position or Training Opportunity Applied For: _____

Disabled/Veteran Status: _____

Rejected ()

Hired ()

Promoted ()

Selected for Training ()

Accommodations:

If applicant was rejected, state the reasons:

If employee was rejected for a training opportunity, state the reasons:

If any accommodations were considered but denied, state the accommodations and the reasons for denial (Before denying any accommodation, please review with your Human Resources Manager or other appropriate Human Resources professional. This includes accommodations considered to allow an employee to take advantage of a training opportunity.)

Qualifications of other applicant selected versus qualifications of Disabled/Veteran applicant.

Instructions: Complete form and retain in a separate confidential file.



AFFIRMATIVE ACTION PLAN
FOR EMPLOYMENT OF
INDIVIDUALS WITH DISABILITIES AND
COVERED VETERANS

JANUARY 1, 2001- DECEMBER 31, 2001
(REVISED AND UPDATED ANNUALLY)

FACILITY NAME

PHONE #

ADDRESS

COMPONENT #

APPROVED BY:

FACILITY MANAGER

PREPARED BY:

EMPLOYMENT PRACTICES DEPARTMENT
FOOD AND SUPPORT SERVICES GROUP
ARAMARK CORPORATION

**AFFIRMATIVE ACTION PLAN
FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES
AND COVERED VETERANS**

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**AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES
AND COVERED VETERANS**

It has been and will continue to be the policy of ARAMARK Corporation ("ARAMARK" or "the Company") to be an equal opportunity employer. All employment decisions are based on objective standards which further the goals of equal employment opportunity.

The Company will not discriminate against any employee or applicant for employment because he or she is a covered veteran, or because of physical or mental disability in regard to any position for which the employee or applicant is qualified.

The Company takes affirmative action to employ, promote, train, and otherwise treat qualified individuals with disabilities, and covered veterans without regard to either disability or veteran status in the following areas: employment, including recruitment and recruitment advertising, promotion, demotion, transfer, layoff, termination, compensation, and selection for training programs.

In accordance with the Company's Anti-Harassment Policy, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint;
2. assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of the affirmative action provisions of Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503") or its implementing regulations, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA") or its implementing regulations, or any other Federal, state or local law requiring equal opportunity for individuals with disabilities, and covered veterans;
3. opposing any act or practice made unlawful by Section 503, VEVRAA, their implementing regulations, or any other Federal, state or local law requiring equal opportunity for individuals with disabilities, covered veterans; or
4. exercising any other right protected by Section 503, VEVRAA or their implementing regulations.

For purposes of this policy, and the Affirmative Action Program, **Individuals with Disabilities and Covered Veterans** are defined as follows:

Individuals with Disabilities

Individual with Disability - Means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. For purposes of this definition, an individual with a disability is substantially limited if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability.

Covered Veterans

Special Disabled Veterans - Means (1) a veteran who is entitled to disability compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam Era - Means a person who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (b) between August 5, 1964 and May 7, 1975, in all other areas; or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (a) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (b) between August 5, 1964 and May 7, 1975 in all other areas.

Other Eligible Veteran - Means a person who served (1) on active duty during a war; or (2) in a campaign or expedition for which a campaign badge, service medal, or an expeditionary medal has been awarded. This includes a number of military engagements, including service members who received the Korean Service Medal for the Korean conflict, and service members who received the SW Asia Service Medal for service during Desert Storm.

In furtherance of its policy of equal employment opportunity and nondiscrimination, the Company has developed and implemented this Affirmative Action Plan.

AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES

(41 CFR 60-250.6 and 60-741.6)

AFFIRMATIVE ACTION POLICY, PRACTICES AND PROCEDURES
(41 CFR 60-250.6 and 60-741.6)

A. GENERAL REQUIREMENTS

ARAMARK takes affirmative action to employ and advance in employment qualified Individuals with Disabilities and Covered Veterans, and individuals with disabilities at all levels of employment, including the executive level. Such action shall apply to all employment practices, including, but not limited to the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships (if any) and on-the-job training.

B. REVIEW OF PERSONNEL PROCESSES

ARAMARK periodically reviews its personnel processes and determines whether they provide for careful, thorough and systematic consideration of the job qualifications of applicants and employees who are known individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. When Individuals with Disabilities and Covered Veterans are considered for employment opportunities, the Company relies only on that portion of the individual's military record, including his or her discharge papers, that is relevant to the specific job requirements of the opportunity in issue. The Company also ensures that personnel processes do not stereotype Individuals with Disabilities and Covered Veterans in a manner which limits their access to all jobs for which they are qualified.

Periodic reviews of personnel processes are conducted and necessary modifications are made to ensure that these obligations are carried out. These reviews include, but are not limited to, the following:

- In each case where an employee or applicant with a known disability is rejected for employment, promotion or training, documentation of the reason as well as a description of the accommodations considered is retained as a part of the overall selection documentation by entering this data on the Disabled/Veteran Tracking Form (See Exhibit A). This documentation is maintained in a separate, confidential file. These materials are available to the employee concerned upon request. The Facility Manager will record the position(s) for which the applicant or employee was considered or applied.
- A periodic review and validation of the job requirements is made for each position for which a selected individual (1) self-identifies as a person with a disability, a special disabled veteran, or an individual needing an accommodation, or (2) has a required medical exam after an offer of employment and it is determined that it is necessary to place medical limitations on the individual. (See Exhibit B).
- Where known disabled individuals and special disabled veterans are selected for hire, promotion, or training and the Company undertakes any accommodation which makes it possible to place a disabled individual or special disabled veteran on the job, a description of that accommodation is documented and maintained in a separate file.

- Where an applicant or employee with a disability is selected for hire, promotion or training opportunity and the Company undertakes any accommodation which makes it possible to place the individual with a disability on the job or in the training program, the accommodation will be described on the Tracking Form.
- A reasonable accommodation for an individual with a disability may include job restructuring, modifying work schedules, making existing facilities readily accessible, reassigning an employee to a vacant position, acquiring or modifying equipment or devices, providing readers or interpreters or other similar accommodations. The Company will engage in an interactive process with the disabled individual and any questions concerning reasonable accommodation will be discussed with the appropriate Human Resources professional before a final decision is made to deny any accommodation.

C. PHYSICAL AND MENTAL QUALIFICATIONS

ARAMARK periodically reviews all physical or mental job qualification requirements to ensure that, to the extent qualification requirements tend to screen out qualified individuals with disabilities or covered veterans, they are job related and are consistent with business necessity and the safe performance of the job.

Whenever the Company inquires (post-offer or otherwise) into an employee's physical or mental condition, or conducts a medical examination prior to employment or change in employment status, such information obtained in response to such inquiries or examination is kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans and regarding accommodations;
2. First aid and safety personnel may be informed where and to the extent appropriate, if the condition might require emergency treatment; and
3. Government officials investigating compliance with the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, or other federal, state or local statutes may be informed.

D. ACCOMMODATION

As described above, the Company will make reasonable accommodation to the known physical or mental limitation(s) of an otherwise qualified individual with a disability or a special disabled veteran unless such an accommodation would impose an undue hardship on the conduct of our business. If an employee who is known to be an individual with a disability or a special disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the employee will be confidentially notified of the performance problem and asked whether the problem is related to the employee's disability. If the employee responds affirmatively, a confidential inquiry as to whether the employee is in need of a reasonable accommodation will be made.

Where reasonable accommodation cannot be made, it is due to the fact that an accommodation would impose undue hardship on the conduct of the business and is not reasonable due to business necessity and/or excessive financial expense.

E. HARASSMENT

Managers and supervisors are responsible for maintaining an environment free of harassment. Employees who are individuals with disabilities or covered veterans who believe that they are being harassed because of their disability or veterans status, or employees who may be aware of a situation that could constitute harassment based upon disability or veterans status, should notify their supervisor and/or the appropriate Human Resource professional.

Reports of harassment will be investigated in a prompt and confidential manner in accordance with the Company's Anti-Harassment Policy.

F. OUTREACH, POSITIVE RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY

The Company's commitment to the employment, advancement and training of individuals with disabilities and covered veterans has been and will continue to be demonstrated through an effective outreach and recruitment effort, as well as the monitoring of internal compliance. The following methods are used to ensure that this effort is met:

1. ARAMARK has posted on company bulletin boards and in areas readily accessible to applicants, a letter from Joseph Neubauer, Chairman and CEO, communicating the Company's obligation and commitment to engage in affirmative action efforts to employ covered veterans and individuals with disabilities. The letter requests every employee's continued cooperation in supporting and implementing this commitment.
2. Executives, managers and supervisors are thoroughly briefed on the Company's equal employment opportunity policy and their responsibility for the effective implementation of the policy.
3. All employees are informed of the Company's EEO policy. All related policies and required notices are prominently displayed on bulletin boards and included in any employee handbooks.
4. Assistance and support in recruiting covered veterans and individuals with disabilities may be enlisted from the following sources and possibly from other local sources identified by the local facility manager.

a. Veterans

- Veterans Employment Representative (State Job Service Office)
- Veterans Administration Regional Office
- Jobs for Veterans' Program of the National Alliance of Business
- Veterans' coordinators or counselors at local colleges and universities

b. Disabled

- State Job Service representatives
- State Vocational Rehabilitation agencies
- Local sheltered workshops
- College placement offices
- State educational agencies
- Local organizations for individuals with disabilities

Openings for positions with the Company may be listed with the appropriate local office of the State Job Service (State Office of Employment Security) or with America's Job Bank, <http://www.ajb.dni.us>, with the following exceptions: executive or senior management positions, positions which will be filled from within the Company and positions with duration of 3 days or less. Recruiters are also notified of the Company's EEO policy. (See Exhibit E).

5. ARAMARK has established contacts with appropriate agencies for the purpose of obtaining advice, technical assistance and referral of potential employees. Technical assistance may consist of advice on proper placement, recruitment, training and accommodation.

For example, ARAMARK may contact the Job Accommodation Network (JAN). JAN is a service of the President's Committee for Employing Persons with Disabilities. When questions concerning how certain disabilities can be accommodated, hiring managers or Human Resources professionals may call JAN's toll free number, 1 800 JAN PCEH, for information.

6. ARAMARK periodically reviews its personnel files of qualified individuals with known disabilities and covered veterans presently employed to determine whether their present and potential skills are being fully utilized and developed.
7. Written notification of the Company's EEO policy has been distributed to all subcontractors, vendors and suppliers.
8. ARAMARK will consider all qualified individuals with disabilities and covered veterans not currently in the workforce having requisite skills who can be recruited through affirmative action measures.

G. INTERNAL DISSEMINATION OF POLICY

In line with the Company's outreach and recruitment efforts, we continue to inform employees of the Company's policy on equal employment opportunity and affirmative action for individuals with disabilities, special covered veterans by using the following means:

1. The policy is prominently posted on bulletin boards, included in the Company's policy manuals, and published in company publications.

2. The policy is referenced in job postings and on the Company's web page.
3. Special meetings are held with executive, management and supervisory personnel to ensure understanding and commitment to the policy.
4. The policy is discussed at special meetings with employees as well as at employee orientation and management training programs.
5. In facilities with bargaining unit employees, union officials are notified of company policy and their cooperation is requested.
6. Non-discrimination clauses are included in union agreements (if applicable) and contractual provisions are reviewed to ensure that they are non-discriminatory.
7. Accomplishments of covered veterans and individuals with disabilities will be included in company publications where appropriate.
8. When employees are featured in employee handbooks or similar publications for employees, the Company attempts to include disabled individuals.
9. All employees wishing to benefit under the Affirmative Action Program by identifying themselves as covered veterans and/or individuals with disabilities are invited to do so. (See copy of the Notice to Job Applicants and Employees, Affirmative Action to Employ and Advance in Employment Individuals with Disabilities and Covered Veterans, poster in Exhibit C). All employees are informed that they are not obligated to identify themselves, that their refusal to do so will not subject them to any adverse treatment, that they may so identify themselves at any time without penalty, and that if they do choose to identify themselves under the Plan, the information will be kept confidential, except that:
 - a. supervisors and managers may be informed regarding work restrictions or accommodations necessary for individuals with disabilities or for special disabled veterans,
 - b. first aid personnel will be informed if a particular condition may require emergency treatment, and
 - c. government officials investigating compliance with relevant laws will be informed.

Employees who identify themselves as covered veterans and/or disabled are asked to provide advice concerning proper placement and reasonable accommodation.

10. A copy of this Affirmative Action Plan for Individuals with Disabilities and Covered Veterans is available in its entirety for inspection by interested employees and applicants upon request during normal business hours.

H. RESPONSIBILITY FOR IMPLEMENTATION

The Company has designated the professional staff of the Employment Practices Department with the responsibility for supporting the Company's Human Resources professionals in assisting line management in the implementation and maintenance of the Affirmative Action Plan at the facility level. In this manner, this Department is responsible for implementing and monitoring the Company's affirmative action efforts for individuals with disabilities and covered veterans. These responsibilities include, but are not limited to:

1. Developing an affirmative action program specifically aimed at individuals with disabilities and covered veterans and developing internal and external communication techniques including discussions with managers, supervisors and employees to ensure that company policies are being followed.
2. Meeting with and or providing training materials to executives, supervisors and managers to inform them of the policy and that harassment of employees placed through affirmative action efforts will not be tolerated.
3. Recommending proactive compliance efforts, such as evaluating the work performance of supervisory and management personnel on the basis of their affirmative action efforts and results.
4. Identifying, in conjunction with other management personnel and known special disabled veterans, any real or potential areas affecting or possibly affecting the implementation of the Affirmative Action Plan and developing solutions, particularly with respect to reasonable accommodations.
5. Designing and implementing an internal auditing and reporting system that will: measure the effectiveness of ARAMARK's affirmative action program, identify areas that may need remedial action, determine the degree to which the Company's objectives are being attained, determine whether individuals with disabilities and covered veterans have had the opportunity to participate in all company-sponsored educational, training, recreational and social activities, and ensure that each location is in compliance with the applicable non-discrimination and affirmative action laws and regulations.
6. Serving as a liaison between ARAMARK and organizations of and for individuals with disabilities and covered veterans, and encouraging the active involvement by Company representatives in community service programs of and for individuals with disabilities and covered veterans.
7. Arranging for career counseling for employees with known disabilities and covered veterans, as necessary.

The Human Resources professional responsible for the local facility along with the professional staff of the Employment Practices Department will act as liaison between ARAMARK and enforcement agencies and will also keep management informed of the latest developments in the affirmative action area.

I. TRAINING

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in this affirmative action program are implemented.

J. DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

ARAMARK's affirmative action program for individuals with disabilities and covered veterans includes the following:

1. Making job qualification requirements available to all members of management involved in the recruitment, screening, selection and promotion process.
2. Evaluating the total selection process, including training and promotion, to ensure freedom from stereotyping individuals with disabilities and covered veterans in a manner which limits their access to all jobs for which they are qualified.
3. Carefully selecting and training all personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes to ensure that the commitments in our Affirmative Action Plan are fully implemented.
4. Holding formal briefing sessions, as appropriate, with representatives from recruiting sources and making arrangements for referral of applicants, follow-up with sources, and feedback on disposition of applicants.
5. Considering qualified covered veterans and individuals with disabilities when recruiting to fill vacancies on the Human Resources staff.
6. Making individuals with disabilities and covered veterans available for participation in career days, youth motivation programs, and related activities in their communities.
7. Incorporating special efforts to reach individuals with disabilities and covered veterans when recruiting at educational institutions.
8. Exploring work study opportunities and establishing, where appropriate, supported employment programs with rehabilitation facilities, schools, and community organizations that specialize in training or educating individuals with disabilities and special disabled veterans.

K. INTERNAL REVIEW PROCEDURE

ARAMARK maintains and utilizes an internal review procedure whereby disabled and covered veteran employees can raise any issues or claims that may arise during the course of and concerning their employment. The Facility Manager maintains an "open-door" policy and encourages any and all disabled and covered veteran employees to discuss such issues or claims. All matters brought to the attention of the Facility Manager will be kept confidential to the extent possible. The Human Resources professional responsible for the facility and the professional staff of the Employment Practices Department are also

available to provide assistance to the Facility Manager.

L. AUDIT AND REPORTING SYSTEMS

One of the most important elements in effectively implementing the affirmative action program is maintaining a system of self inspection and recordkeeping. Through such a system, progress toward the achievement of objectives can be measured. For this purpose, the following procedures have been established:

1. Records are maintained of the activities of the affirmative action outreach and positive recruitment programs, and other programs developed to implement the Affirmative Action Plan for individuals with disabilities and covered veterans.
2. Reports of the results of these programs are compiled periodically to assess the progress made and to determine the need for any remedial action.
3. Measures to correct problems or overcome impediments, and recommendations for improving affirmative action performance, will be developed as necessary.
4. The EEO Internal Audit Checklist should be used as a self-inspection tool. The Checklist is comprised of a list of items to assist facilities in determining their compliance with EEO, Affirmative Action, and other employment law obligations.

EXHIBITS

EXHIBIT A

DISABLED/VETERAN TRACKING FORM

Name of Applicant or Employee applying for new position _____

Position or Training Opportunity Applied For: _____

Disabled/Veteran Status: _____

Rejected () Hired () Promoted () Selected for Training ()

Accommodations:

If applicant was rejected, state the reasons:

If employee was rejected for a training opportunity, state the reasons:

If any accommodations were considered but denied, state the accommodations and the reasons for denial (Before denying any accommodation, please review with your Human Resources Manager or other appropriate Human Resources professional. This includes accommodations considered to allow an employee to take advantage of a training opportunity.)

Qualifications of other applicant selected versus qualifications of Disabled/Veteran applicant.

Instructions: Complete form and retain in a separate confidential file.

EXHIBIT B

POST-OFFER, PRE-EMPLOYMENT
SELF-IDENTIFICATION FORM
[under revised section 503, Rehabilitation Act of 1973 and
Vietnam-Era Veterans readjustment Act of 1974 (VEVRAA)
and the Americans with Disabilities Act (ADA)]

It is the policy of ARAMARK Corporation to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or Vietnam-Era Veteran or Special Disabled Veteran status.

VARIOUS AGENCIES OF THE UNITED STATES GOVERNMENT REQUIRE EMPLOYERS TO COLLECT INFORMATION ON APPLICANTS OFFERED EMPLOYMENT. INFORMATION REQUESTED ON THIS SHEET IS FOR PURPOSES OF COMPLIANCE WITH THESE RECORDKEEPING REQUIREMENTS AND TO DETERMINE RECRUITING AND EMPLOYMENT PATTERNS.

Regulations issued by the U.S. Department of Labor with respect to disabled individuals, Vietnam-Era Veterans, and Special Disabled Veterans require that federal contractors provide a self-identification opportunity to applicants offered employment. Such self-identification and any information provided by the new employee is submitted (a) on a voluntary basis, (b) on a confidential basis, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and Special Disabled Veterans, and regarding necessary accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Rehabilitation Act, VEVRAA, or the Americans with Disabilities Act, may be informed, (c) for use only in accordance with regulations, and (d) without subjecting the individual to adverse treatment. In addition, choosing not to provide it will not subject you to any adverse treatment. If you wish to be identified, please provide any of the information requested on this form that you would like to submit. You may submit this information now or at any time in the future. Such information will in no way affect your employment. This sheet will be kept confidential and maintained separately from your personnel file.

Completion of this sheet is voluntary and is not a requirement for employment.

NAME: _____ DATE: _____

POSITION HIRED FOR: _____

VIETNAM-ERA VETERAN: <input type="checkbox"/> No <input type="checkbox"/> Yes [(A) Served on active duty for more than 180 days and was discharged or released with other than a dishonorable discharge, or (B) was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed: (i) in the Republic of Vietnam between 2/28/61 and 5/7/75, or (ii) in all other areas between 8/5/64 and 5/7/75.]	SPECIAL DISABLED VETERAN: <input type="checkbox"/> No <input type="checkbox"/> Yes [(A) Entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by Veteran's Administration for disability (1) rated at 30% or more, or (2) rated at 10% or 20% as determined under section 1506 of Title 38, U.S.C., to have a serious employment disability, or (B) discharged/released from active duty for a disability incurred or aggravated in the line of duty)]
DISABLED: <input type="checkbox"/> No <input type="checkbox"/> Yes [Any person who has a physical or mental impairment which substantially limits a major life activity, has had a history of such impairment, or is regarded as having such an impairment.]	OTHER ELIGIBLE VETERANS: <input type="checkbox"/> No <input type="checkbox"/> Yes [Veterans who have served on active duty during a war, or in a campaign or expedition for which a campaign badge has been authorized.]

Please return this form to your Human Resources Representative
prior to your first day of employment. Thank you.

EXHIBIT C**NOTICE TO JOB APPLICANTS AND EMPLOYEES****AFFIRMATIVE ACTION TO EMPLOY AND ADVANCE IN EMPLOYMENT
INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS**

We are committed to equality of treatment in employing qualified individuals with disabilities and covered veterans. Every aspect of an individual's employment with the company including development, training, promotion and pay is guided by this policy.

The Affirmative Action Plan for Individuals with Disabilities and Covered Veterans is available for review to all employees and applicants for employment in the local facility manager's office by appointment, during regular business hours.

If you believe that you are covered by this policy, please advise us. This information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary treatment or preclude you from doing so at a later time. Information provided will be kept confidential, except that (i) supervisors and managers may be informed regarding work restrictions or accommodations necessary for individuals with disabilities or for special disabled veterans, (ii) first aid personnel will be informed if a particular condition may require emergency treatment, and (iii) government officials investigating compliance with relevant laws will be informed.

If you identify yourself as qualified under this program as an individual with a disability or a special disabled veteran, please inform us if you believe that you can utilize any methods, special skills or procedures, or if there are any work environment accommodations which would enable you to perform your job properly and safely. This invitation to request benefits under the affirmative action program may be made immediately or at anytime in the future.

ANEXO D**NOTIFICACIÓN PARA LOS QUE SOLICITAN EMPLEO Y PARA EMPLEADOS****ACCIÓN POSITIVA CON EL FIN DE EMPLEAR, Y PARA QUE ADELANTEN EN SU EMPLEO,
A LOS DISCAPACITADOS Y VETERANOS CUBIERTOS**

Estamos comprometidos a la igualdad de tratamiento para la contratación de individuos competentes que tienen incapacidades y de veteranos cubiertos. Todo aspecto de empleo de un individuo con la empresa incluyendo el desarrollo, entrenamiento, promoción y el pago son guiados por esta política.

El plan de Acción Afirmativa para Individuos con Incapacidades y Veteranos cubiertos está disponible para ser consultado por todos los empleados y los que solicitan empleo en la oficina del administrador local de las instalaciones por medio de una cita, durante las horas de trabajo normales.

Si usted considera que está cubierto por esta política, por favor infórmenos. Esta información es voluntaria, y el negarse a suministrarla no lo sujetará a un despido ni a un trato disciplinario ni lo imposibilitará para hacerlo más adelante. La información que se suministra se mantendrá confidencial, excepto que (i) los supervisores y los administradores tal vez sean informados sobre las restricciones laborales o sitios necesarios para individuos con incapacidades o para veteranos incapacidades especiales, (ii) se informará al personal de primeros auxilios si cierta condición pudiera requerir tratamiento de emergencia, y (iii) los oficiales gubernamentales que estén investigando el cumplimiento de las leyes pertinentes serán informados.

Si usted se identifica como que califica para estar en este programa como individuo con una incapacidad o como veterano incapacitado especial, por favor infórmenos si usted cree que pudiera utilizar cualesquier métodos, habilidades o procedimientos especiales, o si hay alguna adaptación a su ambiente laboral que le permitiría llevar a cabo su trabajo de manera apropiada y segura. Esta invitación para que solicite beneficios bajo el programa de acción afirmativa puede extenderse inmediatamente o en cualquier tiempo en el futuro.

EXHIBIT E**"SAMPLE" LETTER TO RECRUITING SOURCES**

Name &
Address of
Recruiting Source

Dear _____:

This letter is being directed to all agencies and recruiting sources that refer applicants to ARAMARK. Its purpose is to reaffirm our commitment to equal employment opportunity for all individuals regardless of race, color, religion, national origin, sex, age, disability, or veteran status.

Within the framework of our Affirmative Action Program, we embarked some time ago toward objective-oriented goals to fully achieve equal employment opportunity. To this end, we request that your organization actively recruit and refer minority and female candidates as well as candidates who are disabled or veterans for all of our open positions.

Our on-going objectives include: creating an even greater awareness among our employees of their responsibilities in equal employment opportunity; participating in any community programs which raise the aspiration level of minorities, women, individuals with disabilities, and covered veterans, and provide them with job opportunities; and increasing the representation of minority and female personnel in ARAMARK in areas where they are underutilized.

Our policy has been to hire a person who is well-qualified for a position, and we will continue to follow this policy in order to maintain a strong organization. We look forward to your assistance in our program and anticipate a mutually beneficial relationship.

Sincerely,

(Local Facility Manager)



Front Line Managers
cc: FSS HRDs, District Managers

Employment Practices Department
FSS Group Human Resources

**2001 Affirmative Action Plan for
Minorities and Women**

March 2001

In order to comply with recent changes in federal regulations, we have revised and hopefully improved the Affirmative Action Plan process for 2001. As you know, it is your responsibility to ensure that your facility adheres to its obligations with respect to equal employment opportunity and affirmative action. To this end, please find the following materials and documents which require your immediate attention:

(1) Postings

- (a) Chairman Neubauer's 2001 EEO Letter (English and Spanish)
- (b) Anti-Harassment Policy (English and Spanish)
- (c) Drug-Free Workplace Act Policy (English and Spanish)

The enclosed Chairman's letter replaces the one dated January 2000. Please ensure that ALL current employees have received a copy of the Anti-Harassment Policy (with your HR Contact information filled in on page two of the Policy) and the Drug-Free Workplace Act Policy. Also, please make sure that all current employees have signed the Certification on the last page of the Drug-Free Workplace Act Policy and that you have filed it in their personnel files. Finally, both policies must be posted and included in the new hire package for all new employees.

(2) AAP for Minorities and Women

- (a) Cover memo with instructions
- (b) AAP for your review and signature

(3) Statistical Reports

- (a) Workforce Analysis, Job Group Analysis, Availability Reports
- (b) Placement Goals Report (if applicable)
- (c) Attainment Report regarding 2000 goals (if applicable) and Active and LOA Report

If you have any questions regarding the accompanying materials, please call your Human Resources professional or the Employment Practices Department (215-238-5935). We look forward to working with your Human Resources team to assist you with the on-going management of your AAPs and compliance with your AAP commitments. Thank you.

Attachments

ARAMARK CORPORATION



January 2001

TO ALL EMPLOYEES:

Each year at this time, ARAMARK updates its Affirmative Action Plan and reiterates its commitment to ensure equal employment opportunity – the right of all persons to work and to advance on the basis of merit.

Ensuring that every employee is free to participate, with equal opportunity, in all aspects of the company requires steadfast implementation of our affirmative action program. An affirmative effort is absolutely necessary if we are to achieve equal employment opportunity for all persons, regardless of race, sex, color, religion, disability, special disabled or Vietnam Era veteran status, national origin, or age, at every level of the employment process at ARAMARK from recruiting and hiring to assignment and advancement.

For these reasons, we affirm our corporate policy regarding equal employment opportunity:

We at ARAMARK will recruit, hire, train, promote, transfer and terminate persons without regard to race, color, religion, national origin, disability, special disabled or Vietnam Era veteran status or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, age or sex (except where age or sex is a bona fide occupational qualification). In addition, ARAMARK will ensure that all other personnel actions such as compensation, benefits, lay-off, return from lay-off, company sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, disability, Vietnam Era veterans, special disabled veterans, other protected veterans, age or sex.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), or any other Federal, state or local law requiring equal opportunity for disabled persons, Vietnam Era veterans, special disabled veterans, or other protected veterans; (3) opposing any act or practice made unlawful by section 503 or VEVRAA and their implementing regulations, or any other Federal, state or local law requiring equal opportunity for disabled persons, Vietnam Era veterans, special disabled veterans, or other protected veterans; or (4) exercising any other right protected by section 503 or VEVRAA or their implementing regulations.

Finally, **sexual harassment** – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature – and **other harassment based upon a personal characteristic protected by federal, state or local law** will not be tolerated under any circumstances. This includes any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, creating an intimidating, hostile, or offensive work environment, or when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or is used as the basis for employment decisions affecting such individual. See our Anti-Harassment Policy.

Your continued cooperation in carrying out this policy is essential to ensure that equal opportunity is a reality for all employees of ARAMARK.

Sincerely,

Joseph Neubauer
Chairman and Chief Executive Officer

ARAMARK TOWER
1101 MARKET STREET
PHILADELPHIA, PA 19107-2988
215 238 3000 FAX 215 238 3333

ARAMARK CORPORATION



Enero de 2001

A TODOS LOS EMPLEADOS:

Cada año, para esta fecha, ARAMARK actualiza su Plan de Acción Afirmativa y reitera su compromiso de garantizar la igualdad de oportunidades de empleo: el derecho de cada persona a trabajar y progresar a base del mérito.

Garantizar que cada empleado tenga la libertad de participar, con igualdad de oportunidades, en todos los aspectos de la empresa precisa la firme ejecución de nuestro programa de acción afirmativa. Es absolutamente necesario que haya un esfuerzo afirmativo si es que vamos a lograr la igualdad de oportunidades de empleo para todas las personas, independientemente de su raza, sexo, color, religión, discapacidad, condición especial de veterano discapacitado o de la era de Vietnam, país de origen o edad, en todos los niveles del proceso de empleo en ARAMARK, desde la búsqueda y contratación de empleados hasta su asignación y ascenso.

Por estos motivos, exponemos nuestra política empresarial en lo referente a la igualdad de oportunidades de empleo:

En ARAMARK buscaremos, seleccionaremos, entrenaremos, ascenderemos, trasladaremos y despediremos a toda persona sin tener en cuenta su raza, color, religión, país de origen, discapacidad, condición especial de veterano discapacitado o de la Era de Vietnam, u otros veteranos que estuvieron de servicio durante una guerra o en una campaña o expedición en la cual una medalla ha sido autorizada, edad o sexo, (excepto cuando la edad o el sexo sean requisitos ocupacionales de buena fe). Además, ARAMARK garantizará que las demás medidas referentes al personal, tales como remuneración, beneficios, despidos provisionales, el regreso de los despidos provisionales, entrenamiento patrocinados por la empresa, educación, ayuda para matrícula, y programas sociales y recreacionales patrocinados por la empresa, se administren sin tener en cuenta raza, color, religión, país de origen, discapacidad, condición especial de veteranos discapacitados, de la Era de Vietnam, u otros veteranos protegidos, edad o sexo.

Los empleados y las personas que soliciten empleo no serán sometidos a acoso, intimidación, amenazas, coerción ni a la discriminación por el hecho de que hayan podido o que puedan: (1) presentar una queja; (2) ayudar a o participar en una investigación, análisis de cumplimiento, audiencia u otra actividad relacionada con la administración de la sección 503 de la Ley sobre Rehabilitación de 1973, conforme enmendada (la sección 503), las disposiciones referentes a la acción afirmativa contenidas en la Ley sobre Ayuda de Reajuste para Veteranos de la Era de Vietnam de 1974 conforme enmendada (VEVRRA, por sus siglas en inglés), o cualquier ley federal, estatal o local que exija la igualdad de oportunidades para personas discapacitadas, veteranos discapacitados con condición especial, de la Era de Vietnam, u otros veteranos protegidos; (3) estar en contra de algún acto o práctica declarado como ilegal en la sección 503 o VEVRRA y las legislaciones para implementarlas o cualquier otra ley federal, estatal o local que exija la igualdad de oportunidades para personas discapacitadas, veteranos discapacitados con condición especial o de la era de Vietnam, u otros veteranos protegidos; o (4) ejercer cualquier derecho adicional protegido por la sección 503 o VEVRRA o las legislaciones para implementarlas.


Finalmente, el **acoso sexual** —insinuaciones indeseadas de naturaleza sexual, solicitudes de favores sexuales y demás conducta verbal o física de índole sexual— **así como cualquier tipo de acoso basado en una característica de tipo personal protegida por cualquier ley federal, estatal, o local**, no serán tolerados bajo ninguna circunstancia. Esto incluye toda conducta que tenga el objetivo o el efecto de interferir irrazonablemente con el desempeño laboral de una persona o de crear un ambiente laboral de intimidación, hostil u ofensivo, o cuando someterse a dicha conducta se haga, ya sea explícita o implícitamente, condición para el empleo de la persona o se use como base para las decisiones sobre el empleo que afecten a la persona. Vea nuestra Política Anti-Acoso.

Su continua cooperación en la ejecución de esta política es esencial para garantizar que la igualdad de oportunidades sea una realidad para todos los empleados de ARAMARK.

Atentamente,

Joseph Neubauer
Presidente y Funcionario Ejecutivo Principal

ARAMARK TOWER
1101 MARKET STREET
PHILADELPHIA, PA 19107-2988
215 238 3000 FAX 215 238 3333

		ST. CT NO.
		2001
		DATE ISSUED/REVISED
		March 31, 1999
SOURCE	SUBJECT	REVISION NO.
Executive Vice President, Human Resources & Public Affairs, ARAMARK CORPORATION	Policy Against Sexual Harassment & Other Workplace Harassment	1.0
		PAGE
		1 of 2

POLICY:

It is the policy of ARAMARK that sexual and other workplace harassment, in any form, is strictly prohibited and will not be tolerated in the workplace.

DEFINITIONS:

For purposes of this Policy, the following definitions apply:

(1) Sexual Harassment:


Sexual harassment includes any action or conduct by a supervisor that threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that demeans the dignity of an employee through insulting, intimidating, or degrading sexual remarks or conduct, or which has the effect of unreasonably interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other verbal, visual, or physical conduct of a sexual nature.

(2) Other Workplace Harassment:

Other workplace harassment includes, but is not limited to, any unwelcome verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's gender, race, nationality, religion, age, disability, sexual orientation, or other personal characteristic protected by federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

 FOOD AND SUPPORT SERVICES		UNTO NÚMERO 2202
		FECHA EXPEDICIÓN/FECHA REVISIÓN 1 de marzo de 2000 / 1 de marzo de 2002
EXPEDIDO POR Presidente, Food and Support Services	ASUNTO Política sobre la Ley del Lugar de Trabajo Libre de Drogas	REEMPLAZA HR 10.01
		PÁGINA Página 1 de 5

1.0 OBJETIVO

ARAMARK Food and Support Services (llamado de aquí en adelante "FSS") está comprometido a mantener un lugar de trabajo libre de drogas. Esta Política prohíbe el uso de sustancias embriagantes y drogas ilegales en el lugar de trabajo en conformidad con las regulaciones estatales y federales. ARAMARK FSS cree que el que un empleado esté comprometido con sustancias embriagantes o drogas ilegales trae como consecuencia un impacto negativo sobre el ambiente laboral y el desempeño en el trabajo. ARAMARK FSS siente que participar en tales actividades es perjudicial para el negocio.

2.0 ALCANCE

Esta política es aplicable a todos los empleados de ARAMARK FSS.

3.0 RESPONSABILIDAD

Cada Administrador de Componente tiene la responsabilidad de hacer cumplir las normas de la Ley del Lugar de Trabajo Libre de Drogas como se define en esta política.

4.0 POLÍTICA/PROCESO

4.1 Definiciones:

(a) **Bajo la influencia:** el empleado se ve afectado por una droga o una sustancia embriagante (incluyendo el alcohol) o la combinación de una droga con una sustancia embriagante de cualquier forma que pueda detectarse. Los síntomas de estar bajo esta influencia no se limitan a aquellos que consisten en mal comportamiento, ni al deterioro obvio de las capacidades físicas o mentales, tales como habla poco coherente o dificultades para mantener el equilibrio. (Para determinar si se está bajo la influencia, se puede establecer mediante una opinión profesional o un examen científico válido).

(b) **Drogas Ilegales:** incluyendo cualquier droga,

- La cual no se puede obtener legalmente.
- La cual se puede obtener legalmente pero que no ha sido obtenida legalmente. Los términos incluyen drogas con fórmula médica no obtenidas legalmente y drogas con fórmula médica pero que no se están utilizando para los objetivos de la fórmula. Esto también

SUBJECT	SUBJECT NUMBF	REPLACES	PAGE
Drug-Free Workplace Act Policy	2202	HR 10.01	Page 4 of 4

CERTIFICATION
[to be signed by ALL employees]

By signing below, I hereby certify that I have received, read and understand ARAMARK's Policy on a drug-free workplace and that I understand that compliance with the terms of the Policy is a condition of my employment.


Employee Signature

Date

A copy of this Certification will be maintained in the employee's personnel file.

SUBJECT	SUBJECT NUMBER	REV	PAGE
Drug-Free Workplace Act Policy	2202	HR 10.01	Page 3 of 4
<div><div>(d) Employee Obligation: Employees are required to notify their Component Manager of any criminal drug statute conviction for a violation involving the manufacture, distribution, dispensing possession, sale, or use of any illegal drug for violations occurring on ARAMARK's property or the property of ARAMARK FSS clients not longer than five (5) days after such a conviction.</div><div>(e) Manager Responsibility: The Component Manager will notify the Human Resource professional, within ten (10) days of receipt by ARAMARK FSS, of any notice that an employee has been convicted of a drug-related offense in the workplace.</div><div>(f) Disciplinary Action: Within thirty (30) days after receiving notice that an employee has been convicted of a drug-related offense in the workplace, ARAMARK will impose one of the following sanctions or remedial measures on the employee who has been so convicted:<ul style="list-style-type: none">• Disciplinary action, up to and including termination; or• Requiring such an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.</div><div>(g) Awareness Programs: ARAMARK FSS will establish a drug-free awareness program to inform employees about:<ul style="list-style-type: none">• The dangers of drug abuse in the work place• ARAMARK's Policy of maintaining a drug-free workplace (as stated in the Business Conduct Policy and above).• The available drug counseling, rehabilitation, and employee assistance program• The disciplinary action that may be imposed upon employees for drug abuse violations occurring in the workplace (as stated in section 4.3 (f))</div><div><div>Other related material:</div><div>Record Retention2207</div><div>Separation of Employment2210</div></div></div>			

SUBJECT	SUBJECT NUM'	REPLACES	PAGE
Drug-Free Workplace Act Policy	2202	HR 10.01	Page 2 of 4
<p>(c) Workplace: includes for the purpose of this Policy,</p> <ul style="list-style-type: none">• The site where the work is done with a specific federal contract.• An employee operating an ARAMARK FSS leased fleet vehicle or any other vehicle used for business purposes.• Whenever the employee is representing ARAMARK FSS. <p>4.2 Prohibitions: The following acts of misconduct are strictly prohibited by ARAMARK FSS.</p> <p>(a) Reporting for work under the influence of intoxicants or illegal drugs.</p> <p>(b) The manufacture, distribution, dispensing, sale, possession or use of intoxicants or illegal drugs in any manner during working hours, or at any time on ARAMARK property, or on the property of ARAMARK FSS clients.</p> <p>4.3 Drug Testing: Pre-employment or on-the job medical testing of prospective or current employees is prohibited except when required by law or requested by clients of ARAMARK FSS.</p> <p>4.4 Guidelines for Employees Governed by the Provisions of the Drug-Free Workplace Act:</p> <p>(a) Pre-award Certification: ARAMARK FSS will provide a pre-award certification to the contracting agency stating that the Company will provide a drug-free workplace and will comply with all other provisions under the Drug-Free Workplace Act.</p> <p>(b) Policy Distribution: The Component Manager will distribute to all employees a copy of the ARAMARK Drug-Free Workplace Act Policy. All employees will be required to sign a certification that they have received, read, and understand ARAMARK's Policy on a drug-free workplace, and that they acknowledge that compliance with the terms of this Policy is a condition of employment. A copy of the signed certification will be retained in the employee's personnel file.</p> <p>(c) Impairment Caused by Legal Medications: Medications legally prescribed by a licensed physician or available over the counter can also affect performance and behavior. Employees should obtain information from their physician regarding any potential impairment that may be caused by such medications and are required to inform their Component Manager where impairment potential exists. Employees may be required to provide a written statement from their physician concerning the effects of the medication</p>			

		BJECT NUMBER 2202
		DATE OF ISSUE/REVIEW DATE March 1, 2000/March 1, 2002
FOOD AND SUPPORT SERVICES		
ISSUED BY President, Food and Support Services	SUBJECT Drug-Free Workplace Act Policy	REPLACES HR 10.01
		PAGE Page 1 of 4

1.0 PURPOSE

ARAMARK Food and Support Services (hereinafter "FSS") is committed to the maintenance of a drug-free work place. This Policy prohibits the use of intoxicants and illegal drugs in the workplace in compliance with federal and state regulations. ARAMARK FSS believes that employee involvement with intoxicants or illegal drugs produces an adverse impact upon the work environment and employee job performance. ARAMARK FSS also feels that involvement in such activities is detrimental to the business.

2.0 SCOPE

This Policy applies to all ARAMARK FSS employees.

3.0 RESPONSIBILITY

Each Component Manager has the responsibility to enforce standards of the Drug-Free Workplace Act as defined in this Policy.

4.0 POLICY/PROCESS


4.1 Definitions:

(a) **Under the influence:** the employee is affected by a drug or intoxicant (including alcohol) or the combination of a drug and intoxicant in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. (A determination of being under the influence can be established by a professional opinion or scientifically valid test).

(b) **Illegal drugs:** include any drug,

- Which is not legally obtainable.
- Which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. This also includes, but is not limited to, marijuana.

TEMA	NÚMERO DE SUJETO	NÚMERO DE REVISIÓN	PÁGINA
POLÍTICA EN CONTRA DE ACOSO SEXUAL Y OTRO TIPOS DE ACOSO EN EL LUGAR DE TRABAJO	2001	1.0	2 of 2
<p><u>INDIVIDUOS Y COMPORTAMIENTOS CUBIERTOS POR ESTA POLÍTICA:</u></p> <p>Esta política se aplica a todos los empleados y postulantes de ARAMARK, y prohíbe el acoso ya sea por parte de gerentes, supervisores, compañeros de trabajo, o empleados ajenos a ARAMARK, como clientes o proveedores.</p> <p>El comportamiento prohibido por esta política es inaceptable en el lugar de trabajo y en cualquier ambiente laboral fuera del lugar de trabajo, como en el transcurso de viajes, reuniones y acontecimientos sociales patrocinados por la compañía.</p> <p><u>PROCEDIMIENTO DE RECLAMO:</u></p> <p>Todo empleado que considere que ha sido víctima de acoso o ha sido un testigo de cualquier conducta que puede ser inconsecuente con esta política debe informar el incidente inmediatamente a su supervisor. Si esto no es adecuado, el incidente debe ser informado al nivel superior de gerencia o, como alternativa, al profesional de Recursos Humanos de su Unidad de Negocios, regional o local. Si esto también es inadecuado, el incidente deberá ser informado al Departamento de Prácticas de Empleo a 1-800-999-8989, ext. 5935.</p> <p>Todo supervisor, gerente, o profesional en Recursos Humanos que reciba un reclamo por acoso debe comunicarse inmediatamente con el Vicepresidente de Recursos Humanos de la Unidad de Negocios.</p> <p><u>ACCIÓN RESULTANTE:</u></p> <p>Todos los reclamos serán atendidos puntualmente. Se mantendrá la confidencialidad durante toda la investigación en la medida en que resulte coherente con la acción investigativa y correctiva adecuada.</p> <p>Todo supervisor, gerente, o profesional de Recursos Humanos que tome conocimiento de una situación de acoso o de cualquier reclamo por acoso y no notifique a las partes correspondientes ni aplique una acción correctiva conforme a esta Política será sujeto a acción disciplinaria hasta e incluyendo el despido.</p> <p>En caso de que se demuestre, después de la investigación, cualquier empleado que está en violación de esta política, éste será sujeto a una adecuada acción disciplinaria hasta e incluyendo el despido.</p> <p><u>REPRESALIAS:</u></p> <p>Se prohíbe la intimidación, coerción, amenazas, represalias o discriminación hacia todo empleado (u otra persona) por presentar reclamos debajo de esta política, colaborar en una investigación, o informar incidentes de acoso. Las represalias, como el acoso mismo, estarán sujetas a acción disciplinaria hasta e incluyendo el despido.</p> <p>SI CONSIDERA QUE HA SIDO VÍCTIMA DE ACOSO, O SI DESEA HABLAR CON ALGUIEN RESPECTO A UN INCIDENTE, DEBE COMUNICARSE CON SU SUPERVISOR INMEDIATO, CON EL NIVEL SUPERIOR DE GERENCIA, CON EL PROFESIONAL DE RECURSOS HUMANOS DE SU UNIDAD DE NEGOCIOS, REGIONAL O LOCAL (# _____), O CON EL DEPARTAMENTO DE PRÁCTICAS DE EMPLEO A (# 1-800-999-8989 ext. 5935).</p>			

		NÚMERO DE SUJETO
		2001
		FECHA DE EMISIÓN/REVISIÓN
		March 31, 1999
FUENTE DE INFORMACIÓN	TEMA	NÚMERO DE REVISIÓN
Vicepresidente Ejecutivo, Recursos Humanos y Asuntos Públicos ARAMARK CORPORATION	POLÍTICA EN CONTRA DE ACOSO SEXUAL Y OTRO TIPOS DE ACOSO EN EL LUGAR DE TRABAJO	1.0
		PÁGINA
		1 of 2

POLÍTICA:

La política de ARAMARK prohíbe estrictamente y no tolera el acoso sexual ni de otro tipo, en cualquier forma, en el lugar de trabajo.

DEFINICIONES:

Para intenciones de esta política, las definiciones siguientes son aplicable:

(1) Acoso sexual:

El acoso sexual incluye toda acción o conducta por parte de un supervisor que amenace o insinúe, explícita o implícitamente, que la negativa de un empleado a someterse a propuestas sexuales afectará negativamente el empleo continuo, la remuneración, las evaluaciones del rendimiento, el progreso, las tareas asignadas o cualquier otro término o condición de empleo. Además, el acoso sexual incluye cualquier conducta verbal, visual o física de naturaleza sexual que degrada la dignidad de un empleado por medio de insultos, intimidación, o degradación a través de comentarios o conductas sexuales, o que tiene el efecto de interferir irrazonablemente en el rendimiento laboral de un individuo o crea, de otro modo, un ambiente de trabajo ofensivo, hostil o intimidatorio.

El acoso sexual puede incluir una gama de comportamientos sutiles y no sutiles y puede implicar individuos del género mismo o diferente. Depende en las circunstancias, estos comportamientos pueden incluir, pero no se encuentran limitados a: avances sexuales; chistes o indirectas sexuales; abuso verbal de una naturaleza sexual; comentario con referencia al cuerpo de un individuo, mirando con lasciva, gritos, o tocando; comentarios o gestos obscenos; la exposición o circulación de objetos o fotos en el lugar de trabajo que están de un carácter sexual y indecente (incluyendo por correos electrónicos); y otra conducta verbal, visual o física de naturaleza sexual.

(2) Otro Acoso en el lugar de trabajo:

Otro acoso en el lugar de trabajo incluye, pero no se encuentra limitado a cualquier comportamiento verbal, visual o físico que denigre o que demuestre hostilidad o aversión hacia un individuo debido al sexo, raza, nacionalidad, religión, edad, incapacidad, orientación sexual, u otras características personales del individuo protegidas por las leyes federales, estatales o locales y que tiene el propósito o efecto de crear un ambiente de trabajo ofensivo, hostil e intimidatorio, de interferir irrazonablemente en el rendimiento laboral de un individuo o, de otro modo, afecte adversamente las oportunidades de empleo de un individuo.

Conducta de acoso incluye, pero no se encuentra limitado a: degradantes, calumnias o estereotipo negativo; actos que son amenazados, intimidatorios o hostiles; chistes que denigre; y las exposición o circulación de materia escrita o gráfica en el lugar de trabajo que denigre o demuestra hostilidad o aversión hacia un individuo o un grupo (incluyendo por correos electrónicos).

SUBJECT	SUBJECT NO.	REV NO.	PAGE NO.
Policy Against Sexual Harassment & Other Workplace Harassment	2001	1.0	2 of 2
<u>INDIVIDUALS AND CONDUCT COVERED:</u>			
<p>This Policy applies to all ARAMARK employees and applicants for employment, and prohibits harassment whether engaged in by managers, supervisors, co-workers, or non-ARAMARK employees, such as customers or suppliers.</p> <p>Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and company-sponsored social events.</p>			
<u>COMPLAINT PROCEDURE:</u>			
<p>Any employee who feels that he or she has been a victim of harassment or has witnessed any conduct that may be inconsistent with this Policy must report the incident immediately to his or her supervisor. If this is not appropriate, the incident must be reported to the next level of management or, in the alternative, to your local, regional, or Business Unit Human Resources professional. If this too is inappropriate, then the incident must be reported to the Employment Practices Department at 1-800-999-8989, extension 5935.</p> <p>Any supervisor, manager, or Human Resources professional receiving a complaint of harassment must immediately contact the Business Unit's Human Resources Vice President.</p>			
<u>RESPONSIVE ACTION:</u>			
<p>All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action.</p> <p>Any supervisor, manager, or Human Resources professional who becomes aware of harassment or any complaint of harassment under this Policy and fails to notify the proper parties or take corrective action pursuant to this Policy will be subject to disciplinary action, up to and including dismissal.</p> <p>Any employee who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.</p>			
<u>RETALIATION:</u>			
<p>Intimidation, coercion, threats, retaliation or discrimination against any employee (or other person) for making a complaint under this Policy, assisting in an investigation, or reporting an incident of harassment, is prohibited. Anyone engaging in retaliation, like harassment itself, will be subject to disciplinary action, up to and including dismissal.</p>			
<p>IF YOU FEEL THAT YOU HAVE BEEN A VICTIM OF HARASSMENT, OR IF YOU WOULD LIKE TO SPEAK WITH SOMEONE REGARDING AN INCIDENT, YOU MUST CONTACT YOUR IMMEDIATE SUPERVISOR, THE NEXT LEVEL OF MANAGEMENT, YOUR LOCAL, REGIONAL, OR BUSINESS UNIT HUMAN RESOURCES PROFESSIONAL (# _____), OR THE EMPLOYMENT PRACTICES DEPARTMENT (1-800-999-8989, extension 5935).</p>			

ATTACHMENT ACONFIDENTIAL COMMERCIAL INFORMATION

CERTIFICATION OF RECEIPT
OF 2001 AAP FOR
MINORITIES AND WOMEN

BUSINESS UNIT: _____

FACILITY NAME: _____
COMPONENT NO. _____FACILITY LOCATION: _____
(City and State)

PHONE NO. _____

COMPLETED BY: _____
(Printed Name and Title) _____

SIGNATURE: _____

DATE: _____

INSTRUCTIONS: PLEASE SEND COPIES OF THIS FORM AND THE PLACEMENT GOALS REPORT (IF APPLICABLE) FOR THE CURRENT PLAN YEAR TO YOUR REGIONAL HUMAN RESOURCES DIRECTOR. IF YOUR COMPONENT DOES NOT HAVE REPLACEMENT GOALS, PLEASE CHECK THE BOX BELOW.

BY SIGNING ABOVE, I HEREBY CERTIFY THAT I HAVE RECEIVED A COPY OF THE CURRENT AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN, THAT I AM FAMILIAR WITH ITS CONTENTS AND OBLIGATIONS, AND THAT I WILL ENSURE THAT THE APPROPRIATE MEASURES ARE UNDERTAKEN TO COMPLY WITH THE PLAN OBJECTIVES.

☐ NO PLACEMENT GOALS.



Front Line Managers
cc: FSS HRDs, District Managers

Employment Practices Department
FSS Group Human Resources

**2001 Affirmative Action Plan for
Minorities and Women –
INSTRUCTIONS**

March 2001

An updated Affirmative Action Plan for Minorities and Women ("AAP") for 2001 is attached. As manager of your facility, it is essential that you have a complete understanding of equal employment opportunity, affirmative action, and the company's obligation to these programs.

These Instructions will assist you in setting up your AAP and with the on-going management of the AAP. If you have any questions, please contact your Human Resources professional or the Employment Practices Department (215-238-5935). Thank you.

IMMEDIATE ACTIONS

- ◆ **Postings** -- The preceding section of this package contains the instruction for the three documents that must be posted at conspicuous employee locations within your facility: Chairman Neubauer's January 2001 Letter, the Anti-Harassment Policy and the Drug-Free Workplace Act Policy. Please post both English and Spanish versions of these documents.
- ◆ **AAP Cover** -- Complete the component information on the cover of the AAP and sign and date the cover.
- ◆ **Manager Responsibilities** -- Read through the AAP, using the Table of Contents as a guide. Your specific responsibilities are detailed in Section II, paragraph B.
- ◆ **Statistical Reports** -- Carefully review and insert the enclosed Workforce Analysis, Job Group Analysis, Availability Reports, and Placement Goals Reports at page 16 of the AAP.
- ◆ **Facility definition** -- The last page of the Workforce Analysis may indicate that your facility is defined to include multiple components. All statistical data from all related components are rolled up into one database, from which all AAP related reports are run. **If the facility definition is not correct, please immediately advise your Human Resources professional or the Employment Practices Department (phone 215-238-5935; fax 215-238-3344).**

- ◆ **Annual Active and LOA Report** -- Please verify the accuracy of this Report as of December 31, 2000. For example, ensure that the Job Titles for all employees are correct. If you have any changes to this Report, please immediately advise your Human Resources professional or the Employment Practices Department (phone 215-238-5935; fax 215-238-3344). File this Report in the Confidential AAP Management File described below.
- ◆ **Driver Identification** -- If any employees at your component operate a company vehicle as part of their jobs, drive their own cars on company business, or have a company car (managers), please so indicate on the Annual Active and LOA Report and fax the information to the Employment Practices Department (fax 215-238-3344).
- ◆ **Attainment Report** -- If your facility had goals from last year, this Report indicates your progress in attaining those goals. Please review and file in the Confidential AAP Management File described below.
- ◆ **Certification of Receipt of AAP** -- Complete the Receipt and forward to your Human Resources professional. (See Attachment A.)
- ◆ **AAP Binder** -- Use a separate binder for this AAP. NOTE: THE AAP FOR MINORITIES AND WOMEN IS CONFIDENTIAL and must be treated as such. No part of this AAP (except the posted policies) should be shared with non-management employees.
- ◆ **Confidential AAP Management File** -- Set up a separate "Confidential AAP Management File" which will be used throughout the current Plan year to file documents regarding local compliance efforts, such as: local recruitment efforts; participation in community outreach programs; other "good faith efforts" to achieve Plan goals (if any) through the development of action-oriented programs (see Section V of the Minorities and Women AAP); semi-annual reports of employee activity (that is, leave of absence, hires, promotions, terminations, transfers); and copies of any EEO Policy notification letters sent to recruiters, labor unions, and/or vendors.

ON-GOING RESPONSIBILITIES

- ◆ **Internal communication** -- Advise other managers and supervisors of their EEO and AAP obligations, including the specific obligations under the Anti-Harassment Policy regarding reporting complaints to Human Resources. Discuss your EEO/AA obligations at management staff meetings on a regular basis.
- ◆ **Monitor Applicant Flow Activity** -- Use the attached Self-Identification Form for Applicant Flow Data (see Attachment B) in connection with the application and interview process. NOTE: COMPLETION OF THE FORM IS VOLUNTARY. COMPLETED FORMS MUST BE MAINTAINED IN A SEPARATE FILE FROM THE INDIVIDUAL'S APPLICATION AND, IF THE INDIVIDUAL IS HIRED, THE FORM MUST BE KEPT SEPARATE FROM THE INDIVIDUAL'S PERSONNEL FILE. Use the attached "Applicant Register Tally" form (with instructions) to record the requested information for all applicants for all positions (See Attachment

C.). Use the New Hire Report, which you will receive as of mid-year, to ensure that you have recorded information for those applicants who were hired.

- ♦ **Attainment Report (if applicable):** This Report is a snapshot of your component's employee activity for last year (hires, promotions, transfers, terminations) compared to any goals developed for last year's AAP. If you fell short of any of your placement goals for last year, please write a statement explaining why the goals were not met and include all good faith efforts to achieve these goals. (Instructions and a sample format for this documentation are attached as **Attachment D.**) Maintain the Attainment Report and all related documentation in the Confidential AAP Management File. To help you monitor your progress during the current AAP year, we will be sending you employee activity reports (hires, promotions, transfers, terminations) as of mid-year.
- ♦ **Community Outreach:** Document any local community support efforts in the Confidential AAP Management File. Describe any additional efforts your location has undertaken to support the local community, for example: job fairs, summer jobs for the underprivileged, use of minority and female co-ops, active recruitment at particular historically Black colleges and universities, food donations, scholarships, support of community activities, receipt of any awards or special recognitions, United Way contributions or assistance with campaigns, Urban League contributions, and/or service of managers on community organizations, etc.
- ♦ **Internal compliance audits:** The Employment Practices Department will be working with your HR professional to implement internal compliance efforts which may range from a telephone interview, to inclusion of AAP-specific items in the District Manager audit process, to an on-site review of your AAP documentation and compliance efforts.
- ♦ **Maintenance of I-9s:** This is a reminder that I-9s must be completed for all employees hired after November 6, 1986, and must be retained for these employees for three years after they are hired or one year after they terminated, whichever is longer. **The I-9s and copies of supporting employment eligibility documentation should be maintained in a separate file.**
- ♦ **Maintenance of documentation:** All AAP related documentation must be maintained for at least two full years.
- ♦ **OFCCP compliance:** The Employment Practices Department is anticipating an increase in audit activity from the Office of Federal Contract Compliance Programs (OFCCP). Please immediately advise your Human Resources professional or the Employment Practices Department (phone 215-238-5935; fax 215-238-3344) if you receive any correspondence or communication from the OFCCP.

Attachments:

- Attachment A: "Certification of Receipt of Minorities and Women AAP"
- Attachment B: Self-Identification Form for Applicant Flow Data (with attached definitions)
- Attachment C: Applicant Register Tally
- Attachment C1: EEO Categories – Summary Descriptions
- Attachment D: Instructions and Sample Format for Placement Goals Report

ASUNTO	ASUNTO NUMERO	R	LAZA	PÁGINA
Política sobre la Ley del Lugar de Trabajo Libre de Drogas	2202		HR 10.01	Página 3 de 5
<p>(c) Impedimentos Causados por Medicamentos Legales: Los medicamentos legales prescritos por un médico certificado o que están disponibles sin prescripción médica pueden también afectar el desempeño o el comportamiento. Los empleados deberán obtener de sus médicos información que tenga que ver con cualquier impedimento potencial que pueda ser causado por tales medicamentos y se requiere que informen de esto a su Administrador de Componente cuando existan impedimentos potenciales. Podría ser que se requiera que los empleados suministren una declaración escrita de sus médicos con respecto a los efectos del medicamento.</p> <p>(d) Obligación del empleado: Se requiere que los empleados informen a su Administrador de Componente de cualquier condena bajo una ley criminal por droga por una violación que tiene que ver con el procesamiento, distribución, repartición, posesión, venta o uso de cualquier droga ilegal por violaciones ocurridas dentro de la propiedad de ARAMARK o dentro de la propiedad de clientes de ARAMARK FSS no más de cinco (5) días después de dicha condena.</p> <p>(e) Responsabilidad del Administrador: El Administrador de Componente le notificará al profesional de Recursos Humanos, en los siguientes diez (10) días después de que ARAMARK FSS reciba cualquier notificación de que un empleado ha sido condenado por una ofensa relacionada con las drogas cometida en el lugar de trabajo.</p> <p>(f) Acción Disciplinaria: Dentro de los siguientes treinta (30) días después de recibir la notificación de que un empleado ha sido condenado por una ofensa relacionada con las drogas en el lugar de trabajo, ARAMARK impondrá una de las siguientes sanciones o medidas preventivas sobre el empleado que haya sido condenado:</p> <ul style="list-style-type: none"> • Acción disciplinaria, hasta o incluyendo el despido; o • Se requerirá que tal empleado participe de manera satisfactoria en un programa de asistencia o rehabilitación para el abuso de las drogas que tenga aprobación para tales propósitos por una ley federal, estatal o de salud local o por otra agencia apropiada para esto. <p>(g) Programas para Tomar Conciencia: ARAMARK FSS establecerá un programa para tomar conciencia sobre estar libre de drogas para informar a los empleados sobre:</p> <ul style="list-style-type: none"> • Los peligros del abuso de las drogas en el lugar de trabajo; • La Política de ARAMARK para mantener un lugar de trabajo libre de drogas (como se ha establecido en la Política de Conducta en los Negocios y previamente); 				

ASUNTO	ASUNTO NÚME'	REEMPLAZA	PÁGINA
Política sobre la Ley del Lugar de Trabajo Libre de Drogas	2202	HR 10.01	Página 2 de 5
<p>incluye, pero no se limita, a la marijuana.</p> <p>(c) <u>Lugar de Trabajo:</u> incluye, para propósitos de esta política,</p> <ul style="list-style-type: none">• El lugar donde el trabajo se realiza bajo el contrato federal específico.• Un empleado que conduce un vehículo de la flota que ha sido alquilado por ARAMARK FSS o cualquier otro vehículo utilizado con propósitos de trabajo.• En cualquier momento que el empleado esté representando a ARAMARK FSS. <p>4.2 Prohibiciones: Las siguientes formas de mal comportamiento están estrictamente prohibidas por ARAMARK FSS.</p> <p>(a) Presentándose a su lugar de trabajo bajo la influencia de sustancias embriagantes o de drogas ilegales.</p> <p>(b) El procesamiento, distribución, repartición, venta, posesión o el uso de sustancias embriagantes o de drogas ilegales de cualquier manera durante las horas de trabajo, o en cualquier momento estando dentro de la propiedad de ARAMARK, o dentro de la propiedad de los clientes de ARAMARK FSS.</p> <p>4.3 Exámenes para detectar consumo de drogas: Exámenes médicos previos al inicio de su empleo o en el trabajo para los empleados actuales o en perspectiva están prohibidos excepto cuando la ley los requiera o sean solicitados por los clientes de ARAMARK FSS.</p> <p>4.4 Pautas para los Empleados que están bajo las Disposiciones de la Ley para un Lugar de Trabajo Libre de Drogas:</p> <p>(a) Certificación previa a la adjudicación: ARAMARK FSS le suministrará a la agencia que contrata una certificación previa a la adjudicación en la cual se declara que la Empresa dispondrá de un lugar de trabajo libre de drogas y que cumplirá con todas las demás disposiciones comprendidas en la Ley para un Lugar de Trabajo Libre de Drogas.</p> <p>(b) Distribución de la Política: El Administrador de Componente les entregará a todos los empleados una copia de la Política de la Ley para un Lugar de Trabajo Libre de Drogas de ARAMARK. Se requerirá que todos los empleados firmen un certificado de que han recibido, leído y entendido la Política para un lugar libre de drogas de ARAMARK, y que reconocen que el cumplimiento de los términos de esta política constituye una condición de empleo. Una copia del certificado firmado se guardará en el archivo de recursos humanos del empleado.</p>			

SAMPLE

**STATEMENT OF DEVELOPMENT
AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

In addition to the efforts identified in Section V of the AAP, we have undertaken the following programs to address any underutilization in our facility.

PROBLEM AREA	ACTION PROGRAM
In the Office and Clerical job group, availability for total minorities is 17.8%. There are six employees in the job group; none is a minority.	The Company has set a percentage hiring goal of 17.8% for minorities. As openings occur in the job group during the year, we will take the following steps to aggressively recruit minorities: (1) advertise in general circulation newspapers; (2) seek referrals from local minority organizations; and (3) post the positions with the local Job Service Office, notifying the JSO of our Affirmative Action goals.
In the Operatives/Semi-Skilled job group, availability for minorities is 21% and for women it is 32.4%. Of the 19 employees in the job group, 10.5% are minority and 15.7% are women.	The Company has set percentage hiring goals of 21% for minorities and 32.4% for women. As openings occur, the Company will attempt to promote women and minorities from within by posting all positions. If this effort is not sufficient, the Company will expand recruiting sources to include: (1) organizations which place women in non-traditional jobs; (2) advertisements in general circulation newspapers; (3) minority organizations such as the Urban League; and (4) referrals from existing minority and female employees.

ATTACHMENT D**INSTRUCTIONS FOR COMPLETION OF THE STATEMENT OF
DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

1. Review the "Total Minority" and "Females" categories for each job group on the Placement Goals Report to determine if any underutilization exists. Underutilization is designated by a numerical placement goal in the applicable row and column.
2. If underutilization exists, describe what action-oriented programs will be undertaken to accomplish plan goals. Some programs utilized generally within the corporation are included in Section V of the Plan. Use these as a guide to develop programs geared toward your local facility. Note: It is not necessary to attempt to identify possible causes of the underutilization.
3. Although it may be unrealistic to expect attainment of goals in one year due to low turnover or a reduction in force, substantive improvement should be demonstrated. You are responsible for making a good faith effort to accomplish plan goals by increasing the number of candidates in your applicant pool.
4. **Recruitment** -- Your local business unit may have lists of additional recruitment sources that you utilize. In order to accomplish affirmative action plan goals, active involvement with organizations aimed at improving employment opportunities for minorities, women and other disadvantaged groups is encouraged. On a regular basis send notices of job openings to referral sources and conduct briefing sessions with representatives of these recruiting sources to provide clear and concise explanations of current and future job openings. Advertising in publications, which reach out to the entire community and internal job postings, can also be effective recruiting techniques.

A Sample Statement of Development and Execution of Action-Oriented Programs follows on the next page.



APPLICANT REGISTER TALLY

[illegible]

LEGEND - REFERRAL SOURCE

LEGEND - STATUS OR DISPOSITION

- | | |
|------------------------------|-----------------------------|
| 1. CURRENT EMPLOYEE REFERRAL | 5. FORMER EMPLOYEE |
| 2. EMPLOYMENT AGENCY | 6. APPLICATION ON FILE |
| 3. NEWSPAPER AD | 7. INTERNAL CANDIDATE |
| 4. RECRUITMENT FIRM | 8. OTHER (GIVE EXPLANATION) |

- A. NO OPENING IN JOB CLASSIFICATION
B. APPLICANT WITHDREW FROM PROCESS
C. APPLICANT REJECTED OFFER
D. APPLICANT REJECTED OFFER
E. FOUND UNQUALIFIED
F. BETTER QUALIFIED
G. HIRED
H. UNABLE TO CONTACT
I. CANDIDATE HIP*

ATTACHMENT C**EEO Categories – Summary Descriptions****1) Officials And Managers**

Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments or special phases of a firm's operations.

2) Professionals

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

3) Technicians

Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

4) Sales

Occupations engaging wholly or primarily in direct selling.

5) Office And Clerical

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

6) Craft Workers (Skilled)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercises considerable independent judgment and usually receives an extensive period of training.

7) Operatives (Semi-Skilled)

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate level which can be mastered in a few weeks and require only limited training.

8) Laborers (Unskilled)

Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

9) Service Workers

Workers in both protective and non-protective services occupations.

Columns 3 through 16 - CHECK APPROPRIATE BOXES.

10. JOB TITLE APPLIED FOR: In column 17 indicate actual job title applied for. (If none, specify most appropriate job given individual's qualifications; do not put "any job" or "anything" in this column.
11. REFERRAL SOURCE: In column 18 indicate by coded number (see Legend at bottom of form) the applicable referral source of the applicant.
12. STATUS OR DISPOSITION: In column 19 indicate by coded letter (see Legend at bottom of form) status of applicant.
13. COMMENTS: In column 20 print any relevant explanations of actions taken, or not taken, concerning applicant or any additional information concerning referral source. This column should be used sparingly.

ATTACHMENT C

INSTRUCTIONS FOR COMPLETION OF THE APPLICANT REGISTER TALLY

This form must be completed and maintained on file for three years. (Although required by government regulations for on-site audits, these forms should not be submitted with the Affirmative Action Plan.) This form is to be used in recording information for individuals who apply for positions or who are referred or recruited for employment at your facility. It should be filled out immediately after an individual completes an application, is interviewed, or is otherwise considered for employment (for example, when a resume or letter of interest is reviewed). You may not have all of the information requested on the Applicant Register Tally form, but please complete as much as possible.

Information for all applicants for employment must be recorded on this form. Use the Applicant Flow Data and Self-Identification forms (to the extent available) to gather information for the Tally. **Retain the Applicant Flow Data form in a separate confidential file after completing the Tally.** (Note: this should be in a different file than the Confidential AAP File.)

1. FACILITY NAME: Print ARAMARK facility name.
2. COMPONENT NO.: Print component number.
3. FACILITY LOCATION: Print location.
4. PAGE NO.: In the event that more than one page is required, number pages consecutively.
5. COMPLETED BY: Individual filling out form should print his/her name in blank provided.
6. PHONE NO.: Print the telephone number of the component.
7. JOB CATEGORY: Indicate the appropriate EEO job category for which the list of job titles applied for is categorized. See Attachment C1 for summary descriptions of each category.
 1. Officials and Managers
 2. Professionals
 3. Technicians
 4. Sales Workers
 5. Office and Clerical
 6. Craft Workers
 7. Operatives
 8. Laborers
 9. Service Workers
8. DATE: In column 1 indicate the date that applicant completed application, was recruited, was referred, or was interviewed for employment. (Do not list persons returning from leave of absence.)
9. APPLICANT NAME: In column 2 print name of applicant. (Be consistent: first name first or last name first.)

ABOUT RACE/ETHNIC IDENTIFICATION FOR PART B -You may acquire race/ethnic information necessary for this survey either by visual observation of the work force, or from employment records. If you maintain records, we recommend that you keep them separately from the employee's basic personnel file or other records available to those responsible for personnel decisions. Since OFCCP permits visual observations, the fact that race/ethnic identifications are not present on employment records is not an excuse for omitting the data we request.

Note: The following reflects OMB guidelines regarding the recording and reporting of Hispanic or Latino ethnicity separately from the recording and reporting of racial data, and the establishment of "Native Hawaiian or Other Pacific Islander" as a separate racial category. If you have not yet adjusted your record keeping systems to reflect these changes, see the box at the bottom of this page.

Complete Part B using the following categories. Although persons may identify with more than one racial category, for this EO Survey count each person only once:

American Indian or Alaskan Native – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Race missing or unknown - Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Attachment B

SELF-IDENTIFICATION FORM FOR APPLICANT FLOW DATA

It is the policy of ARAMARK Corporation to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or disabled or Vietnam-Era veterans status.

VARIOUS AGENCIES OF THE UNITED STATES GOVERNMENT REQUIRE EMPLOYERS TO COLLECT INFORMATION ON APPLICANTS. INFORMATION REQUESTED ON THIS SHEET IS FOR PURPOSES OF COMPLIANCE WITH THESE RECORDKEEPING REQUIREMENTS AND TO DETERMINE RECRUITING AND EMPLOYMENT PATTERNS. If you wish to be identified, please provide any of the information requested on this form that you would like to submit. You may submit this information now or at any time in the future. Such information will in no way affect the decision regarding your application for employment. This sheet will be kept confidential and maintained separately from your application form.

Completion of this sheet is voluntary and is not a requirement for employment.

NAME: _____ DATE: _____

POSITION APPLIED FOR: _____

RACE:	SEX:
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Female
<input type="checkbox"/> Asian	<input type="checkbox"/> Male
<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White	
<input type="checkbox"/> Hispanic or Latino (White race only)	
<input type="checkbox"/> Hispanic or Latino (all races)	

Please return this form with your completed Employment Application to the Human Resources Representative or other contact person at the facility where you submitted your employment application. Thank you.

Fifty-one pages were redacted from the Aramark Correctional Services bid, as they contain confidential trade secret materials. Inquiries regarding the redacted portion of the bid may be directed to the County Auditor's office.

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APPENDIX

PTIONS

ARAMARK COMMISSARY JOB DESCRIPTIONS

ARAMARK EMPLOYEE WORK RULES

The following work rules have been written to serve as a performance guide for ARAMARK Correctional Services' employees. It is your responsibility to understand these rules. Any part of them that is unclear should be discussed with your supervisor. The work rules are meant to cover the most important aspects of your performance and conduct while at work. Anything not covered will be handled on an individual basis or by a written addition to the work rules.

Attendance

Each employee must be aware of his/her schedule. Schedules are posted. Be certain that you are familiar with scheduled hours, days off, etc.

- In order to insure a smooth, efficient operation, it is essential that every employee report to work on all scheduled days, on time, in uniform and prepared to do his/her job.
- In the event of illness or other circumstances which will force an employee to be absent from work, it is his/her responsibility to telephone the Shift Manager no later than one (1) hour before starting time. You must speak to the Shift Manager or his representative. It is unacceptable to leave a message.
- Personal business, doctor and dentist appointments, etc. must be scheduled at times other than scheduled working hours. Employees are not permitted to take time off for such appointments.
- Excessive absence or tardiness is defined as more than four (4) occurrences of either in a calendar year.
- Each employee must punch his/her own time card in and out at the scheduled times each day. Overtime must be approved in advance.

ARAMARK COMMISSARY JOB DESCRIPTIONS

Job Performance

Each employee has the responsibility to understand his/her job description and all of the requirements of the job. This will be fully explained to each employee by the appropriate supervisor. Any questions must be referred to that supervisor.

Each employee has the responsibility to perform his/her job to industry standards. That is the generally accepted level of performance which is desired and which insures a high quality operation.

Each employee must maintain a high standard of personnel cleanliness (i.e. daily bathing, clean clothing and shoes, clean teeth, use of deodorant, etc.)

Each employee is required to follow the job-related orders of his/her supervisor. In the event, there is disagreement over the validity of an order, the employee must carry out the order. The employee may then point out the problem to the supervisor, either verbally or in writing. He should then receive an explanation. If this is not satisfactory, the employee may refer the problem to higher management. It is important to note that the efficiency required in the operation does not allow the employee to refuse to follow job related orders. Such refusals will be treated as insubordination and as such will make the employee liable to immediate dismissal.

ARAMARK COMMISSARY JOB DESCRIPTIONS

General

- Each employee is required to follow all rules of the facility.
- Each employee is required to exercise care in the use of equipment and other property of the facility.
- Each employee is required to exercise care in the use of property of ARAMARK Correctional Services.
- All types of horse play are forbidden while on duty.
- Gambling, fighting and the use of alcohol or drugs are forbidden while on duty.
- ARAMARK employees must maintain a professional attitude in dealing with inmates. Loud arguing, use of profanity or any physical contact are forbidden. Gossip and personal conversation should be avoided.
- ARAMARK employees must maintain a professional attitude in dealing with the representatives of the facility. Any problems or disagreements must be referred to ARAMARK Management. Be courteous at all times.
- No employee shall enter the facility if not scheduled for duty. The only exception will be for the purpose of picking up their check on scheduled day.
- No employee is permitted to leave his/her assignment to go to the Officer's Dining Room or the Commissary without permission of the manager on duty.
- When entering or leaving the facility, all employees are required to sign in and out on sheets provided by either the facility or ARAMARK Correctional Services.
- It is important that these rules be followed. Failure to do so can result in disciplinary action up to and including termination. As noted earlier, these rules will not cover every situation and management reserves the right to change, add or delete from them as it deems necessary.

ARAMARK COMMISSARY JOB DESCRIPTIONS

SUPERVISION OF INMATES

It is the policy of ARAMARK Correctional Services that all inmates, while on assignment, are carefully supervised and that all inmates under the supervision of ARAMARK staff receive proper guidance and direction.

Procedures:

The following procedures are in effect for supervising inmates at the facility who are involved in the commissary program:

- All inmates will be required to maintain necessary sanitary and safety standards in line OSHA requirements and other related health safety standards.
- Under no circumstances will an inmate be given the authority to have control over other inmates, and all inmates should be carefully supervised when handling utensils, especially cutlery. Full tool control should be maintained and shadow boards used when applicable.
- For those inmates who display disciplinary problems, immediate disciplinary action should be taken and necessary disciplinary reports prepared.

ARAMARK COMMISSARY JOB DESCRIPTIONS

The job descriptions below have been broken down by the specified duties that need to be fulfilled in order to have a successful commissary operation. Employees may be assigned to complete multiple duties depending on their hours of availability.

General Provisions

At all times, commissary staff will listen and respond immediately to all directions given by security staff.

All commissary staff must maintain their security clearances as part of their employment prerequisites. If for any reason the administration revokes an employees security clearance, that employee will immediately be relieved of their duties.

Commissary staff will at all times maintain the safety, security, and good order of the facilities. Therefore inmate commissary orders will never be left unattended. In addition, all areas utilized by the commissary operation will be secured at all times.

Commissary Account Manager

The Commissary Account Manager is responsible for supervising and directing all the activities of a commissary operation in a manner that is consistent with client, corporate and division policies and goals.

Client Relations

Implements and maintains a client relations program designed to achieve consistently high levels of client and customer satisfaction. Direct all unit activity to "stay close to the customer" in order to satisfy his/her objectives and anticipate future needs. Listen and react promptly to real or perceived customer/client concerns.

Key Performance Factors

Financial - Achieves or exceeds the agreed upon financial goals for the unit. Analyze results regularly in order to control and adjust the operation of the commissary so as to meet or exceed the agreed upon contractual financial goals for the unit (i.e. general expenses, cash controls, costs, receivables, inventory). Implement those activities necessary for increasing sales and reducing operating expenses while attaining or exceeding budgeted profit goals for the unit (i.e. improving merchandising, service, product).

ARAMARK COMMISSARY JOB DESCRIPTIONS

Human Relations

Selects, trains, develops motivates and manages a superior staff of employees or inmates through adherence to Corporate Human Resources and Corrections division programs and effective communications. Also responsible for personal growth and development as well as training of assigned management personnel. Manage and implement the corporate Human Resources policies and programs so as to achieve optimum selection, training and motivation of superior unit staff. Responsible for client growth development and training of assigned management personnel.

Commissary Service Program

Provides a commissary service program that consistently achieves client and division standards in sanitation, quantity and quality of products and service, safety and delivery of orders within client's security restrictions.

ARAMARK COMMISSARY JOB DESCRIPTIONS

CRITICAL SKILLS PROFILE

Commissary Service Technical -All skills

- Retains considerable knowledge and experience in product selection and merchandising of commissary items to consistently meet goals.
- Understands and consistently applies principles and procedures for ordering, staffing, quality assurance, delivery, safety and security.
- Understands accounting systems and demonstrates knowledge of cost control by completing accurate and timely reports and develops action plans to pinpoint and reduce high cost areas.
- Knowledge of wage and hour, EEO, OSHA, worker's compensation and other applicable laws as demonstrated by completing necessary reports and implementing effective programs.

Communications

- Listening, conducting staff meetings, presentations (customer/client), questioning, reading, telephone, writing.
- Good knowledge and experience in oral and written communication skills - listening, conducting staff meetings, making presentations to customer/client groups - as evidenced by clear and concise reports, knowledgeable employees, client feedback and personal observations.

Finance

- Budget, forecasting, inventory, unemployment laws, worker's compensation regulations
- Demonstrates understanding of budgeting, forecasting and inventory systems, unemployment and worker's compensation regulations through accurate and timely reports and adequate controls in inventory.

Human Relations -Interpersonal, motivation

- Maintains harmonious relations with staff employees and/or inmates and client staff. Good knowledge of awareness of interpersonal skills as evidenced by the productivity, low turnover and quality of work by ARAMARK employees.

ARAMARK COMMISSARY JOB DESCRIPTIONS

Managing People

- Client relations, customer relations, goal setting, and planning.
- Maintains good client and customer relations and consistently achieves agreed upon goals through good planning and organization of staff efforts.
- Understands units contract and adheres to its provisions.

Attitudes

Sense of urgency, "Street Smart"

Management of the Commissary Operation

The Commissary Account Manager, who will report to the Commissary Operations Manager (if applicable), will manage and direct all commissary activities and related facilities and functions for the correctional facility.

- **This person will be accountable for:**
- The preparation of an annual budget for the Commissary Operation in compliance with basic requirements and objectives established by the Department of Corrections. Budget categories to include master staffing, supplies and expense, capital equipment and facilities improvement.
- Managing and directing departmental operations in accordance with fiscal limitations established by approved budgets.
- The establishment of standards of operation to assure providing all inmates and staff of the institution with a quality controlled, satisfying and appealing commissary service. Such standards to be in accordance with established policy, pertinent recommendations of the American Correctional Association and applicable federal, state and local regulations.
- The hiring and/or terminating of employees in accordance with approved master staffing and established personnel policies to meet departmental needs.
- The establishment of specific methods and procedures in the areas of: Product procurement, handling and preparation, sanitation and maintenance

ARAMARK COMMISSARY JOB DESCRIPTIONS

Personnel Training Programs

Financial accounting and reporting departmental activities.

- Preparing, maintaining and issuing all records and reports required by Department of Corrections administration and external agencies.
- Maintaining communications and working relationships with all applicable departments of the institution.
- Establishing and maintaining policies for the commissary operation.
- Continued evaluation of commissary operational goals and objectives and the establishment of new ones in order to achieve the highest possible standard of service.

Warehouse Manager

Overall responsible for the management of the warehouse.

- Responsible for the supervision of all staff assigned with responsibilities within the warehouse.
- Receiving, ordering, and stocking warehouse products.
- Responsible for maintaining 100% inventory availability of the standard commissary items. At a minimum, the manager must maintain a 90% inventory availability of all non-standard items. Non-standard items must be made available to the inmates residing at the facilities no later than one week following the original order.

Picking Staff

To ensure 100% fill ratio, the commissary orders will be verified against the batch control sheet. Any discrepancies between the batch control sheet and the filled commissary orders will be rectified immediately.

Upon completing housing area orders, place the batch order forms in the envelope containing the original scan forms.

- As pick tickets are generated, separate inmate orders.
- Utilize the pick ticket to pull appropriate number and products from the shelves.
- Place those items in a carry basket or rolling cart depending on the size of the inmate order.
- Upon completing the picking of an inmate order, place the pick ticket on top of the items and the basket or the cart beside the packer.

ARAMARK COMMISSARY JOB DESCRIPTIONS

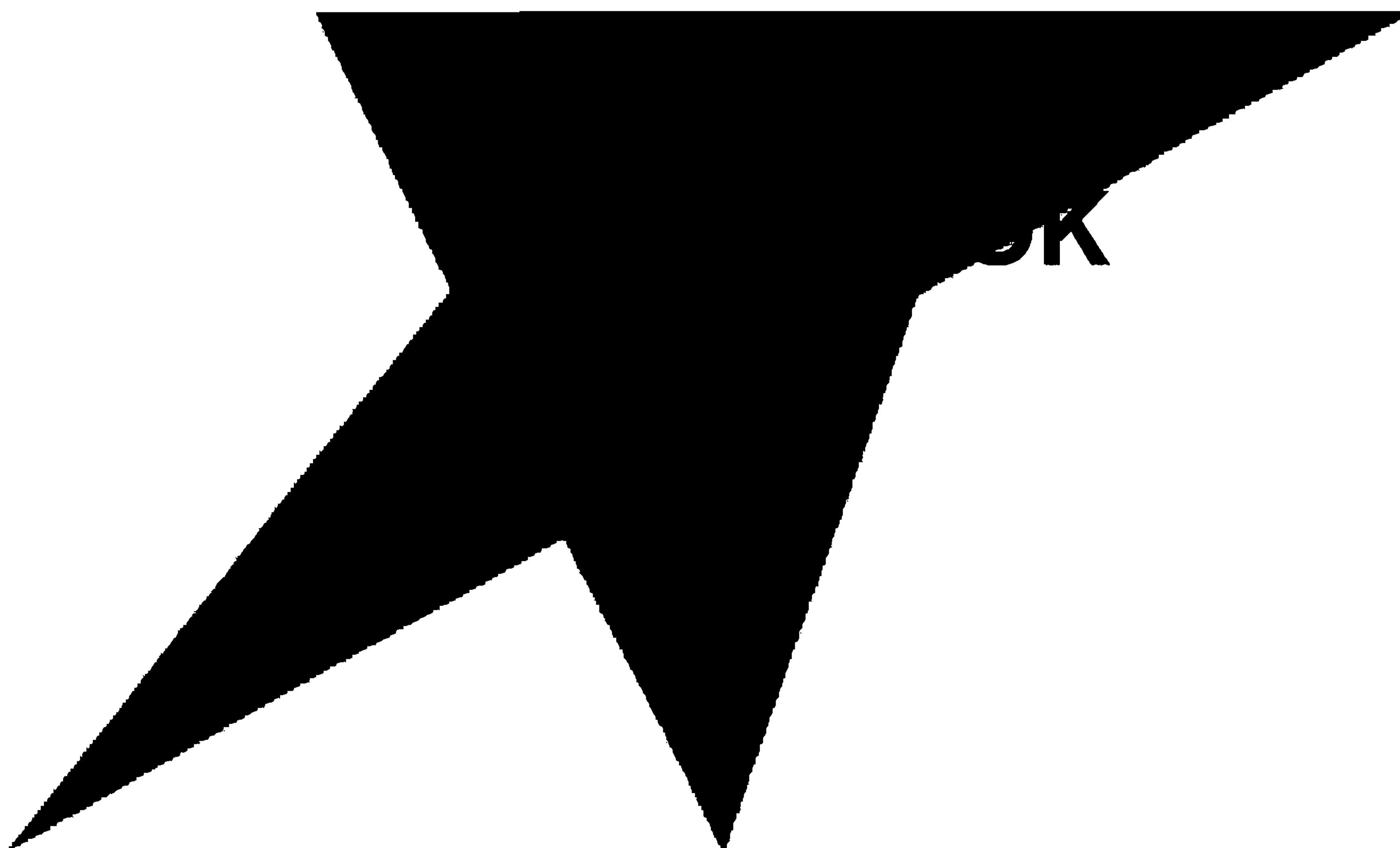
Packing Staff

- Verify that the items in the basket or the cart are the items indicated on the pick ticket.
- Corrections will be completed immediately.
- Commissary orders that have been verified will then be placed into an appropriately sized plastic bag.
- Document initials in the upper right hand corner of the pick ticket.
- Place the receipt in the plastic bag so that the inmate names and inmate identification numbers are clearly visible through the plastic bag.
- Securely seal each inmate order.
- Place all completed bags in the designated housing area cart.

Drivers

- Load the carts of orders onto the delivery truck.
- Prior to departing for the facility, notify Center Control via telephone at the institution for authorization to continue scheduled commissary deliveries. If notified of having any operational or security issues within the facilities, notify the Commissary Account Manager immediately. Alternatives will be implemented accordingly.
- Drive to the scheduled destination.
- Upon reaching the facility scheduled to receive orders, unload the carts at the loading docks.
- Deliver the carts directly to the commissary delivery staff.
- Sign the batch control form documenting delivery.

APPENDIX





Correctional Services

Employee Handbook

Effective February 2002

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THE ARAMARK STORY

Since ARAMARK Corporation's founding in 1959, the key to our success has been the ability to provide services to meet our customers' changing needs. Every day, around the world, ARAMARK's service professionals are drawing on our advanced resources to serve the diverse needs of our clients and customers.

Today, our range of managed services extends from providing quality food services for correctional facilities and businesses to educational institutions and health care institutions. We are also meeting the needs of customers with quality services in the fields of health care, early childhood education, uniform and textile rentals and building maintenance. Meeting these changing needs requires ARAMARK to maintain the consistently high standards of service that have been our trademark.

We hope the philosophy of hard work from many dedicated employees allows us a bright future. We are pleased you have joined the team and we look forward to all you will bring to ARAMARK.

WELCOME

By accepting a position with ARAMARK Correctional Services, Inc. (hereinafter referred to as either "ARAMARK," or "the Company"), you have joined thousands of others across the nation, who like yourself, enjoy the challenges of the service industry.

We are strongly committed to continually improving our operations and serving our clients and customers in a courteous, professional manner. It is our spirit of service that makes us unique. This is the reason that you were selected for a position.

This handbook is designed to inform you of some of ARAMARK's policies, work standards and benefits. We hope this handbook will help you understand our mission, the services we provide, and your responsibilities and contributions toward delivering those services. Following ARAMARK's work standards and policies will help better serve our customers and clients as well as ensure a cleaner, safer environment in which to work.

This handbook is intended for use as a ready reference for those questions you may have regarding policies and standards for your performance. While the handbook covers many points, you may still have questions not answered here. If so, discuss them with your Component Manager. In this handbook, the title "Component Manager" is used to refer to all levels of management to include: General Manager, Food Service Director, Assistant Food Service Director, and Commissary Manager.

Unless otherwise specifically noted, or unless the context indicates otherwise, the policies and standards set forth herein apply to all Hourly employees. If for any reason this is not appropriate, or if the Component Manager is unable to answer any query, the Correctional Services Human Resources Department should be consulted. And, of course, policies and standards in this handbook, except those specific to non-exempt employees, apply to exempt employees as well.

Note: If you are working in a unionized account, the union contract will supercede this handbook. Therefore, if you have questions about any differences which may occur, please refer to your union contract.

From time to time you may receive updated information concerning changes in ARAMARK policies, standards and procedures. Please refer to the inside back cover for additional component-specific policies and benefits.

From time to time ARAMARK may revise this handbook in whole or in part. Notice of revision will be communicated and it will be the responsibility of each affected employee to obtain, read, understand and comply with such revisions, just as it is every employee's responsibility to obtain, understand and comply with this handbook. Every effort will be made to provide an updated employee handbook on a regular basis. To ensure you have the most current updates, please ask your Component Manager to cross-reference the handbook, which is available on the corporate Intranet (i.e., 'Starnet'). The Intranet will always have the most current version.

This handbook is intended to serve simply as a general explanation of certain ARAMARK policies and procedures and as an outline of certain benefits available to most hourly employees. It is not intended to be an express or implied contract between ARAMARK and any employee. ARAMARK employees are employees at will. Any individual may voluntarily leave employment at any time, and employment may be terminated by ARAMARK at any time for any reason or no reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee unless otherwise defined by written notification from the Vice President of Human Resources.

Our Vision

A company where the best people want to work.

Customers who recommend us to others because we constantly exceed their expectations.

Success measured in the growth of our company, its earnings and ourselves.

The world leader in managed services.

Our Guiding Principles

Because we value our relationships,
We treat our customers as long-term partners,
and each other with candor and respect.

Because we succeed through performance,
We encourage the entrepreneur in each of us,
and work always to improve our service.

Because we thrive on growth,
We seek new markets and new opportunities,
and we innovate to get and keep customers.

And because we are ARAMARK,
we do everything with integrity.

Principles for Valuing Diversity

Because we are committed to being a company
where the best people want to work,
we champion a comprehensive diversity initiative.

Because we thrive on growth,
we recruit, retain, and develop a diverse workforce

Because we succeed through performance,
we create an environment that allows all employees to contribute
to their fullest potential

Definition of Diversity

The mosaic of people who bring
a variety of backgrounds, styles,
perspectives, values and beliefs
as assets to ARAMARK and our partners

EMPLOYMENT POLICIES

Equal Employment Opportunity

ARAMARK is committed to ensuring equal employment opportunity. Our equal employment opportunity policy states:

We at ARAMARK will recruit, hire, train, promote, transfer and terminate persons without regard to race, color, religion, national origin, disability, covered veteran status, age or sex (except where age or sex is a bona fide occupational qualification). In addition, ARAMARK will ensure that all other personnel actions such as compensation, benefits, lay-off, return from lay-off, company sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, disability, covered veteran status, age or sex. To obtain a complete copy of ARAMARK's Equal Employment Opportunity Policy, please contact your Component Manager.

Harassment Free Workplace

ARAMARK is strongly committed to providing a professional working atmosphere free from sexual and other forms of workplace harassment. Our anti-harassment policy states:

Sexual Harassment

Sexual harassment includes any action or conduct by a supervisor that threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that demeans the dignity of an employee through insulting, intimidating, or degrading sexual remarks or conduct, or which has the effect of unreasonably interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other verbal, visual, or physical conduct of a sexual nature.

Other Workplace Harassment

Other workplace harassment includes, but is not limited to, any unwelcome verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's gender, race, nationality, religion, age, disability, sexual orientation, or other personal characteristic protected by federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

This Policy applies to all ARAMARK employees and applicants for employment, and prohibits harassment whether engaged in by managers, supervisors, co-workers, or non-ARAMARK employees, such as customers or suppliers. This Policy also applies to prohibit harassment of clients, and customers, including without limitation, inmates.

Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and company-sponsored social events.

Complaint Procedure

Any employee who feels that he or she has been a victim of harassment or has witnessed any conduct that may be inconsistent with this Policy must report the incident immediately to his or her supervisor. If this is not appropriate, the incident must be reported to the next level of management or to a member of the ARAMARK Correctional Services Human Resources Department at 1-800-999-8989, ext. 7443. If this too is inappropriate, then the incident must be reported to the Employment Practices Department at 1-800-999-8989 extension 5935 or the ARAMARK Employee Hotline (24 hours/7days/wk) 1-877-224-0411.

Any supervisor, manager, or Human Resources professional receiving a complaint of harassment must immediately contact the Business Unit's Human Resources Vice President.

Responsive Action

All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action.

Any supervisor, manager, or Human Resources professional who becomes aware of harassment or any complaint of harassment under this Policy and fails to notify the proper parties or take corrective action pursuant to this Policy will be subject to disciplinary action, up to and including dismissal.

Any employee who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.

Retaliation

Intimidation, coercion, threats, retaliation or discrimination against any employee (or other person) for making a complaint under this Policy, assisting in an investigation, or reporting an incident of harassment, is prohibited. Anyone engaging in retaliation, like harassment itself, will be subject to disciplinary action, up to and including dismissal.

To obtain a complete copy of ARAMARK's Anti-Harassment Policy, please contact your Component Manager.

Personnel Records

It is important to both you and ARAMARK that your personnel records be correct and up-to-date. It is your responsibility to notify your Component Manager, in writing, of a life status change (i.e. marriage or divorce) or any change in your name, address, telephone number, or number of dependents.

Your personnel records are confidential and company property, but may be reviewed with your Component Manager. If you would like to review your personnel records, please submit the request in writing. A mutually agreed upon time for reviewing the file will be established. Please keep in mind that employee files are company property. Therefore, you will not be allowed to remove your file from the facility.

Hiring of Relatives

It is ARAMARK's policy that relatives may not be hired by or work in the same component, district or region if:

A relative would be the employee's immediate supervisor or a relative would be the supervisor of the employee's immediate supervisor; A relative of the employee would have control of or decision making responsibility for the employee's salary or pay rate, employment status, opportunities for promotion, performance reviews and/or incentive bonus evaluations;

For the purposes of this policy, relatives include parents, spouses, fiancées, ex-spouses, children, siblings, in-laws, aunts, uncles, nieces, nephews, grandparents and/or other adults residing in the same household. If employees marry and one of the two above-described conditions exists, then an effort may be made to transfer one of the employees to another shift, component, or line of business. If an effort cannot be made to transfer one of the two affected employees, the employees need to reach a decision as to who will leave the organization.

This policy will be effective for all employees hired after February 2, 1999.

Separation of Employment

We want you to understand that the employment relationship is considered to be "employment-at-will." This means that both you and ARAMARK are free to terminate the employment relationship at any time with or without cause.

In the event you find it necessary to resign or decide to retire, please notify your Component Manager. Written notification is preferred, and it is customary to give at least two weeks notice so that the company can make arrangements to adjust schedules and find a replacement. Employees who leave in good standing will be given consideration if they wish to return to work at a later date.

Separating employees are entitled to receive pay for any earned, yet unused accrued vacation time up to the maximum amount allowed by policy.

All company property in an employee's possession must be returned upon separation. Also, under the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"), separating employees may be eligible to elect to continue medical and dental insurance coverage. For more information, see the COBRA section which appears under the Benefits section later in this handbook.

Immigration Reform and Control Act

Under the Immigration Reform and Control Act of 1986, employers must verify that all employees hired after November 6, 1986 are either United States citizens or are aliens authorized to work in the United States.

Your Component Manager will provide all employees hired after November 6, 1986 with an I-9 form. This form must be filled out and returned to your Component Manager together with the documents necessary to establish your identity and employment authorization, within 3 days of hire.

EMPLOYEE CONDUCT

ARAMARK acknowledges that our employees are our most valuable resource. It is ARAMARK's goal to be the finest company to work for in the entire world by promoting an environment where:

- Fair and honest treatment of every individual is a standard.
- Communication of opinion is encouraged.
- We attract, develop and promote the most qualified people.
- There exists a balance between family, community, and the Company.
- We recognize and reward accomplishment.
- We encourage ourselves with uncompromising honesty and integrity.
- Hard work and having fun go hand-in-hand.

Occasionally employees need coaching about their job performance and other issues. Managers strive to address performance issues in the most effective way possible. This requires the employee and the manager to work together to define the performance issues and agree on ways to overcome them. The Manager is responsible to communicate expectations and establish a plan to improve performance or behavior. If improvement is not achieved further disciplinary action may result up to and including termination.

In some circumstances, behavior may be serious enough to result in immediate termination from the Company and the Company must, at all times, retain the right and the flexibility to terminate employment without cause when it considers such actions appropriate.

Suspension

The District Manager or Component Manager has the authority to suspend employees for serious violations that could result in termination without prior warning. Suspension of an employee (the temporary removal of an employee from work) is used by management to provide time to investigate circumstances that indicate that the employee may be subject to discharge. A record of the suspension must be documented in writing and should be retained in the employee's personnel file.

If the employee is returned to work following a suspension, they will be paid for their normal scheduled work hours during the suspension.

If the employee is terminated following a suspension, they will be paid for their normal scheduled work hours during the suspension. In this case, the last day worked will be the day of the suspension and the termination date will be the date the employee is informed of the decision.

Conduct Guidelines

All companies, including ARAMARK, set reasonable conduct guidelines. These guidelines allow us to coordinate a variety of activities within our organization and to provide a safe working environment for our employees and our client. The following list is not intended to be all-inclusive, but merely illustrates certain types of behavior ARAMARK deems unacceptable, and which will result in disciplinary action up to and including dismissal, with or without any written warnings. Other behaviors not listed may result in similar action. Furthermore, please note that your component may be required to follow rules of the client that may be stricter than those you see below. Your Component Manager will notify you if different rules apply to your component.

Conduct which may result in immediate discharge includes, but is not limited to, the following:

- Violation of ARAMARK's Business Conduct Policy.
- Harassment to anyone of any nature. Please refer to the Harassment-Free Workplace policy.
- Willful destruction of Company and/or client property.
- Carrying concealed weapons, or possession, use or distribution of weapons, illegal drugs, intoxicants, including alcohol, or other contraband on Company and/or client property or premises.
- Consumption of any type of alcoholic beverage or other intoxicants or illegal drugs or narcotics on client or Company premises or on company time.
- Reporting for work under the influence of intoxicants or illegal drugs.
- Indecent behavior and/or immoral conduct on ARAMARK's time or on client's premises.
- Loss of security clearance and or/violation of Company or client security policies or procedures.
- **Fraternization** with inmates. Fraternization includes, but is not limited to, sexual contact and any other kind of physical contact, sending or receiving correspondence, showing favoritism to any inmate, sexually suggestive gestures or comments of any kind, wearing revealing or other inappropriate clothing, supplying inmates with money, transportation, housing, bail bonds, cigarettes, drugs or contraband, or any other type of assistance to inmates. "Pat Downs" of inmates are allowed only where required by the client's policy. **Contraband** is defined as any item that is not issued to the inmate by the facility as they enter the jail, or anything else the client considers contraband.
- Use of force on an inmate or other employee.
- Gross misuse, deliberate waste, removal or attempted removal of Company/client material (food, records, documents, property, tools, equipment, etc.) from Company and/or client premises without proper authorization.
- Removal of another employee's or client's property without permission.
- Unauthorized use of Company or client cash, company vehicle, materials, or facility regardless of intent.

02/10/2004

- Falsification of time cards or any other documents. This includes making adjustments without authorization to timecards.
- Falsifying any reports or records, including misrepresentation of facts in seeking employment. This includes falsifying information on the employment application.
- Repeated tardiness or absenteeism.
- Absence of two (2) assigned workdays without notice.
- Insubordination (such as: refusal to perform any job or work assignment given by an employee's supervisor or by management).
- Use of profane, inappropriate, or abusive language, where the language used is uncivil, insulting, offensive or contemptuous.
- Making false, vicious or malicious statements concerning anyone on ARAMARK's or client's premises.
- Smoking in "No Smoking" areas.
- Gambling or conducting a lottery while on duty or on client/company premises.
- Sleeping or dozing on the job.
- Failure to return from leave of absence when scheduled.
- Conduct endangering or threatening to endanger the life, safety or health of any employee, client, customer or inmate.
- Fighting (physical or verbal) of any nature while on client's premises or while being paid.
- Violation of any safety rule or practice or engaging in conduct which tends to create a safety hazard including fighting and "horse play."
- Failing to report an accident.
- Disorderly conduct, horseplay, scuffling, throwing things, etc.
- Threatening, intimidating, coercing, or interfering with fellow employees on ARAMARK's and/or client's premises.
- Leaving your work area without a job assignment or a job-related task without management's authorization.
- Not providing I-9 information within 3 days of hire date.
- Not providing proper and/or authentic documentation for medical absences, emergencies, bereavement, etc., upon request.
- Failure to follow Uniform policy and failure to display identification badge.
- Failure to punch your time card when starting and leaving work.
- Punching another employee's time card.
- Accepting/soliciting gratuities, gifts, or monetary tips from any client representative and/or inmate.
- Eating or drinking other than on designated breaks and mealtime and/or outside designated areas.
- Altering work schedule or switching days without management's approval.
- Working unauthorized overtime.
- Failure to maintain your security clearance (i.e., having your security clearance pulled).
- Encouraging others to take part in, or taking part in an unlawful work stoppage or slowdown.
- Unauthorized use or searching of employee files or file cabinets.

Nothing in this policy shall alter the "at-will" nature of the employment relationship or limit management's prerogative to separate an individual's employment at any time for any reason not prohibited by law.

Business Conduct Policy

It is the continuing commitment of ARAMARK to conduct all company business with the utmost integrity. ARAMARK's policy is to comply with all domestic and foreign laws and to conduct its business in an ethical manner. Employees may not engage in any conduct or any transaction on behalf of ARAMARK that would violate any applicable law or the ethical standards set forth in the Business Conduct Policy. A summary of the Business Conduct Policy is located on the back of your employment application. To obtain a complete copy of ARAMARK's Business Conduct Policy, please contact your Component Manager.

Electronic Data and Communications

The use of electronic data is a key resource and communication tool within ARAMARK. All data is considered to be property of ARAMARK and should not be used for personal use. All e-mail and computer communications are subject to inspection and should not contain any inappropriate language/comments/graphics, etc. Failure to adhere to this policy may result in disciplinary action up to and including termination.

Attendance Policy

Unplanned absences and excessive tardiness are disruptive, threaten the safety of the entire food service operation, place an unfair burden on other employees and jeopardize the service level we strive to provide to our client family. In an effort to prevent these pitfalls, ARAMARK maintains an attendance policy with which each employee must comply. Failure to comply with these requirements will be handled in accordance with our discipline policy.

It is the personal responsibility of every employee to report to work on time, for all scheduled work hours. It is the responsibility of each Component Manager to ensure each employee is aware of the policy, to maintain accurate records of employees' absences and tardiness, and to apply Company standards in a consistent fashion.

Tardiness is coming to work after the employee's scheduled start time or leaving work prior to the scheduled end time. If the employee is going to be late, a telephone call should be made to the Component Manager prior to the scheduled shift. The reason for the tardiness needs to be stated and the approximate time of arrival indicated. The Component Manager will document all incidents of tardiness. Habitual tardiness may result in discipline, including but not limited to, dismissal.

A **planned absence** includes time off that has been scheduled and approved **in advance** by the employee's Component Manager. The following absences from work are considered planned absences for purposes of this policy: vacation days, holidays, jury duty, and approved leaves of absence.

An **unplanned absence** is a day, or series of consecutive days as a result of the same issue which is not previously approved or scheduled where an employee does not come to work.

- The employee must notify the Component Manager, or the designated supervisor, of an unplanned absence at least one hour before his/her regularly scheduled start time.

However, an effort should be made to give as much notice as possible so that reserve scheduling can be made.

It is unacceptable to only notify a co-worker of your absence without having notified your Director or Supervisor. Your absence will be considered unreported until the proper person has been notified.

An employee must report his or her own absence, unless it is impossible to do so and the reason is verifiable through documentation.

Documentation may be required for any unplanned absence upon request of the Component Manager.

Any instance of tardiness and/or unplanned absence will be documented using the following guidelines:

The Component Manager will record all instances of tardiness and unplanned absence.

Absenteeism and tardiness records will be maintained on a rolling twelve-month basis.

- The first three occurrences an employee is absent and/or tardy, they will receive written documentation.
- The fourth occurrence an employee is absent and/or tardy, they will receive a first written warning.
- The fifth occurrence an employee is absent and/or tardy, they will receive a final written warning.
- The sixth occurrence an employee is absent and/or tardy during in a rolling twelve-month time period, they will be discharged in accordance with the discipline policy.

Job Abandonment

An employee will be assumed to have resigned should he/she fail to personally notify management of an absence for two (2)-scheduled workdays or "walks off" the job without authorization.

Attendance Records

For reasons of consistency and fairness, ALL ABSENCES (including those for which an employee receives personal, holiday or vacation pay) will be recorded, regardless of the reason for the absence and whether or not prior approval was granted. These records will track attendance for a twelve-month calendar year.

It is ARAMARK Correctional Services intent to be fair and understanding with respect to employee attendance problems. We will use the previously outlined policy to address all attendance issues. Excessive attendance problems will result in disciplinary action up to and including termination.

If, over a rolling twelve-month time frame, the combined number of tardiness and unplanned absences reaches a total of six times, the employee will be terminated.

Responsibility

It is every Component Managers responsibility to keep accurate and up-to-date attendance records for all employees. It is also the responsibility of every Component Manager to administer this policy in a fair and consistent manner. Management is encouraged to consult with Human Resources regarding the administration of the attendance policy.

Substance Abuse Policy

ARAMARK is committed to the maintenance of a drug-free work place. This Policy prohibits the use of intoxicants and illegal drugs in the workplace in compliance with federal and state regulations.

ARAMARK believes that employee involvement with intoxicants or illegal drugs produces an adverse impact upon the work environment and employee job performance. ARAMARK also feels that involvement in such activities is detrimental to the business.

Under the influence is defined as: the employee is affected by a drug or intoxicant (including alcohol) or the combination of a drug and intoxicant in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. (A determination of being under the influence can be established by a professional opinion or scientifically valid test).

An illegal drug is defined: to include any drug, A) which is not legally obtainable; or B) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. This also includes, but is not limited to, marijuana.

Workplace: includes for the purpose of this Policy: 1) The site where the work is done with a specific federal contract; 2) An employee operating an ARAMARK leased fleet vehicle or any other vehicle used for business purposes; 3) Whenever the employee is representing ARAMARK.

Prohibitions: The following acts of misconduct are strictly prohibited by ARAMARK and most likely will result in immediate termination.

- Reporting for work under the influence of intoxicants or illegal drugs.
- The manufacture, distribution, dispensing, sale, possession or use of intoxicants or illegal drugs in any manner during working hours, or at any time on ARAMARK property, or on the property of ARAMARK clients.

Drug Testing: Pre-employment or on-the job drug testing of prospective or current employees is conducted when required by law or requested by clients of ARAMARK.

Guidelines for Employees Governed by the Provisions of the Drug-Free Workplace Act:

Pre-award Certification: ARAMARK will provide a pre-award certification to the contracting agency stating that the Company will provide a drug-free workplace and will comply with all other provisions under the Drug-Free Workplace Act.

Policy Distribution: The Component Manager will distribute to all employees a copy of the ARAMARK Drug-Free Workplace Act Policy. All employees will be required to sign a certification that they have received, read, and understand ARAMARK's Policy on a drug-free workplace, and that they acknowledge that compliance with the terms of this Policy is a condition of employment. A copy of the signed certification will be retained in the employee's personnel file.

Impairment Caused by Legal Medications: Medications legally prescribed by a licensed physician or available over the counter can also affect performance and behavior. Employees should obtain information from their physician regarding any potential impairment that may be caused by such medications and are required to inform their Component Manager where impairment potential exists. Employees may be required to provide a written statement from their physician concerning the effects of the medication.

Employee Obligation: Employees are required to notify their Component Manager of any criminal drug statute conviction for a violation involving the manufacture, distribution, dispensing possession, sale, or use of any illegal drug for violations occurring on ARAMARK's property or the property of ARAMARK clients not longer than five (5) days after such a conviction.

Manager Responsibility: The Component Manager will notify the Human Resource Director, within ten (10) days of receipt by ARAMARK, of any notice that an employee has been convicted of a drug-related offense in the workplace.

Disciplinary Action: Within thirty (30) days after receiving notice that an employee has been convicted of a drug-related offense in the workplace, ARAMARK will impose one of the following sanctions or remedial measures on the employee who has been so convicted:

Disciplinary action, up to and including termination; or Requiring such an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Awareness Programs: ARAMARK will establish a drug-free awareness program to inform employees about: The dangers of drug abuse in the work place; ARAMARK's Policy of maintaining a drug-free workplace (as stated in the Business Conduct Policy and above); the available drug counseling, rehabilitation, and employee assistance program; the disciplinary action that may be imposed upon employees for drug abuse violations occurring in the workplace.

To obtain a complete copy of ARAMARK's Substance Abuse Policy, please contact your Component Manager.

Solicitation and Distribution

Solicitation by one employee of another employee for membership, contributions, funds or other purposes, while either employee is on working time is prohibited.

"Working time" refers to that portion of the workday in which the employee is supposed to be performing actual job duties. It does not include paid or unpaid meal periods or other breaks.

Distribution of printed or written literature of any kind on company or client property is prohibited, except in non-working areas during non-working time. "Working areas" refers to those areas where work is actually performed, and does not include lunchrooms and break rooms.

Solving Problems

ARAMARK Correctional Services maintains an "Open Door Policy" relating to all aspects and areas of our operations. As an employee of this organization, you are encouraged to bring your concerns or complaints to a member of management. All members of management are readily available to discuss your concerns and determine an acceptable solution.

All actions regarding a concern or complaints will be fairly and promptly implemented.

An open, informal talk with your Component Manager is usually the easiest and most effective method of solving problems. If you have exhausted all levels of ARAMARK management within your location and still feel dissatisfied with the result, you may request a meeting with your District Manager or a member of the Human Resources Department at 1-800-999-8989, ext. 7443. If that is not appropriate, you may call the ARAMARK Employee Hotline (24/7) at 1-877-224-0411. All efforts will be made at this point to reach a mutually agreeable solution.

If the concerns are related to ARAMARK's Business Conduct Policy, contact the ARAMARK Employee Hotline at 1-877-224-0411.

ARAMARK will attempt to handle complaints and investigations on a confidential basis. However, employees must recognize that certain disclosures may be necessary to conduct a complete and meaningful investigation and to achieve an appropriate resolution. Moreover, each employee must cooperate fully in connection with an investigation even where the employee is not the complainant.

Once an employee has filed a complaint with their Manager, District Manager or the Human Resources department, retaliation by management or employees will not be tolerated.

COMPENSATION

Employment Classification

At the time of hire, each employee is assigned an employment classification based upon job responsibilities and work schedule. Your employment classification determines your eligibility for benefits. An employee may be classified as follows:

Full-time Employee - one who is hired for an indefinite period for a work schedule normally averaging 30 hours or more per week, thirty or more weeks per year.

Part-time Employee - one who is hired for an indefinite period for a work schedule normally averaging less than 30 hours per week. Part-time employees are not eligible for insurance benefits but are eligible for holiday pay based on the number of hours they are regularly scheduled to work.

Schedules

Work schedules are based on the requirements of the operation. Every effort will be made to post a schedule of hours at least one week in advance.

There may be times when schedule changes are necessary due to absenteeism, operational concerns, and changes in service of other business needs. Your Component Manager will advise you of any necessary scheduling changes once the schedule has been posted. All employees are expected to share weekend and holiday coverage, if necessary.

Employees are not to make any changes on the schedule itself. Substitutions are to be made by the Component Manager only, or the supervisor designated by him or her to make such a change. Unauthorized changes made to the schedule will be grounds for disciplinary action, up to and including termination.

Overtime

Overtime hours are not scheduled except where necessary to meet operational needs. During a normal workweek, Component Manager must authorize any overtime, in advance. Should an emergency situation occur requiring overtime, the supervisor on duty has the authority to schedule employees as necessary. If you work unauthorized

overtime, you will be paid for hours worked and may be subject to disciplinary action, up to and including termination.

Overtime, at a rate of 1.5 times your normal rate of pay, will be paid to hourly employees for all hours worked over 40 hours per week in accordance with federal and state laws. Where state law dictates, a rate of 1.5 times your normal rate of pay will be paid to hourly employees for all hours worked over 8 hours per day.

In calculating overtime, only "actual hours worked" are considered. In other words, holiday pay, vacation pay, jury duty hours or bereavement time do not count as "actual hours worked" for overtime calculation purposes.

Meal and Break Periods

Unless otherwise required by state law, if you are scheduled to work 6 or more hours in a day, you are expected to take one 30 minute unpaid meal period. The meal period must be taken at the time and in the location designated by the Component Manager. Any change in time or location of meal periods must be approved by the Component Manager.

One meal per shift will be provided at no charge to each employee who works that shift (only applicable to Food Service workers). Please remember that our free meal policy does not allow you to carry food out of the food service area. The Component Manager will designate food available for employee consumption.

Your Component Manager schedules breaks when and where appropriate, and work responsibilities take precedence. Breaks will be provided in accordance with state laws.

Time Records

Accurate time records are important. When you start work, you will be given a time card or a time sheet and shown the proper procedures for recording your time worked. This time card or time sheet is the record from which your pay will be calculated. It is, therefore, important that the information submitted is accurate.

Employees are expected to work the hours that they are scheduled. Hours worked in excess of your regularly scheduled hours require management approval.

Your Component Manager, or a designated supervisor, will initial your time record to indicate management approval.

Please observe the following procedures regarding your time records:

- Punch in at your scheduled start time and only when you are in proper uniform and are ready to begin work.
- Punch out when your shift has ended. Employees should change out of uniform after they punch out.
- You should punch out, and back in again for unpaid break(s).
- Time card or time sheet errors must be reported immediately to the Component Manager or to the designated supervisor on duty.
- A supervisor must approve any corrections or changes. You and your supervisor must initial any changes.
- Under no circumstances is an employee authorized to punch in or out (or sign in or out) on another employee's time card or for another employee. This is grounds for disciplinary action, up to and including termination.
- You must sign your time card or time sheet each week. Upon signing the time record, you are certifying that your hours are correct.
- Remember only the Component Manager or designated supervisor may make corrections or changes on an employee's time record.

Performance Evaluations

All employees will be evaluated on their performance on an annual basis.

The performance evaluation is used to record your job performance and will be reviewed with you. It affords you and your Component Manager and opportunity to discuss your strengths and developmental needs and possible ways for improvement.

Performance evaluations are used as the basis for pay increases but do not automatically result in a pay raise.

Checks

Your paycheck you receive is for the hours worked during the preceding two (2) weeks, and not the week in which you receive the check. Your payday is every other Friday and checks may be picked up from the Component Manager at the end of your shift.

In states where state law requires payment weekly for hours worked, (e.g. Connecticut, Maine, Massachusetts, New Hampshire, New York and Rhode Island) you will be paid accordingly and each check will be for the hours worked during the preceding week, not the week in which you receive the check. In these states, your payday is every Friday and checks may be picked up from the Component Manager at the end of your shift.

If you think that your paycheck is incorrect, you must inform your Component Manager immediately. If corrections are necessary, adjustments will be made in your next paycheck.

Your paycheck will not be given to anyone else unless requested in writing by you, with your signature.

ARAMARK is obligated, by law, to withhold Federal, State and Local Income Tax and Social Security deductions and any federal/state/local authorized wage garnishments. Other payroll deductions, as authorized by you, may also be withheld from your paycheck. These may include medical insurance, dental insurance, U.S. Savings Bonds, etc.

If you have any questions about your payroll deductions, please ask your Component Manager.

Direct Deposit

Direct deposit is available, if your financial institution participates. Please see your Component Manager for the necessary authorization form. When you participate in this program, your paycheck is deposited directly into the account of your choice and you receive a statement of earnings and deductions on payday.

Time Off

Holidays

Since food service must be provided at the facility 365 days per year, employees are required to work on holidays. The scheduling of holiday shifts will be at the discretion of the Component Manager.

All hourly employees (full and part-time) will receive a total of eight (8) paid holidays a year. Rather than have eight fixed holidays, we have established a schedule of five standard holidays and three floating holidays. This is intended to provide additional flexibility in scheduling time off.

ARAMARK Correctional Services' five standard designated holidays are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

The three floating holidays are to be used at the employee's discretion within the assigned calendar year. The floating holidays must be scheduled at least two weeks in advance and with the supervisor's permission. Requests for floating holidays should be made in writing to the Component Manager and will typically be handled on a first come, first served basis. The three floating holidays will be paid at the employee's regular rate of pay. Floating holidays not taken prior to the end of the assigned calendar year are lost. Carry-over from one calendar year to another is not allowed. Employees who have floating holidays on the books and leave the company are not paid for the floating holidays. The number of floating holidays for a new hire's first year employment will be pro-rated depending on the month of hire as follows:

<u>Month of Hire</u>	<u># of Floating Holidays</u>
January through March	3
April through June	2
July through September	1
October through December	0

In order to be eligible for holiday pay, you must work the last regularly scheduled workday before the holiday and the first regularly scheduled workday following the holiday, unless the absence is previously approved by your Component Manager. Holiday pay will be based on the number of hours you are regularly scheduled to work.

Employees scheduled to work any of the five standard holidays will be paid a regular day's pay plus the holiday pay (or two times your normal rate of pay excluding overtime). Scheduled employees, who fail to report to work on a holiday, will not receive any pay for that holiday.

For the floating holidays, employees will be paid based on a ratio of the number of hours they are regularly scheduled to work in proportion to a 40 hour work week. For example, if an employee works three shifts at 6 hours per shift, for an average of 18 hours a week, the 18 hours equates to 45% of a full 40-hour workweek. This would mean that the employee would get paid for 45% of their regular 6-hour workday, or 2.4 hours for the floating holiday.

Vacation

Full-time hourly employees begin accruing vacation time from the first full calendar month worked, but are not eligible to use their time until they have completed twelve (12) months of continuous service. During your first two years of employment, you accrue vacation at a rate of .42 days per month. You are eligible for 5 days of vacation after completing one full year of continuous employment.

On your third anniversary, you begin to accrue vacation at a rate of .84 days per month (10 days per year). On your eighth anniversary with the company, you begin to accrue vacation at a rate of 1.25 days per month, (15 days per year). All vacation earned in a prior calendar year must be used by the end of the current calendar year or it will be forfeited. For example:

An employee who started on September 1st, 2001 would accrue .42 days per month and as of Sept. 1st, 2002 he/she be eligible to take 5 days vacation. The days that were accrued in 2001 (.42 X 4 months or 1.68 days) would have to be taken by the end of 2002 (between Sept. 1st 2002 and Dec. 31st 2002), or they would be lost. Days accrued during 2002 would have to be taken by the end of 2003, etc.

All vacations must be requested in advance so that they can be scheduled and approved by the Component Manager. Under normal circumstances vacation requests will be handled on a first-come, first-serve basis.

You receive vacation pay based on your regular rate of pay and the hours per week you are regularly scheduled to work at the time vacation is taken. When an employee leaves the company, earned yet unused, accrued vacation is paid out, up to the maximum per policy in accordance with state law.

Leaves of Absence

ARAMARK recognizes that certain circumstances may require absence from work for medical, family or civic reasons.

At times, you may not be able to plan these absences to avoid conflict with work schedules. As a result, ARAMARK, in its discretion and in accordance with applicable laws, may grant leaves of absence as defined below.

During a leave of absence, no employee may engage in gainful employment of any type. Employees who violate this provision will be deemed to have voluntarily terminated their employment effective at the time that ARAMARK becomes aware of the violation. Employees do not continue to accrue vacation time while on a leave of absence.

Return to Work

An employee granted any type of leave of absence must return to work on the first work day following the expiration of his or her leave. If an employee fails to return to work on the first day following expiration of the leave, and a request for an extension has not been made to his or her Component Manager in writing or in person before the expiration date, the employee will be deemed to have voluntarily terminated his or her employment effective on the first day following the expiration of the leave.

Below is a summary of ARAMARK's leave of absence policies. If you have more detailed questions or are considering a leave of absence, you should contact your Component Manager.

Family and Medical Leave Act (FMLA)

An employee with at least 12 months of company service, who has worked 1250 hours or more in the past 12 months, may request up to 12 weeks of unpaid leave under our Family and Medical Leave Policy. Rights and job protection provided under the FMLA do not apply to leaves extending beyond the 12 weeks. Requests for FMLA leave may be made for the following reasons:

- The birth of a child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job; or
- A serious health condition affecting your spouse, parent or child for whom you are needed to provide care.

ARAMARK uses a rolling 12-month period that reviews the 12 months prior to the requested leave to ensure that the leave time has not already been used. If any FMLA leave has been granted in the past 12 months, only the remaining number of available weeks, up to a maximum total of 12, may be granted.

An employee returning from an FMLA leave for the employee's own serious health condition may be required to furnish a return to work certification from his or her health care provider. If the leave of absence is a certified medical leave, it will run concurrently with Family and Medical Leave, Worker's Compensation leave and any earned, yet unused vacation time.

To obtain a complete copy of ARAMARK's Family and Medical Leave Act Policy, please contact your Component Manager.

Unpaid Personal Leave of Absence

Employees who have completed one year of continuous service and who are scheduled to work at least 30 hours per week, may request an unpaid leave of absence if they are unable to work due to personal reasons, including family obligations and education, and only if they do not qualify for FMLA leave. Personal leaves are normally limited to a period of 30 days, upon written application from the employee and with prior management approval. Such leaves may be extended for additional 30-day periods, upon management approval, up to a maximum of one year.

The employee may continue personal and dependent medical coverage during a personal leave by paying the employer portion as well as the employee's portion of premiums for such coverage. The employee must pay in advance, on a monthly basis, the active employee rate. Failure to make timely payments may result in a discontinuance of coverage, which would resume upon return to work. A Continuation of Benefits Form must be completed two weeks prior to the commencement of your leave in order to continue health care coverage.

If a personal leave is approved, vacation time must be used first as part or all of that 30-day leave. Vacation time may not extend the leave beyond the 30-day period.

Military Leave

Employees are asked to give the Component Manager as much advance notice as possible if called for reserve training or military duty. ARAMARK will pay the difference between your reserve pay and your regular base wages (including overtime or other premium payments) for up to six months. A statement of your reserve earnings must be given to your Component Manager so that your pay may be calculated. The Military Leave policy is subject to revision by Aramark Food & Support Services Human Resources Department.

Bereavement Leave

Bereavement leave is intended to allow employees time off, with pay, to attend the wake and/or funeral of an immediate family member. The immediate family is defined as: parent, spouse, mother-in-law, father-in-law, child, grandparent, grandchild, legal guardian, sister or brother. Employees will receive one day for a funeral in close proximity to their home, and up to three days for a funeral that requires travel time. Maximum paid time off will not exceed three regularly scheduled workdays. Employees will receive pay equal to their regular pay (excluding overtime or other premium payments) for the days of their authorized absence.

When an employee receives notification of the death of an immediate family member, it is the responsibility of the employee to notify their Component Manager immediately. Such notice should contain the relationship of the deceased to the employee, the date, time and location of the funeral to be attended, the date and time the employee expects to return to work. Employees may be asked to furnish proof of their relationship to the deceased, as well as a letter noting the employee's attendance from the Funeral Director if requested.

Jury Duty

Employees must notify their Component Manager as soon as they are called for jury duty so that arrangements may be made to cover work assignments. Employees who are called for jury duty will be granted time off and will be paid the difference between jury duty earnings and regular base wages (excluding overtime or other premium payments). A copy of the jury duty summons and jury duty check stubs must be provided to your Component Manager immediately after returning from jury duty so your pay may be calculated.

GENERAL POLICIES**Personal Hygiene and Grooming**

In no other business are personal cleanliness and appearance as important as they are in food service. A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our clients, customers and the local health board rightly expect us to maintain strict standards of cleanliness. The following describes our minimum standards of appearance and personal hygiene.

- Bathe or shower daily; use an effective deodorant.
- Brush teeth frequently.
- Keep your hands away from your face and hair while on duty.
- Wash your hands before leaving restroom.
- Wash your hands with antiseptic soap immediately before handling or serving food.
- Cover cuts, rashes and minor skin eruptions.
- Do not chew gum or use toothpicks while on duty.
- Spitting is forbidden. It is not permitted in any area of a food service operation.
- Jewelry should be kept to a minimum. Management has discretion to ask you to remove excessive jewelry.
- Approved hair restraints are to be worn at all times. No loose hair.
- Nails must be short and neatly trimmed.
- Beards and mustaches are allowed; however, they must be trimmed, neat and clean. Beard nets are required in food prep and service areas.

Violation of any of these rules may be grounds for disciplinary action, up to and including termination.

Uniform Policy

It is very important that all employees present a professional appearance to our clients. An attractive uniform that is neat and clean is an important part of presenting an appropriate image in the workplace. The following policy reflects fair and consistent treatment for all employees.

- Upon receiving their uniforms, employees shall sign the "Uniform Record", keeping one copy for themselves. The other copy will be kept in their file.
- All employees are responsible for cleaning and maintaining their uniforms.
- Employees are responsible for uniforms that are lost, stolen, or damaged due to neglect.
- Employees are responsible for returning their uniforms (clean) prior to receiving their final paycheck.
- Replacement uniforms will be issued as needed.
- Sweaters, sweatshirts and jeans are not a part of the uniform.
- Safety regulations require that you wear, any safety footwear provided by the company at all times.
- Before clocking in, employees must have their complete uniform and hair restraints on.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

Telephone Use

ARAMARK's regular telephone lines are maintained and operated for company business and are not for personal calls, except in cases of emergency. Employees who need to make personal phone calls should use a public telephone during their scheduled break.

Employee Parking

Employees must park vehicles in designated areas where available. Do not park your car in the loading dock area, carports, along curbs marked "no parking" or areas marked with yellow lines. The blocking of driveways, fire exits, garbage bins, etc. is strictly prohibited and cars may be towed at the owner's expense.

BENEFITS

Insurance Programs

ARAMARK employees working 30 or more hours per week and 30 or more weeks per year are eligible to enroll in a variety of insurance benefits that are designed to provide protection for you and your family. Insurance coverage begins the first day of the month following 30 days of continuous active employment. For example, if you are hired July 15, you become benefits eligible on September 1.

Upon enrollment, you will receive insurance booklets and certificates of coverage, which provide additional details regarding any of the plans you select. Both the employee and ARAMARK share in the cost of the premiums. See your Component Manager for more detailed information.

Each employee should read the official plan documents for all relevant terms, conditions, rights and benefits. The official plan documents are solely determinative of your rights and responsibilities, and nothing ARAMARK or any ARAMARK employee says or does can alter those terms, conditions, rights or benefits. If you have questions about your benefits, please call 1-800-729-5432.

Please note, only those non-bargaining unit member employees are eligible to participate in ARAMARK's benefits. If you are a member of a bargaining unit, you should consult with your local union representative regarding any benefit plans which may be available to you.

COBRA

Federal laws permit an eligible employee to elect to continue medical and dental insurance coverage upon separation from the company, unless he/she has been terminated for gross misconduct. Similarly, these same laws allow an eligible employee's spouse or dependents to elect to continue insurance coverage in the event of death, divorce, separation, or other similar change of life status. In such cases, the individual electing coverage must pay the full

premium cost for insurance plus 2%. Employees are reminded to notify their Component Manager of any changes in status affecting one's spouse or dependents so that the Company may notify these persons of available insurance plans. For more information, contact Bob Bevilacqua, Benefits Department, ARAMARK Food and Support Services, (215) 238-3226.

Length of service

Length of service is the accumulated time worked plus certain qualifying non-working time, as specified below:

- Approved vacation and holiday time;
- An approved leave of absence, provided the employee returns to work on or before expiration of the approved leave, in accordance with the terms and conditions of the applicable leave of absence policy;
- Other non-working time recognized and approved by the Company such as jury duty, bereavement time, etc.

The accumulation of service ends at the time of termination.

Company Service Recognition

ARAMARK's Service Award Program is designed to recognize the continuous service of our employees. ARAMARK realizes the value your continuous service brings to the organization and wishes to honor our most dedicated employees.

"Company service" shall begin on the date of hire and also includes any period of time when an employee is on an authorized leave and vacation.

ARAMARK formally recognizes full-time employees for five, ten, fifteen, twenty, twenty-five and thirty consecutive years. On these anniversary dates you will be given a choice of awards from a catalog which is sent to your home.

U. S. Savings Bonds

ARAMARK employees are eligible to purchase U.S. Savings Bonds through the payroll deduction plan. Each time enough money has been saved to purchase a bond, the savings bond will be mailed to your home address of record. Enrollment Forms, authorizing these deductions, are available through your Component Manager.

SAFETY

Security

It is imperative for every employee of ARAMARK to understand the unique nature of our responsibility in the area of security. A condition of employment of all ARAMARK employees is to obtain and maintain a valid security clearance from the client. In order to obtain a valid security clearance from a client, you may be subjected to criminal background checks. By submitting an employment application to ARAMARK, and continuing to work with ARAMARK, you are deemed to have consented to such checks, and its use. If your security clearance is suspended, revoked or otherwise terminated, you are unable to perform your duties and as a result will be terminated from the Company. Remember that, if you violate the security policies or procedures of a correctional facility, you may be in violation of local, state or federal law. As a result, you may be subject to arrest and prosecution. One common reason for security clearances being pulled is fraternization with inmates. Additionally, these policies often prohibit bringing 'contraband' into the facility.

Be aware that you are working around inmates. In dealing with inmates be certain that you never use force on an inmate, that you do not swear or use vulgar or profane language around inmates or other workers, and that you avoid any and all forms of fraternization with inmates.

Violation of this policy is grounds for disciplinary action, up to and including termination.

Please note: some facilities require that employees be fingerprinted as part of the security clearance process. If you are working at one of these facilities, not submitting to fingerprinting will be considered as 'self-selecting' out of the hiring process, or if you are an existing ARAMARK employee, it will be considered a voluntary termination.

Safety Rules

Because we value you and your safety we ask that you share the responsibility for a safe work environment. Work safely, be alert, practice good housekeeping, remove potential hazards and follow all established safety regulations.

If you should have an accident or injury while working, no matter how small, report it to your Component Manager immediately. Failure to do so may result in disciplinary action, up to and including termination.

Safety is considered an integral and vital part of the successful performance of your job. It is every employee's responsibility to know and understand these general safety rules of our operation.

- Learn the right way to do your job. If you are not sure you thoroughly understand the job, ask your Component Manager for further instruction. Never use any machine until you are trained in its use.
- Practice safe lifting techniques.
- Remove greasy substances from your hands. Establish a good grip.
- When lifting from the floor, keep your arms and back as straight as possible, bend your knees and then lift with your leg muscles.
- When lifting from an elevation, such as a table or shelf, bring the object as close to your body as possible. Hug it to you. Keep your back straight and lift with your legs.
- Be sure you have good footing, then lift with a smooth even motion. Do not jerk your body while lifting a load.
- When the weight is too heavy or bulky for you to lift comfortably, get help. Remember that using your head saves your back.
- When storing materials on shelves, always place the heavier, bulkier material on the lower levels. Use a stepladder or step stool to obtain materials from storage. Never climb on boxes or storage racks.

If you spill it, wipe it up. If you drop it, pick it up. If you open it, close it.

When drawing hot water or coffee from an urn, turn the spigot slowly to avoid splashing.

- Use only dry cloths, towels, or potholders when handling hot pans and/or utensils.
- Remove hot container covers slowly so that steam may escape without scalding hands or face.
- While transporting heavy, hot containers get adequate assistance. Be sure the work area is clear of fellow workers and know where the container may be safely placed before lifting.
- Do not engage in horseplay. Do not run. Avoid distracting other employees.
- Use a broom and dustpan to sweep up pieces of glass - never pick up broken glass by hand.
- Pull out the electrical plug before adjusting or cleaning any machine. All appliances should be in the "off" position before being plugged in.
- Do not attempt to repair or adjust any electrical equipment. Report faulty equipment immediately to your supervisor.
- Do not overload bus carts or dish trays. Make sure you can see where you are going using extra care through doorways and around corners. Push all carts, do not pull them. Report any cart in poor condition to your Component Manager.
- Report all unsafe conditions, accidents, and injuries to your Component Manager immediately.
- Wet floors are a particular hazard. Avoid working or walking on a wet surface. Use "wet floor" signs as needed.

Safety videos should be viewed during your orientation period and reviewed periodically.

Violation of any of these safety rules may be grounds for disciplinary action, up to and including termination.

Emergencies

Since time is of the essence during an emergency, you should prepare yourself in advance by familiarizing yourself with your area's recommended evacuation routes and the area in which to meet your supervisor outside the building for a headcount. If you are away from your normal working area during an emergency, there are maps posted throughout the component which note the most appropriate exit routes from each area. If you have any questions regarding your safety at work, please ask your Component Manager.

Workplace Searches

ARAMARK respects each individual and we do not want to interfere with your private life or activities. In order to maintain safety and efficiency of business operations, and to comply with applicable security policies or procedures, we reserve the right to gain access to or limit employee use of company or client property or records and to monitor work activities as needed. This includes use of company or client property such as vehicles, desks, lockers, toolboxes, cabinets, telephones, computers or other similar items. The Company reserves the right to question employees and all other persons entering and leaving the client's premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the client's property. In addition, the Company reserves the right to search any employee's office, desk, files, locker, or any other area or article on the client's premises. In this regard, it should be noted that all offices, desks, files, lockers, etc., are the property of the Company or the client, and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the Company or the client.

Employees working in, entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property, alcohol, illegal drugs, or other contraband, or who are found to be in violation of ARAMARK's Substance Abuse or Security policies, will be subject to disciplinary action up to and including termination, as well as any applicable federal/state/local laws.

Hazard Communication

ARAMARK has established a hazard communication program for your safety. This program complies with OSHA requirements to provide information to employees about chemical hazards in the workplace. Our hazard communication program includes a safety orientation, information about safe working procedures and a reference file of Material Safety Data Sheets. Speak with your Component Manager if you have any questions.

Final Word

This handbook presents an overview of some of ARAMARK Correctional Services' Policies, procedures and work standards. These policies, procedures and work standards have been established to assist you in understanding your job responsibilities and to facilitate your orientation to ARAMARK and to Correctional Services.

This handbook is not intended to create contractual employment rights. In addition, changes may be made in ARAMARK's policies, procedures and/or work standards including those set forth herein, at any time, with the exception of the at-will policy, which can be changed only by written notification from the Vice President of Human Resources.

If you have any questions after reading through the handbook, be sure to see your Component Manager.

CONTACT INFORMATION

Component Manager:

Human Resources Director:

District Manager:

To report absence or tardiness call:

Acknowledgement of Receipt

I have received an employee handbook and will comply with the personnel policies and procedures at ARAMARK. I further understand that this information is not to be regarded as a contract. I acknowledge that this handbook does not guarantee my continued employment at ARAMARK and that my employment may be terminated at any time for any reason, with or without cause.

By signing this acknowledgment, I am verifying that I understand that this handbook supersedes any and all previous handbooks and that ARAMARK may make modifications to the contents of this handbook at any time. I am aware that any future amendments or changes to this handbook will always be available via the corporate Intranet. It is my responsibility to ensure I have knowledge of any changes.

I also understand that failure to abide by the standards of conduct and policies set forth in this handbook may result in disciplinary action up to and including termination.

Employee Name (printed)

Employee's Signature Date

Manager's Signature Date

The Manager by signing here, certifies that he or she has trained the above-signing employee in the policies, procedures and standards in the handbook, including without limitation, the policy against harassment.