



FOOD SERVICES

POLICY.

It is the Policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to follow dietary and professional food preparation guidelines by providing for the storage, preparation and service of meals under sanitary conditions.

PURPOSE.

This policy ensures all inmates lodged in the AJ receives nutritionally adequate and sanitary meals.

OREGON JAIL STANDARDS:

- F-201 Providing Food Services for Inmates
- F-202 Supervision of Food Service
- F-203 Inmate Meals
- F-204 Special Diets
- F-205 Serving Meals
- F-206 Outside Food Preparation
- F-207 Staff Supervision
- F-208 Accounting for Supplies and Utensils
- F-209 Sanitation and Health Code
- F-305 Store Inventory Management
- G-106 Contents of Health Records
- I-503 Religious Diets

REFERENCES:

- ORS 169.076, Standards for Local Correctional Facilities
- ORS 169.220, Care of County Prisoners
- ORS Chapter 624, Food Service Facilities
- Oregon Administrative Rules, Chapter 333, Division 150, Food Sanitation Rules

DEFINITIONS.

Legitimate Religion. A denomination or group subscribing to religious principles and/or beliefs recognized by a group of persons who share common ethical, moral or intellectual views.

Registered Dietician. A person registered by the State of Oregon as having training in the area of nutrition, and who has the ability to apply that information to the regulation of diet.

Special Diet. Diets directed by medical staff for medical reasons and diets necessary to accommodate prisoners' valid religious requirements.

PROCEDURES.

SECTION A: GENERAL FOOD SERVICES

- A-1.** The AJ will provide food services for inmates by contracting with a private institutional food service provider.
- A-2.** The food service provider will prepare and serve meals in a suitable and sanitary jail food service area (i.e. kitchen), consistent with health code requirements.
- A-3.** Food service provider staff will inspect each completed inmate food tray prior to stacking, paying particular attention to portion size and food appearance. Noted deficiencies will be immediately corrected.
- A-4.** The food service provider will employ an on-site Food Service Manager as part of the contract. The Food Service Manager will supervise all contracted food service employees (cooks) and provide expert administrative, dietetic, purchasing, equipment consulting and personnel advice. Jail lieutenants will monitor the contractor's performance.

SECTION B: NUTRITIONAL MEALS

- B-1.** All meals served to inmates will be nutritionally complete. A registered dietician will evaluate all meal menus before a menu may be implemented for use. Menus will be approved by the Corrections Captain or his designee.
- B-2.** All menus are to be based on the recommended dietary allowances of the National Academy of Sciences.
- B-3.** All menus are to be evaluated and updated on an annual basis for continued nutritional completeness. This review will be conducted by a registered dietician. The menu will be based on recommended dietary allowances of National Academy of Sciences or equivalent authority.
- B-4.** Deviation from the planned menu should be kept to a minimum without justification, and a reasonable equivalent used when possible.

SECTION C: SPECIAL DIETS

- C-1.** Medical or special diets for inmates must be provided upon medical authorization. Medical diets shall be prepared and served to inmates according to the orders of the

treating physician or dentist, or as directed by a responsible health authority official. Disciplinary diets will be approved by a corrections supervisor and after review of a nutritionist or dietitian to ensure it is adequate.

- C-2.** Medical diet prescriptions shall be specific and complete, and shall be documented in the inmate's medical record. Medical diet orders shall be submitted in writing to the Food Service Manager.
- C-3.** The Food Service Manager will have on file, one week menus for religious, medical and disciplinary diets.
- C-4.** Unless there is a dietary need, no inmate will receive more than one meal per meal service.
- C-5.** Inmates requesting special diets for religious reasons must make the request in writing. The request will be forwarded to a jail supervisor for approval.
- C-6.** If the request is approved, the request will be forwarded to the Food Service Manager and a copy will be placed in the inmate's medical file. If the request is denied, the jail supervisor will indicate the reason(s) for denial in writing and have a copy placed in the inmate's file. The inmate will receive the original request.
- C-7.** The Food Service Manager will instruct food service staff, who will prepare the special meal(s) in accordance with their policies and protocol.
- C-8.** Regular menu items will be utilized for religious diets unless specifically approved by a jail supervisor.
- C-9.** Jail supervisors reserve the right to use special disciplinary or control diets, such as nutra-loaf, finger foods, sack meals, etc. If these alternate food selections are used, they shall be evaluated by a Registered Dietician to ensure they are nutritionally adequate, pursuant to carefully controlled procedures.
- C-10.** A record of all special diets provided shall be maintained by the Food Service Manager. The Food Service Manager will document the inmate's name, booking number, location within the facility, type of diet (i.e. religious, medical, etc.), and all special instructions regarding the diet.

SECTION D: DCAJ MEAL SERVICE

- D-1.** Inmate meals will be provided three times per day, with no more than fourteen hours between each meal.
- D-2.** Barring exigent circumstances, inmates will be served at least one hot meal per day.

- D-3.** In the event hot meal service is delayed beyond 15 minutes, meals will be stored in warming carts and maintained at 180 degrees. Likewise, cold meal trays and sacks will be placed in coolers prior to food service.
- D-4.** Inmates will be allowed at least fifteen minutes of eating time per meal.
- D-5.** Inmate meals will be served in a sanitary manner in a dayroom or other dining area located away from the immediate proximity to inmate toilets. Inmates in lockdown units will be allowed to eat on their bunk and/or at the table within their cell.
- D-6.** All inmate workers will wear hairnets and disposable gloves when preparing and serving meal trays and food items.
- D-7.** Deputies supervising meal service in the AJ will count the inmate food trays prior to service. The deputies will inspect each inmate food tray during service. This includes all meals served in dormitories as well as lock-down units. Noted deficiencies will be immediately reported to food service staff, and a substitute tray (or missing item) provided.

SECTION E: STAFF SUPERVISION

- E-1.** To ensure proper quality, quantity and sanitation control, the Food Service Manager will closely monitor and supervise inmates acting as kitchen inmate workers.
- E-2.** The Food Service Manager, or his designee, will make daily health and safety inspections of all food handlers at the beginning of each shift to ensure:
 - a. The absence of apparent illness or infection.
 - b. Adherence to jail dress code and proper hygienic practices.
- E-3.** During meal service, corrections deputies will assume supervision responsibilities of the kitchen inmate workers.

SECTION F: ACCOUNTING FOR SUPPLIES AND UTENSILS

- F-1.** The Food Service Manager is responsible for strict accounting and control of all food supplies and kitchen tools to prevent inmates from putting them to improper use.

Example: Utensils (i.e. knives, ladles, spoons, forks, etc.) can be used, or modified, as weapons. Extra food can be sold by kitchen inmate workers to other inmates. Certain food supplies can be used to make illegal alcoholic beverages (i.e. yeast, sugar, bread, fruit, etc.), and other ingredients such as vanilla and nutmeg can be consumed for its content.

Deputies will conduct routine inspections of the kitchen for compliance.

- F-2.** No inmate, including inmate workers, will be given use of any kitchen knives. Knives in the kitchen will always be securely tethered to a fixed countertop prior to staff use.
- F-3.** All kitchen knives and edged utensils will be stored in the locked utensil storage box, located in the AJ kitchen staff office, when not in use. Food service staff will maintain a log that records removal of implements from this lock box.
- F-4.** At the beginning and end of each shift, food service staff will conduct an inventory of all knives, utensils and moveable equipment. Any discrepancy involving a missing tool or material will be reported to a shift supervisor immediately. A cursory effort to locate missing tools and/or materials will be initiated by the reporting staff immediately. Steps to locate missing tools and/or material may include locking down inmates and restricting movement. A detailed report of the incident will be submitted through the chain of command to the Corrections Captain.
- F-5.** The corrections deputy(s) supervising the serving of meals will ensure all eating utensils are accounted for before and after meal service.

SECTION G: FOOD ORDERING, STORAGE AND INVENTORY

- G-1.** The Food Service Manager, or his designee, is responsible for placing food orders as needed to ensure necessary supplies are maintained.
- G-2.** Perishable foods will be stored in a DCAJ kitchen cooler or freezer depending on anticipated use. All perishable foods will be maintained at a temperature of forty-five degrees or below while in storage. Frozen foods will be maintained in a frozen state and thawed immediately prior to using, in a manner that minimizes microbial growth.
- G-3.** Dry goods will be stored in the kitchen storeroom or DCAJ kitchen shelves depending on anticipated use. Dry goods will remain in their original containers until used.
- G-4.** Any food item that appears tainted or spoiled will not be used for meal preparation but instead will be disposed of.
- G-5.** The Food Service Manager is responsible for weekly inventory of all food items kept on hand.
- G-6.** Par-levels (emergency levels) of all dried goods will be maintained.
- G-7.** As food orders are received for storage, older items will be rotated to the front of the shelves for first use.
- G-8.** Leftover foods from meals will be dated and disposed of after three days.
- G-9.** Any discrepancies to the inventory will be reported immediately to an on-duty supervisor.

- G-10.** Administrative staff reviews the monthly food service provider invoice using the meal count report generated by Jail Management System (JMS) to ensure appropriate charges. The Food Service Manager is immediately notified of any discrepancies and corrections are made at that time. The Corrections Captain will authorize payment.

SECTION H: SANITATION

- H-1.** The Food Service Manager will ensure inmates are provided nutritionally adequate food that is prepared and served under conditions which do not present a threat to the health and well-being of inmates. Food that is not properly prepared and served may become contaminated with bacteria, some of which can result in serious illness.
- H-2.** The Food Service Manager will adopt and implement food service policies and procedures which ensure proper sanitation in the jail kitchen, in accordance with Oregon State food handling laws.
- H-3.** All food service workers, including kitchen inmate workers, will comply with the following hygienic requirements:
- a. Use appropriate preparation/meal service devices as designated by the Food Service Manager, i.e. tongs, gloves, ladles, etc.
 - b. Wash hands upon reporting to duty, after using toilet facilities, after picking up items from the floor, after handling garbage and after any other potentially unsanitary practice.
 - c. Wear plastic gloves while handling food and utensils.
 - d. Wear hair nets/caps.
- H-4.** All food service areas and equipment will be inspected daily by the Food Service Manager, or designee, to ensure that the functions associated with the kitchen are carried out under acceptable safe and sanitary conditions in compliance with established health and safety codes.
- H-5.** The kitchen will be cleaned after each meal. This cleaning will include the following:
- a. All floor areas.
 - b. All counters and stainless steel surfaces.
 - c. All grills and cooking surfaces.
 - d. All utensils and trays.
 - e. All food carts.
 - f. Storage areas and pantries shall be cleaned as needed or least once each week.

SECTION I: DISASTER PLAN FOR KITCHEN

- I-1.** The Food Service Manager will maintain an emergency plan to provide food service in case of emergency situations. This plan will provide for the uninterrupted provisions of food service during the emergency period. The Corrections Captain will permit reasonable variations in the service as a part of such a plan.

- I-2.** In the event of an emergency, cold meals that meet all nutritional requirements will be served on paper products.