

<b>DATE:</b>	<b>AUGUST 1, 2005</b>
<b>NUMBER:</b>	<b>K</b>
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**FOOD SERVICE**

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<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.1
<b>SUBJECT:</b>	PROVISION OF A NUTRITIONALLY ADEQUATE DIET
<b>RELATED SECTIONS:</b>	<a href="#">K.3</a> , <a href="#">K.5</a> , <a href="#">K.7</a> , K.8

**PURPOSE**

To establish guidelines for serving nutritionally adequate meals in all detention facilities.

**POLICY**

All inmates shall be provided a diet, which meets or exceeds Title 15 regulations.

**PROCEDURES**

- I. The Sheriff's Food Services manager shall compile a cyclical master menu. Each item on the menu is prepared from a written recipe kept on file in the Central Production Center (CPC) at the East Mesa Detention Complex.
- II. The Sheriff's Food Services dietitian shall annually review the cycle menu and recipes and determine its adequacy in meeting the recommended dietary allowances for each nutrient.
  - A. When deficiencies are found, the dietitian shall meet with the Sheriff's Food Services manager to revise the master menu.
  - B. Such revisions shall be included in the master menu and certified as meeting the requirements.
- III. Medically prescribed diets are described on the Special Diet plans, (as are allowed substitutes) on file in each detention facility kitchen. These diets shall be prescribed by a doctor and reviewed every thirty (30) days. A copy of the prescribed diet plans shall be kept on file in the detention facility kitchen and with the Medical Services Division.
- IV. Requests for religious diets will be processed according to DSB P&P Section K.8.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.3
<b>SUBJECT:</b>	QUARTERLY MENU EVALUATIONS
<b>RELATED SECTIONS:</b>	<a href="#">K.1</a> , <a href="#">K.5</a> , K.8

**PURPOSE**

To provide a method for reviewing menus to ensure adherence to nationally recommended daily servings.

**POLICY**

The Sheriff's Food Services Division (FSD) manager shall conduct quarterly menu evaluations to verify adherence to nationally recommended basic daily servings.

**PROCEDURES**

- I. Each detention facility FSD supervisor is responsible for retaining menus that reflect meals served, including any and all substitutions.
- II. On a quarterly basis, all menus are to be evaluated by the FSD manager. Any deviations from the master menu are to be verified by the FSD dietitian as adhering to the nationally recommended basic daily servings.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.4
<b>SUBJECT:</b>	FOOD SERVICE TOOL SECURITY
<b>RELATED SECTIONS:</b>	I.37

PURPOSE

To provide appropriate, secure storage and control of food service tools within all detention facilities.

POLICY

All food service tools shall be stored in locked cabinets in each detention kitchen. All food service tools will be returned to the secured storage after each use and cleaning.

PROCEDURE

- I. All kitchens shall store food service tools including knives, utensils and flatware in locked cabinets. These cabinets shall remain locked when not in use.
- II. Food Services Division (FSD) staff shall be responsible for returning tools to the locked cabinet after each use and cleaning. All food service tools shall be inventoried at periodical intervals during each work shift. The inventory shall be recorded on the Security Tool Inventory Sheet by the kitchen deputy and FSD staff in each kitchen to ensure proper control and accountability.
- III. FSD staff shall secure each knife placed in service with a tether and padlock the tether to each workstation. Each knife shall be cleaned and returned to the locked storage cabinet when not in use.
- IV. The facility watch commander shall be notified immediately of any missing kitchen tool or inventory discrepancy.
- V. Food service tools shall not be removed from the kitchen at any time.
- VI. FSD staff will only use department issued knives and culinary tools. Personal knives and culinary tools are prohibited in any detention facility.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.5
<b>SUBJECT:</b>	ADVANCED PREPARATION OF MENUS AND MEAL QUALITY
<b>RELATED SECTIONS:</b>	<a href="#">K.1</a> , <a href="#">K.3</a> , K.7

PURPOSE

To identify and provide advanced preparation of menus and meal quality.

POLICY

Menus used by the Food Services Division (FSD) shall be planned, dated, and available for review at least one (1) month in advance. A file of tested standardized recipes, adjusted to a yield appropriate for the size of the facility, shall be maintained on the premises of the Central Production Center (CPC) at the East Mesa Detention Complex.

PROCEDURE

I. ADVANCED PREPARATION OF MENUS

- A. At least a four (4) week master menu cycle shall be developed by the FSD manager. Menu selections shall be based on the Recommended Dietary Allowances of the Food and Nutrition Board of the National Research Council and CAC Title 15.
- B. Following the completion of the menu analysis by the FSD dietitian and approved by the FSD manager, the menu shall be posted and utilized by the FSD supervisors to prepare meals for a designated period of time. Any substitutions made in the preparation of meals shall be noted on the meal preparation worksheet and menu and shall be of equal nutritional value.
- C. A file of tested and standardized recipes shall be maintained in the CPC.

II. MEAL QUALITY

The FSD manager shall:

- A. Incorporate into the four (4) week cycle master menu meals that are flavorful, palatable, and appealing in appearance.
- B. The FSD dietitian shall provide a complete menu analysis whenever the menu is reviewed for nutritional certification.
- C. It is the responsibility of the FSD supervisor or designee at each detention facility to review the quality of each meal prepared for service, and to remove any items that fail to meet flavor, palatability, or appearance of FSD standards.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.7
<b>SUBJECT:</b>	MEDICALLY PRESCRIBED DIETS
<b>RELATED SECTIONS:</b>	<a href="#">K.1</a> , M.2

PURPOSE

To provide medically prescribed diets.

POLICY

Medically prescribed diets for inmates shall be provided as prescribed by a physician's written orders.

PROCEDURE

- I. The medical diets shall be prescribed by a facility physician and authorized by the Medical Services Division. The Sheriff's Food Services Division (FSD) dietician shall periodically review all prescribed medical diet orders to ensure compliance with dietary requirements.
- II. Medically prescribed diets, and allowable substitutes, are described on the medical diet menu on file in each detention facility kitchen.
- III. FSD staff shall retrieve and utilize the Diet List Report from JIMS daily, as needed.
- IV. FSD staff shall ensure the preparation of medical diets is in compliance with the written medical diet menus.
- V. It is the responsibility of the FSD supervisor, or designee, at each facility to review the medical diet trays for compliance with the medical diet menu prior to the delivery of each meal.
- VI. The FSD supervisor shall ensure that all medical diet tray labels (if utilized) shall be in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) (Public Law 104-191; 45 CFR 160 et seq.) Confidentiality in Medical Information Act California Civil Code S 56 et seq.) to ensure patient privacy. The tray labels shall only contain the inmate's name, housing unit, and booking number.
- VII. Sworn staff shall verify each medically prescribed diet is present on the meal delivery cart before leaving the kitchen. In facilities that do not have a sworn staff in the kitchen, the verification rests on the housing deputy.
- VIII. Whenever medical diets are transported to a separate dining area, the diets shall be signed for by the receiving agent to ensure the diets are given to the proper individual and treated as a medical prescription.
- IX. FSD staff will provide a form for each module containing medically prescribed diets. The form shall be signed by the sworn staff member receiving the diets and returned to the kitchen at the end of the meal for records retention.

<b>DATE:</b>	OCTOBER 4, 2013
<b>NUMBER:</b>	K.8
<b>SUBJECT:</b>	RELIGIOUS DIETS
<b>RELATED SECTIONS:</b>	

## PURPOSE

To provide a guideline and procedure for the Chaplain Coordinator in order to approve or deny an inmate request for a religious diet while in custody.

## POLICY

The religious diet arrangements are provided by the Sheriff's Department for inmates of the Jewish faith, Muslim faith and/or any proclaimed faith that require special meals. Medical diets shall take precedence over religious diets.

## PROCEDURES

### I. RELIGIOUS DIET REQUESTS

After receiving an inmate request for a religious diet, the Correctional Counselor will forward the inmate's religious diet request to Food Services for confirmation that the inmate is not currently on a medical diet. Food Services will forward their findings back to the Correctional Counselor. If the inmate is on a medical diet, the request will be denied because medical diets take precedence over religious diets. The Correctional Counselor will provide the inmate with a copy of the religious diet request notating the request was denied based on the fact the inmate is on a medical diet. The original religious diet request will be filed in the inmate's custody record.

1. The Correctional Counselor will then forward the inmate's religious diet request to the Chaplain Coordinator so that he/she can conduct his/her interview with the inmate.
2. The Chaplain Coordinator will interview the inmate using the Religious Diet Questionnaire, Section A (Form J-130).
3. The Chaplain Coordinator will print the inmate's last three commissary orders. The Chaplain Coordinator will annotate whether the items purchased are consistent or inconsistent with the professed religious dietary needs of the inmate. For example, for an inmate claiming to be Jewish and requesting a Kosher diet, the Chaplain Coordinator's notations should note as follows:
  - Reese's Peanut Butter Cup: Kosher
  - Cheddar Cheese Spread: Non-Kosher
  - Pork Skins, Cracklins: Non-Kosher
  - Cup O' Noodles with Shrimp: Non-Kosher

If the Chaplain Coordinator reviews the inmate's commissary purchases and sees that the inmate has purchased any products that are inconsistent with the professed religious dietary needs, the Chaplain Coordinator will document their findings on form J-130.



4. If the religious diet request is approved, the Chaplain Coordinator will meet with the inmate and discuss their findings. The Chaplain Coordinator will review the Religious Diet Program Agreement (J-130A) with the inmate and have them sign the form. If the religious diet is denied, the inmate will receive a copy of the J-130 form indicating the request was denied. The original religious diet request will be filed in the inmate's custody record.
5. The Chaplain Coordinator will provide inmates who are approved to receive a religious diet with the following: a copy of J-130A, a list of past commissary order(s), and a copy of the current approved Jewish Kosher or Halal items available for purchase through the commissary.
6. Approved religious diet requests shall be routed to: Classification (DSB P&P R.3 *Inmate Classification Code – Descriptor Definitions*) and Food Services Administration.

The original copy of the J-130 and J-130A forms will be retained in the inmate's custody record. Inmates found in violation of the Religious Diet Program Agreement will be subject to removal from receiving a religious diet meal. The specific reason for removal from a religious diet will be documented in an Inmate Status Report (ISR) and linked to the inmate in the Jail Information Management System (JIMS).

7. Upon receiving a copy of the J-130 or a notification from the Chaplain Coordinator, the Jail Population Management Unit (JPMU) will be responsible for adding the religious diet code under "Special Conditions" section in the inmate's classification navigator in JIMS.

## II. WARNING OF NON-COMPLIANCE WITH RELIGIOUS DIET PROGRAM AND REMOVAL FROM THE PROGRAM

- A. As outlined in J-130A, inmates will receive one (1) written warning if they are in violation of the Religious Diet Program Agreement. The Warning of Non-Compliance with Religious Diet Program (Form J-130B) may be filled out by any staff member (sworn or chaplain) and forwarded to the Chaplain Coordinator. The Chaplain Coordinator will be responsible for reviewing the documented information regarding the violation, researching if prior violations have been documented and interviewing the inmate. The Chaplain Coordinator will document his/her findings and provide the inmate with the written notice of the violation (copy of J-130B).
- B. Inmates found in violation of the Religious Diet Program a second time within (6) months from the date of the first violation will be subject to removal from the religious diet program. The Chaplain Coordinator will be responsible for completing the Notice of Removal from Religious Diet Program (Form J-130C) and notifying JPMU of the decision to remove the inmate from the religious diet program. The original J-130C will be filed in the inmate's custody record file and copies will be forwarded as listed on the distribution list on the form.
  1. JPMU will be responsible for removing the religious diet designator in JIMS "Special Conditions". In addition, JPMU will add an entry into the inmate's history documenting the specific reason for removal from a religious diet and the chaplain's name that made the decision.

### III. ISLAMIC DIET REQUESTS

- A. Islamic inmates who wish to observe Ramadan must first sign an acknowledgement (Form J-131) indicating that they are aware of the restrictions relative to the time of day that their meals will be served. Copies of the acknowledgment shall be maintained in a file clearly marked with the inmate's name and booking number. Counseling personnel shall be notified of the inmate's intention to observe (or not observe) Ramadan.
- B. A request determined to be invalid shall also be routed to:
  - 1. Counseling (with documentation supporting the denial)
  - 2. Classification (with documentation supporting the denial)
  - 3. Food Services (with documentation supporting the denial)
  - 4. A copy to the inmate (do not provide inmate with a copy of the Kosher Diet Questionnaire).
- C. A request whose validity is not able to be determined through use of the Kosher Diet Questionnaire shall be routed to one of the Detention Services Bureau Rabbis via the Chaplain Coordinators Office, (619) 258-3202
- D. Their findings shall be in writing and shall be final.

### IV. RELIGIOUS DIET CONTENT

- A. The person responsible for determining the content and presentation of all religious diets is the Sheriff's Food Service Manager (per C.C.R. Title 15).
- B. Kosher diets are purchased through a vendor, pre-packaged and prepared. All meals conform to kosher standards for content, preparation and presentation.
- C. In the interest of efficiency, religious diets may not be available at every facility. Approval of a religious diet request may require the inmate's reassignment to another facility.

### V. REMOVAL FROM RELIGIOUS DIET

- A. Inmates approved for religious diets shall remain on the requested diet until they request removal or violate the requirements of the religious diet. A violation of the requirements of the religious diet may be demonstrated by consumption of foods in conflict with their religious beliefs. Violations may result in removal from the diet program.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.11
<b>SUBJECT:</b>	COMPLIANCE WITH HEALTH LAWS
<b>RELATED SECTIONS:</b>	S.1

**PURPOSE**

To ensure high standards of facility cleanliness and personal hygiene are maintained in food services operations.

**POLICY**

All Food Service Division (FSD) personnel shall comply with all applicable, federal, state, and local health laws.

**PROCEDURE**

**I. EXAMINATIONS**

- A. All FSD personnel shall have pre-employment medical examinations.
- B. All FSD personnel shall obtain and maintain a valid Food Handler Card issued by the County of San Diego Health Department or obtain and maintain a valid SERVSAFE Food Safety Managers Certification issued by the National Restaurant Association Education Foundation.
- C. Inmate workers assigned to food handling will be medically screened by the detention facility medical staff prior to assuming such duties. The screening shall include a history of recent exposure to communicable disease, venereal disease, TB, hepatitis, and skin infections.
- D. Inmate workers assigned to food handling shall also receive basic sanitation training conducted by the FSD to ensure compliance with all health laws.
- E. All FSD personnel shall maintain a high standard of personal hygiene.

**II. SANITATION**

The following standards shall be maintained:

- A. Washing of hands before handling food.
- B. Wearing of hair restraints.
- C. Wearing of disposable gloves when touching food.
- D. Wearing of clean, white, washable garments (change daily).

- E. Handling of food, while possessing open cuts or sores is prohibited.
- F. Personnel having communicable diseases are prohibited from entering, or working in, the kitchen.

### III. FOOD SERVICE DIVISION SUPERVISOR

- A. The FSD supervisor shall correct any health standard deficiencies.
- B. The FSD supervisor or designee, at each facility shall inspect all food service personnel daily for cleanliness, illness or infection.
- C. The FSD manager or designee shall periodically conduct in-service training sessions for kitchen staff and inmate workers in the areas of personal hygiene and sanitation.

### IV. INSPECTIONS

- A. All FSD areas in each facility shall be inspected monthly by the Assistant Chief of FSD and designated security personnel, (usually a sergeant or lieutenant) to ensure compliance with health and security requirements.
- B. FSD areas in each facility shall be inspected annually by the San Diego County Health Department to ensure compliance with all health regulations.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.15
<b>SUBJECT:</b>	SERVING TIMES AND DISTRIBUTION OF MEALS
<b>RELATED SECTIONS:</b>	K.27

PURPOSE

To establish guidelines for the timely serving of inmate meals.

POLICY

The Food Service Division (FSD) staff will serve meals three times in any 24 hour period with a maximum of 14 hours between the evening meal and the breakfast meal. At least one of these meals shall include hot food. The use of the special disciplinary isolation diet shall constitute an exception to the three-meal-a-day standard.

PROCEDURE

- I. FSD staff will provide three nutritionally adequate meals to all inmates of the facilities at the times designated.
- II. Each facility will establish meal schedules according to their physical plant requirements and staffing.
- III. Each facility shall make one sample tray containing each menu item for that meal and retain the sample tray under refrigeration for a period of 72 hours after that meal has been served. The sample tray shall be discarded after the 72 hour period.

<b>DATE:</b>	MAY 6, 2016
<b>NUMBER:</b>	K.16
<b>SUBJECT:</b>	STAFF MEAL SERVICE AND MEAL COUNT RECORDS
<b>RELATED SECTIONS:</b>	K.19, K.20

**PURPOSE**

To provide for accurate accounting of food requirements and expenditures, it is necessary to account for all staff and guest meals.

**POLICY**

All staff and guest meals shall be provided and accounted for by Food Services Division (FSD) staff and served in the staff dining room according to procedures set forth in this section.

**PROCEDURE**

**I. STAFF MENU**

The FSD manager shall prepare a staff menu generally paralleling the inmate menu. The FSD dietitian shall analyze the menu for nutritional quality. A well-balanced variety of daily menus shall be provided.

- A. No substitution of staff menus shall be made without the prior knowledge and approval of the FSD manager.
- B. Each meal shall include a fruit bar, bread or rolls, dessert, coffee, tea, milk and fruit drink, which each person shall serve themselves. In addition to the listed items, a salad bar will also be included during lunch service.
- C. At the completion of each staff meal, all food and beverages, except coffee, tea and fruit drinks, shall be removed from the dining room.

**II. MEALS SERVED TO STAFF AND GUESTS**

- A. Consistent with the Memorandum of Agreement, all staff working an 8 or 8½ hour shift shall be entitled to one full meal during their work shift. Staff, who work a 12½ hour shift, though not addressed in the M.O.A., shall be provided two staff meals. For staff working the night shift, the second meal shall be a cold lunch meal.
- B. Prior to obtaining any meal, staff and guests shall be required to sign the meal signature sheet. The meal signature sheet shall be maintained by the FSD supervisor and shall be reported monthly to the FSD manager.
  - 1. Guest meals must be pre-approved by the watch commander and such permission must follow current County and Department regulations and guidelines.

2. The guest or staff member meals shall be eaten in the staff dining room. No food shall be taken from the dining room for consumption at duty stations or other areas within the facility, without the permission of the watch commander. Permission shall be given in emergency situations only. In such cases, the watch commander shall notify the on duty FSD supervisor.

### III. MONTHLY MEAL COUNT SHEET

- A. The monthly meal count sheet includes the number of breakfasts, lunches, and dinners served to inmates. Inmate meal counts are to be actual counts of meals served to inmates via tray system or bulk feeding.
- B. The monthly meal count sheet also includes the number of breakfasts, lunches, and dinners served to staff/guests. Counts of staff/guest meals served are taken directly from the meal signature sheet and/or the number of meals actually served to the staff.
- C. The monthly meal count sheet includes the combined total number of inmate meals and staff/guest meals served.
- D. The FSD supervisor will maintain monthly meal count sheets at each detention facility.

<b>DATE:</b>	JULY 1, 2007
<b>NUMBER:</b>	K. 19
<b>SUBJECT:</b>	FOOD CONTROL
<b>RELATED SECTIONS:</b>	CAC TITLE 15, SEC. 1245

PURPOSE

To provide adequate food expenditure controls.

POLICY

Food Service Supervisors shall provide adequate controls on the foods in each facility and immediately report any theft, diversions, or misappropriations.

PROCEDURES

- I. Written recipes, on file in the Central Production Center at East Mesa Detention Complex, shall be followed.
- II. No waste products such as bones, scraps or non-usable leftovers shall be removed from the facility except by contract waste disposal services or contract food scrap customers. The Food Service Supervisor shall closely monitor trash and garbage removal and periodically examine receptacles outside of the facility to guard against the smuggling of usable food items out of the facility.
- III. Theft, diversion or misappropriation of foodstuffs or equipment by any employee, or inmate, shall be immediately reported to the Facility Commander and to the Sheriff's Food Services Manager.
- IV. Food Service Supervisors shall be continuously alert for problems that may result in loss, such as over-stocked items, inadequate storage, outdated materials, insect infestations, or contaminated materials in newly received shipments, etc. Whenever possible, obtain reimbursement from the vendors involved. Specific instances of large loss shall be reported to the Sheriff's Food Services Manager.
- V. All Food Service Supervisors shall actively discourage waste by exercising close supervision and applying needed discipline. Specific instances of waste resulting in a large loss shall be immediately reported to the Sheriff's Food Services Manager.



<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.20
<b>SUBJECT:</b>	INMATE WORKER MEALS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To authorize the use of extra portions of food for inmate workers.

**POLICY**

Inmate workers shall be provided with an extra entrée pack of food at the evening meal only.

**PROCEDURE**

- I. Prior to the evening meal, the housing unit deputy shall identify the number of housing unit inmate workers, up to four per unit, who normally assist with housing unit work. This count shall be telephoned to the kitchen one-half to one hour before the scheduled inmate serving time.
- II. Upon receiving the meal count, the Food Services Division (FSD) supervisor or designee shall direct and supervise the portioning of inmate meals accordingly. For each housing unit, the designated number of inmate worker trays shall be prepared last, and shall include a double portion of the entree. Inmate worker trays shall be placed on the cart and identified as inmate worker trays. All inmate worker trays shall remain on the food carts until all inmates have been served. Inmate workers shall not remove any food from other trays. Excess perishable foods may be distributed for consumption to the inmates in a manner determined by the housing unit deputy.
- III. Inmate workers, who take their evening meals in the inmate worker housing unit, or other designated area, shall also receive one tray of food consisting of one double portion of the entree. Food not consumed at mealtime shall be returned to the kitchen. No food shall be stored in housing units and no food shall be carried to the inmate workers' duty station.
- IV. At facilities that serve bulk food from a serving line, inmate workers shall be served in the manner described in "II" above.
- V. Only kitchen inmate workers shall be fed in the kitchen. The FSD supervisor shall determine these meals. This shall occur at all meals while the kitchen inmate workers are working in the kitchen.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.21
<b>SUBJECT:</b>	FOOD EXPENDITURE COST
<b>RELATED SECTIONS:</b>	K.19

**PURPOSE**

To provide a cost accounting system designed to determine the cost of food service.

**POLICY**

The Food Services Division (FSD) shall use a food expenditure cost-accounting system designed to determine the cost of each meal.

**PROCEDURE**

- I. An inventory of all food items shall be conducted at the end of September, December, March and June (quarterly).
- II. The inventory is received from the Central Production Center (CPC), the seven detention facilities, and the four Probation Department FSD facilities and consolidated into one master inventory.
- III. The “Quarterly Summary Report” is completed by the senior account clerk utilizing information from the monthly meal reports, inventory forms, and reconciliation of food purchases. Meals served, food cost, and cost per meal are summarized in the Quarterly Summary Report for the Sheriff and any contract departments.
- IV. The Quarterly Summary Report is approved by the FSD manager and is distributed to the Detention Services Bureau analyst III. The report is kept for five years at the CPC.

<b>DATE:</b>	APRIL 1, 2009
<b>NUMBER:</b>	K.22
<b>SUBJECT:</b>	PROVISION OF EXTRA FOOD FOR INMATES
<b>RELATED SECTIONS:</b>	

## PURPOSE

To provide adequate food expenditure controls and account for extra food prepared for inmates outside of regular meals.

## POLICY

The Sheriff's Food Services Division shall provide all extra food and beverages to be consumed by inmates, except items procured through the commissary stores or commercial vendor.

## PROCEDURE

### I. INMATE FOOD DISTRIBUTION

Extra food outside of regular meals including, but not limited to, special events/occasions and emergencies shall be provided by the Sheriff's Food Services Division or procured from a commercial vendor with the Facility Commander's approval.

### II. INMATE FOOD REQUEST

- A. Staff shall request extra food for events/occasions at least 14 days prior to the upcoming event or occasion. Examples of acceptable events include:
  - 1. Graduation ceremonies
  - 2. Award ceremonies
  - 3. Holiday celebrations
- B. Requests shall be submitted to the facility Food Services Supervisors via the Facility Commander or his/her designee for approval. The request shall include the type of event, number of people expected to attend, desired items, date and time of event, and contact person and phone number.
- C. Only food and beverages normally provided by the Sheriff's Food Services Division for regular meal service may be requested.
- D. Each facility Food Services Supervisor shall complete a catering sheet, (Standard Food Services Form # 13) and attach a copy of the authorized request, and submit it monthly to the Accounting Technician at the East Mesa Central Production Center.

<b>DATE:</b>	AUGUST 31, 2016
<b>NUMBER:</b>	K.23
<b>SUBJECT:</b>	MONTHLY INSPECTIONS OF FOOD SERVICE AREAS
<b>RELATED SECTIONS:</b>	K.11

PURPOSE

To ensure proper storage of food and kitchen supplies.

POLICY

Each Detention Facility shall conduct monthly inspections of food service areas to ensure adequate storage facilities for all food.

PROCEDURE

I. STORAGE

- A. The Food Services Division (FSD) supervisor at each facility will ensure proper storage of all foods and ensure proper temperatures are maintained. Thermometers will be placed in each storage area and shall be checked daily. All temperature readings will be recorded by the FSD supervisor or his/her designee.
- B. Canned goods and grain products will be stored in a cool, dry area free from contamination. These goods will be stored on shelves, or pallets, at least six inches from the floor.
- C. Highly perishable foods (e.g., meat, fresh fruits, vegetables, poultry and eggs) will be kept under refrigeration at a temperature of 33-35 degrees.
- D. Milk will be kept under refrigeration at a temperature of 32-36 degrees.
- E. Frozen foods will be kept at a constant temperature of 0 degrees.
- F. Stock will be rotated regularly to prevent spoilage of canned and dry goods.
- G. All cleaning chemicals, solutions and sprays will be appropriately labeled and kept in an area separate from food storage areas. All chemical items shall be stored in a spill proof container or on a spill pallet to prevent spillage. A Safety Data Sheet (SDS) for each item shall be kept on file in each kitchen for reference. A spill kit, to contain potential spills, will be stored in each kitchen.
- H. Any items that can be used to manufacture illegal products (e.g., yeast, vanilla, nutmeg) will be locked in the supply storage area. The keys to this area will be issued to the FSD supervisor and available to senior cooks and cooks only. All food storage areas will be locked when not in use.

## II. INSPECTIONS

- A. The FSD assistant chief will conduct a monthly inspection of the food service areas in each facility. All deficiencies within the area are to be noted and corrected or repaired.
- B. Annual inspections are conducted by the San Diego County Health Department, with noted violations to be corrected within 14 days.
- C. The FSD supervisor will ensure a high standard of cleanliness is maintained in all food service areas by conducting daily inspections.

<b>DATE:</b>	APRIL 1, 2009
<b>NUMBER:</b>	K.24
<b>SUBJECT:</b>	CATERING REQUEST FOR DEPARTMENT SPECIAL FUNCTIONS
<b>RELATED SECTIONS:</b>	

## PURPOSE

To provide adequate food expenditure controls and account for food prepared for department special functions and catered events.

## POLICY

The Sheriff's Food Services Division when requested can prepare and provide food and beverages for Department sponsored events.

## PROCEDURE

### I. PROVIDING FOOD FOR SHERIFF'S DEPARTMENT SPECIAL FUNCTIONS

- A. Each Unit Commander or designee will submit a signed request to the East Mesa Central Production Center via FAX (619-661-2648) or email to the Sheriff's Food Service Manager or the Assistant Chief, Sheriff's Food Services at the Central Production Center. The Catering Request forms are located on the Shared V:/Drive.
- B. Requests should be received at least 14 working days prior to the desired pick up date (excluding emergencies).
- C. The request will include:
  - 1. Event
  - 2. Date and Time
  - 3. Number of people to be served
  - 4. Type of food requested
  - 5. Contact person's name, phone number
  - 6. Pick up date(s), time and place
  - 7. Applicable POETA information for accountability and reimbursement.
- D. The Central Production Center Manager will complete and fill each catering order when approved, attach the request, and submit both documents monthly to the Accounting Technician at the East Mesa Central Production Center.

<b>DATE:</b>	APRIL 1, 2009
<b>NUMBER:</b>	K.25
<b>SUBJECT:</b>	SAFETY AND PROTECTION STANDARDS
<b>RELATED SECTIONS:</b>	K.11, CALIFORNIA RETAIL FOOD CODE

**PURPOSE**

To ensure safe working habits and safe operation of kitchen equipment are met.

**POLICY**

All Sheriff's Department Kitchens and equipment, shall meet established standards of safety and protection as set by State, County and City codes.

**PROCEDURE**

- I. The Food Service Supervisor at each facility is responsible for establishing and conducting viable training programs for all kitchen personnel to ensure their knowledge of safe working habits and the safe operation of equipment. The Food Service Supervisor at each facility is also responsible for proper and safe food handling and meal preparation.
  
- II. The Senior Cook or Cook at each facility is responsible for training and instructing all inmate workers on his/her shift. This training is to include topics on food service sanitation, safe food handling, safe working habits and methods for operating and cleaning all equipment.

DATE:	FEBRUARY 17, 2002
NUMBER:	K.27
SUBJECT:	SPECIAL DISCIPLINARY ISOLATION DIET
RELATED SECTIONS:	K.15

**PURPOSE**

To meet legal, medical and department guidelines in the use of the disciplinary isolation diet.

**POLICY**

A special disciplinary isolation diet may be used as discipline for major violations of inmate rules and regulations or law violations.

**PROCEDURE**

- I. A disciplinary diet may be served after medical staff confirms that the inmate is not currently receiving a prescribed therapeutic diet, and with the written approval of the Facility Commander. This diet may not be served for longer than 72 hours without the Facility Commander's and Physicians review.
  - A. Food Services will prepare and serve the special disciplinary diet upon receipt of a completed and signed form J-6.
- II. A special disciplinary isolation diet, which is nutritionally balanced, may be served to an inmate. Such a diet shall be served twice in each 24-hour period and shall consist of one-half loaf of the meatloaf described in TITLE 15, GUIDELINES TO THE MINIMUM STANDARDS FOR ADULT LOCAL DETENTION FACILITIES (or other equally nutritious diet). Also, two slices of whole wheat bread and at least one quart of drinking water (if the cell does not have a water supply). The use of this special diet shall constitute an exception to the three-meal-a-day standard. (See K.15).
- III. When a Facility Commander wishes to provide an alternate disciplinary diet, a qualified nutritionist shall evaluate such a diet. It may then be submitted to the Board of Corrections for approval.
- IV. The Board of Corrections states food should not be withheld from an inmate, or used as a factor in discipline, except in the most extraordinary circumstances. Title 15, section 1083 (g): The disciplinary isolation diet in Section 1247 of these regulations shall only be utilized for major violations of institutional rules.
- V. Staff members requesting that an inmate be placed on a disciplinary diet will prepare form J-6. The J-6 will be routed with a Rule Violation Report as follows:
  - A. Disciplinary Review Officer/Watch Commander
  - B. Medical Staff (for confirmation that the inmate is not currently on a therapeutic diet)



- C. Facility Commander (for final approval)
- VI. Food Services will prepare and serve the Special Disciplinary Isolation Diet upon receipt of a completed and signed form J-6 (copy).
- VII. Special diet ingredients and preparation instructions are contained in Section 1247 of the California code of Regulations.

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.29
<b>SUBJECT:</b>	DRESS AND GROOMING REQUIREMENTS FOR FOOD SERVICES DIVISION EMPLOYEES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide guidelines for standardized dress and grooming requirements for the Sheriff's Food Services Division (FSD).

**POLICY**

Contemporary standards of good taste, grooming, and decorum are expected to prevail throughout the FSD.

**PROCEDURE**

- I. All FSD personnel shall be physically clean, wear clean garments, and shall adhere to reasonable standards of personal hygiene.
- II. All FSD senior cooks, cooks, and food service workers working in areas where food is prepared, cooked, baked, served, and/or where dishes and utensils are washed, are required to wear black trousers and white short sleeved shirts with the Sheriff's detention patch centered and sewn over the left breast pocket. All shirts and blouses shall remain tucked in while on duty. Additionally, the (optional) approved black jacket may be worn while on duty. White aprons will be provided, but are optional for wear. Any other safety related clothing required for specific operations will be provided.
- III. FSD supervisors, senior cooks, cooks, and food service workers shall wear the issued black ball caps. FSD supervisors shall be required to wear casual business attire and the issued white smock while on duty. Additionally, the (optional) approved black jacket may be worn while on duty.
- IV. FSD personnel whose hair touches or extends below the collar shall confine their hair with a hair net. This net shall be in addition to wearing the required black ball cap.  
  
Exception: FSD manager, assistant chiefs, and clerical staff.
- V. FSD personnel may not wear beards of any kind. Neatly trimmed mustaches are permitted provided they extend no further than the smile crease line, not more than one-quarter inch below the corner of the mouth and not below the upper lip line.
- VI. All FSD personnel shall be required to wear black safety shoes or hard toed shoes with non-slip soles. Open-toed, open-heeled, or high-heeled shoes and non-safety sneakers are not permitted.

Exception: FSD manager, assistant chiefs, and clerical staff.

- VII. FSD personnel who work in areas where food is prepared, cooked, baked, served and handled, and/or where dishes or utensils are washed shall keep their fingernails clean, trimmed and not polished. Personnel working in these areas shall not wear jewelry.

Exception: Wedding bands, post or stud earrings with safety clips that do not hang below the ear lobe. Watches may only be worn by the FSD manager, assistant chiefs, food service supervisors, delivery vehicle drivers, and clerical staff.

VIII. Required uniform items:

- A. Black industrial trousers: straight leg, color black, 65% polyester/35% cotton twill with front and back pockets along with reinforced stress points that stand up to frequent washing. (The recommended brand names; Dickies, Red Kap, or any other brand as long as they meet specifications).
- B. White short sleeve cook shirt with pocket: 65% polyester/35% cotton twill, lined collar, left front pocket, square bottom, short sleeve optional button down or metal snaps with the Sheriff's detention patch centered and sewn above the left breast pocket.
- C. T-shirt: white crewneck cotton polyester.
- D. Socks: black or white cotton/polyester.
- E. Plain black belt.
- F. Black hard-toed, non-slip safety shoes. A safety shoe reimbursement is available per MOA.

IX. Issued uniform items:

- A. Detention patches.
- B. Black ball caps.
- C. Smocks.
- D. Apron.

X. Optional uniform items:

- A. Approved black jacket.
- B. Frock Liner – Freezer jacket (optional): CPC will maintain 5 in house. Employees may purchase their own approved frock liner.