

	State of Alaska Department of Corrections Policies and Procedures		Index #: 805.01	Page 1 of 6	
			Effective: 5-15-16	Reviewed: 4/2016	
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	Chapter:	Food Service			
Subject:	Food Service Standards				

I. Authority

In accordance with AS 44.28.030, AS 33.30.021 and 22 AAC 05.155, the Department of Corrections will establish and maintain a manual of policies and procedures to interpret and implement the statutory and regulatory duties of the department.

II. References

Statute:

AS: 33.30.011

III. Purpose

The purpose of this policy is to establish procedures for the planning, preparation and serving of nutritionally balanced meals at institutions of the Department utilizing a standard rotating six-week menu in all facilities serving meals.

IV. Application

To all employees.

V. Definitions

A. Religious Diet:

A prescribed allowance or selection of food for consumption with reference to a particular recognized religious belief.

B. Special Meals:

Meals or food prepared for occasions or holidays which may accommodate a cultural preference.

C. Therapeutic Diet:

Special Meals or foods prescribed by a physician, dentist or other medical staff as part of a patient's treatment.

D. Vegetarian Diet:

Meals prepared from vegetable sources or a combination of plant food, eggs and dairy products exclusive of meat.

E. Heart-healthy:

Foods which are low in fats and sodium and therefore healthy to the circulatory system.

VI. Policy

A. The Department shall provide prisoners with nutritious, well-balanced and heart-healthy meals served under proper sanitary conditions. A registered nutritionist or dietician shall review all menus to ensure that prisoners' diets comply with nationally recommended food allowances. When available at competitive cost and practical for use Alaska-grown, local produce and seafood should be used.

B. Each facility will process and handle all food supplies as safely as possible while meeting minimum sanitation and health standards. All food service and storage areas must comply with the standards below to assure minimal contamination and waste.

VII. Procedures

A. General

1. Prisoners will receive three meals per day, at least two of which are hot meals. The Department may authorize two hot meals and a snack on weekends and holidays. The meals must be served at regular meal times, with no more than fourteen hours elapsing before the next meal or snack.

2. The general population may have a community dining area, except where safety or security concerns justify otherwise. Each facility must have enough seating to accommodate all prisoners who eat in the dining area. Meals may be served in shifts.
3. Food service areas, equipment, and storage facilities must be large enough to accommodate the facility's population.

B. Master Menu

1. The Department shall prepare and implement a *28-day cycle master menu* that will be used by all institutions to ensure continuity in food service is maintained throughout the Division of Institutions. The menu must meet all recommended daily dietary allowances, with adjustments for age, sex, and activity. Modified menus for religious, medical and vegetarian diets will be ordered and prepared as set forth under Policy #805.03, Special Meals and Foods.
2. A *qualified nutritionist or dietitian* shall review the master menus, including modified menus, at least annually or whenever a menu changes substantially. The food service manager shall keep copies of regular menus, modified menus, and any deviations from the menu for the dietitian's review.
3. Prisoners in segregation will receive the same meals as the general prisoner population. The shift supervisor may order a modified diet for disruptive prisoners (see section I of this policy).
4. *Food Service Managers* may change specific items on the master menu, while keeping the same basic ingredients. The manager may consider factors such as: nutritional value, equipment capabilities, and prisoner preferences as determined by the food service staff. Food service managers shall record all changes and make them available for review by a nutritionist or dietitian.
5. All menus, including modified diets, must be available for review by the Director of Institutions or designee at least one week in advance of their use. Any meal substitutions should be noted on the master menu. All substitutions must be nutritionally equivalent to the foods on the master menu.
6. Employees and guests will receive the same food as the prisoner population.
 - a. Any deviation from the prisoner menu for employees and guests must be approved by the Superintendent.
 - b. All meals must be derived from the same food stock as prisoner meals and must be similar in portion size.

C. Receiving Supplies in Food Service Area

1. Persons who process and receive supplies shall ensure that the supplies match the order by comparing the order sheet with the invoice for:
 - a. delivery location;
 - b. purchase order number;
 - c. items delivered;
 - d. quantity; and
 - e. unit price.
 2. The quality of supplies must be checked by inspecting for:
 - a. passed expiration dates;
 - b. decayed fruits or vegetables;
 - c. cracked eggs or broken cartons;
 - d. wet spots on cases or cartons that may indicate damaged goods;
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- e. thawed meats, fish, shellfish, or poultry showing signs of deterioration;
 - f. cases that are open or not properly sealed; and, if found, missing, repacked, or substituted items;
 - g. swollen cases or cans; and
 - h. insect-infested flour, cornmeal, raisins, nuts, cereal, etc.
3. If the person checking supplies finds below-standard items, he or she shall:
- a. inform the food service manager that items will be rejected;
 - b. ask the delivery person to inform the vendor that the vendor must either replace the items or adjust the invoice; and
 - c. have the delivery person (vendor) sign or initial the invoice that needs adjustment.
4. If all items meet standards, the person shall sign (with full name) and date the invoice where it indicates that items were received in good condition. Use a permanent dark ink pen.
5. Loading, Unloading, and Storage
- a. Keep dock areas as clean as possible during loading and unloading.
 - b. Move items to use or storage areas as soon as possible.
 - c. When lifting, moving and storing supplies, keep your back straight, bend knees and let leg muscles do the work. Ask for assistance with heavy loads.
 - d. Locate storage compartments away from sources of contamination. Keep compartments clean and well-maintained.

D. Food Storage

1. General

Staff should organize stored food so that inspectors and maintenance people can perform their tasks easily. Staff should inspect dry, frozen and chilled supplies daily to ensure they meet sanitation standards. Supplies should be rotated so that older supplies are used first.

- a. Containers/Labeling: Food service staff shall label and store all food in clean, covered containers. Staff shall date food which is stored for more than 8 hours.
- b. Temperature: The proper storage temperatures for all foods are:
 - (1) canned and dry goods - 45° to 68° Fahrenheit;
 - (2) refrigerated areas – 41° Fahrenheit or less;
 - (3) frozen food - 0° Fahrenheit or less; and

Prior to storing any potentially hazardous foods (food that spoils easily including but not limited to: food consisting in whole or in part of milk, milk products, meat, poultry, fish, beans, potatoes, rice, and eggs, but not including whole eggs), staff must rapidly cool the food using the preferred 2 stage cooling method as follows:

Step 1 food is cooled from a temperature of 135°F or below to 70°F or below within two hours.

Step 2 and from a temperature of 70°F to below to 41°F or below within four additional hours using approved cooling methods.

Note: Food that is prepared from ingredients at ambient room temperature, such as reconstituted foods and canned tuna, is cooled to 41°F or below within four hours.

- c. Storage Time
Potentially hazardous foods, frozen vegetables, and baked goods must be stored no longer than:
 - (1) one week at 41° Fahrenheit or less for short-term chilling;
 - (2) six months for frozen meats, seafood, and vegetables; and
 - (3) four months for frozen breads, cakes, etc.
 2. Canned and Dry Goods/Bulk Items
Dry goods must be stored at least six inches above the floor. Metal, pressurized beverage containers, glass, or other waterproof containers need not be elevated if the container is not exposed to moisture.
 3. Controlled Items
The food service manager and the facility's security officer are both responsible for items such as mace, nutmeg, raisins, yeast, etc, that could be used to make *contraband* beverages. These items must be stored in a secure area and used under the direct supervision of food service personnel.
 4. Daily Temperature Readings
The food service manager shall instruct staff to take daily temperature readings in food storage areas to ensure that all areas comply with the above temperatures. Staff shall record these readings in the temperature log sheet in the food service area.
 - E. Maintaining Proper Food Temperature
 1. The food service manager shall require staff to take the temperature of all hot and cold foods on a daily meal-by-meal basis. Before leaving the kitchen area, foods must register.
 - a. hot foods – a minimum of 135° Fahrenheit;
 - b. colds foods – a maximum of 41° Fahrenheit; and
 - c. reheated foods – a minimum of 165° Fahrenheit.
 2. Staff must record the temperature of food leaving the kitchen on the temperature log sheet provided in the food service area after every meal.
 - F. Food Preservation for Health Inspection
Food service staff shall follow the procedure stated below for any food prepared and served as part of a special meal. See policy #805.03, Special Meals and Foods.
 1. Small portions of every item served to prisoners from each meal must be placed on a tray and stored in a freezer.
 2. Each tray must be marked with the date and time the staff cooked and stored the food. Neither staff nor prisoners shall eat this food.
 3. If there is a complaint within three days, the tray will be turned over to Department of Environmental Conservation officials. If not, staff shall dispose of the food.
 - G. Food Presentation and Delivery
 1. All meals must be presented as appetizing as possible.
 2. Prisoners will be served meals with as little regimentation as the circumstances allow. Normal conversation must not be restricted during meal periods.
 3. The Department shall provide a small table or shelf and seating when a prisoner must eat in his or her cell.
 4. Prisoners will receive full cutlery services on a facility count system.
 5. Privacy screens must separate dining areas in dormitories from toilet facilities.
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6. Staff will supervise meal service, as much as possible, to avoid favoritism, careless serving, and waste.
7. Staff may not withhold food or vary the standard menu for an individual prisoner as either a disciplinary sanction or a reward, except under the conditions described in section I below.

H. Left Overs

Staff must:

1. store leftover food in the main kitchen;
2. recycle leftovers into soups, casseroles, etc. whenever possible;
3. seal the food in sanitized food containers or clear plastic wraps;
4. clearly label leftovers, indicating the food item, date, and meal at which it was first served;
5. store the food in refrigeration units; or
6. discard leftovers and potentially hazardous foods immediately if they cannot be properly stored. This includes potentially hazardous foods.

I. Food Service for Disruptive Prisoner

These procedures apply if a prisoner demonstrates behavior and cannot have a regular food tray in a cell:

1. the shift supervisor shall notify the kitchen to prepare "finger foods" (foods that can be eaten without utensils) for the prisoner. The shift supervisor shall record this information in the pass-on log and notify the assistant superintendent;
2. the kitchen staff shall prepare and place the food in a non-breakable, throwaway container with the prisoner's name on it. The food must have the same nutritional value as the food served to other prisoners;
3. the officer serving the meal to the prisoner must record it in the segregation log;
4. the officer must collect and return the used food container(s) to the kitchen when trays are collected; and
5. modified food service for disruptive prisoners is not considered punishment and may only last as long as necessary for the prisoner to refrain from the disruptive behavior.
6. An IDR must be generated and must be reviewed every 48 hours by the Superintendent or designee when an inmate cannot have a regular food tray.

J. Budgeting and Accounting

The Food Service Manager shall maintain the following records to show that it has complied with prisoners' established minimum dietary requirements.

1. an annual and quarterly budget plan for the procurement of food, supplies and equipment necessary to maintain the master menus;
 2. a daily record of food served showing individual allowances and the itemized portions; and
 3. procurement records that identify food service costs such as:
 - a. per capita cost per meal;
 - b. procurement at best available competitive prices; and
 - c. inventory of foods in storage, dates of storage, and inventory control.
 4. Monthly meal service records must include: the number of meals served to prisoners, guests or visitors and employees; and a record of food service commodity consumption.
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VIII. Implementation

This Policy and Procedure is effective on the date it is signed by the commissioner.

9/12/16
Date



Dean Williams, Commissioner
Department of Corrections