

Food Service Operation

304.1 GENERAL

The Correctional Plant Manager shall have responsibility for overall program development and management aspects of food services.

The Correctional Plant Manager shall be responsible for the following:

- Menus and Therapeutic Diets.
- Food and Household Purchasing.
- Transportation of Food.
- Inmate kitchen and laundry worker Supervision.
- Training of Food Service, Laundry.
- Waste Disposal.
- Food Cost and Inventory Control.
- Budget Requirements.
- General Rules and Regulations.
- Sequence of Food Service, Laundry and Maintenance Operation.
- Time Schedules.
- Jail maintenance.
- Laundry operation

Cutlery control will be under the direct supervision of the Adult Custody Cook I And II As directed in the Food Service Plan.

The Facility Manager will insure that the food service operations are monitored by the Shasta County Environmental Health Department on a semiannual basis.

304.2 DEFINITIONS

CUTLERY CONTROL - The accountability of all utensils and equipment assigned to inmates working in the kitchen.

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PORTION CONTROL SYSTEM - The system of measuring food to insure all inmates receive an equal amount per serving.

304.3 SPECIAL DIETS (MEDICAL/DISCIPLINARY)

The treating physician or dentist will submit a written order for medical/therapeutic diets to the Correctional Plant Manager.

The level correctional deputy will check and sign the special diet log sheet when distributing meals to insure the inmate has received their special diet.

The Correctional Plant Manager will maintain a file of all special diet prescriptions.

Disciplinary diets, if utilized, will follow the guidelines of the California Penal Code and Title 15.

All disciplinary diets will require approval of the Facility Manager, a written report, and ongoing review by medical staff.

304.4 EQUIPMENT CONTROL

The civilian cooks will inventory all equipment and utensils stored in the locked control cabinet at the beginning and end of each shift.

The civilian cooks will immediately notify the Correctional Plant Manager when a controlled item is missing.

The Watch Commander will immediately be notified by the civilian cooks when a controlled item is found to be missing.

The Watch Commander will initiate a search for the missing controlled item and assign a staff member to write an incident report.

304.5 INMATE MEAL SERVICE

Meals will be served under the supervision of staff in a manner that insures sanitation, proper handling, and adequate allocating of food to all inmates.

Inmates will be provided three meals, at least one of which shall be hot, served at regular meal time, during each 24-hour period.

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No more than 14 hours shall pass between the serving of each meal.

A minimum of 15 minutes shall be allowed for the consumption of each meal.

The civilian cook shall be responsible for loading the meal carts before each meal and will confirm the inmate count from all inmate housing areas.

A new inmate received before or during normal meal hours will be given a meal at booking/intake by the processing deputy.

An inmate received after normal meal hours may be given a meal, if possible, at the discretion of the processing deputy.

Inmates already in custody, but who are detained (court etc.) during normal meal hours, will be provided with a meal upon their return.

The officer distributing meals to each inmate housing area shall be responsible for the utensil/tray count and for the completed pickup of those items.

In the situation where normal meal distribution is not possible, the Watch Commander shall coordinate required meal service with food service personnel and/or the Facility Manager.

A 35-day cycle menu will be utilized in the facility. This menu will follow all guidelines and requirements as stated in Title 15.

The minimum diet shall be based upon the Daily Reference Intakes (DRI) of the Food and Nutrition Board of the National Research Council, National Academy of Sciences, and upon the California Daily Food Guide.

All menus and special diets shall be approved by a registered dietitian before being used and all changes shall be noted on the 5-week cycle menu.

Kitchen sanitation and food preparation shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 1-8 and Sections 11370 et seq. California Retail Food Code (CRFC).

For all other Food and Laundry Service Policies and Procedures, see Food Service Plan.