WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.401

Food Service Operations

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4313; 4-4314; 4-4315; 4-4316; 4-4317; 4-4318-R; 4-4319; 4-4320; 4-4322; 4-4326; 4-4328; 1-ABC-4C-01; 1-ABC-4C-02; 1-ABC-4C-03; 1-ABC-4C-04; 1-ABC-4C-05; 1-ABC-4C-06; 1-ABC-4C-07; 1-ABC-4C-08; 1-ABC-4C-10; 1-ABC-4C-14; 1-ABC-4C-15	**Effective Date:** September 30, 2016 **Revision/Review History:** 12/01/15, 09/01/14, 06/15/13, 06/15/12, 09/15/10, 08/01/03 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #5.601, *Religious Diet Program for Inmates*; P&P #3.207, *Food Services Emergency Plan*	**Supersedes Existing Policy :**
Approved: R.O. Lampert Robert O. Lampert, Director	9-22-16 Date

REFERENCE

1. **ATTACHMENTS**
   A. **WDOC Form #430,** *WDOC Inmate Diet Order*

2. **OTHER – None Noted**

I. PURPOSE

A. Food Service Operations. The purpose of this policy and procedure is to establish uniform guidelines for food service management, food preparation, and food service delivery operations in Wyoming Department of Corrections (WDOC) facilities.

II. POLICY

A. General Policy. It is the policy of the WDOC to ensure all facility food service operations have guidelines and standards to address food service management, food preparation, and food service delivery operations which are consistent with safety, security, local codes and standards.

III. DEFINITIONS

A. American Dietetic Association (ADA): As the largest organization of food and nutrition professionals, the ADA is devoted to public health and nutrition through proper diet and the advancement of the profession of dietetics through research, education, and advocacy.

B. Health Care Practitioner: (*For this policy only.*) A practitioner who is authorized to practice independently (*e.g.*, MD, DO, DDS, DPM, Psychiatrist, Psychologist, Optometrist, Podiatrist, Advanced Registered Nurse Practitioner, Physician Assistant).

C. Medical Diet: (aka: *therapeutic diet*) A diet prescribed by a health care practitioner as part of the inmate's medical treatment and served to the inmate according to the orders of the treating health care practitioner or as directed by the responsible health authority.

D. Potentially Hazardous Food(s): (*For this policy only.*) Foods that require time-temperature control to keep them safe for human consumption (*i.e.*, beef, pork, chicken, turkey, eggs, *etc.*)

E. Recommended Dietary Allowances: The system of nutrition recommendations from the National Academy of Sciences, also known as the "reference daily intake", which represents the daily dietary intake level of nutrient that is sufficient to meet the needs of nearly all healthy people in an age and gender group.

IV. PROCEDURE

A. Food Service Management

1. Food service operations at WDOC correctional facilities shall be supervised by a full-time staff member who is experienced in food service management. (ACA 4-4313, 1-ABC-4C-01)

i. The food service manager shall:

a. have prior experience in management of food service and a demonstrated ability to provide mandated quality food service;

b. be responsible for the nutritional adequacy of all meals;

c. be responsible for sanitary food handling and the sanitation of the food service area/facility; and

d. have the responsibility and authority to operate the food service department in a manner that assures cost containment within the required parameters.

B. Budget and Purchasing

1. Each correctional facility's food service operation shall maintain budgeting, purchasing, and accounting practices that include, but are not limited to, the following systems: (ACA 4-4314; 1-ABC-4C-02)

i. food expenditure cost accounting designed to determine cost per meal per inmate;

ii. estimation of food service requirements;

iii. purchase of supplies at wholesale and other favorable prices and conditions, when possible;

iv. determination of and responsiveness to inmate eating preferences; and

v. refrigeration of food, with specific storage periods.

2. Each correctional facility's food service operation shall maintain accurate records of all meals served. (ACA 4-4315, 1-ABC-4C-03)

i. The food service manager shall maintain records of the number, cost, and type of meals served to inmates, staff, guests, and visitors. These records shall:

a. be utilized for fiscal accounting, dietary planning, and budget planning; and

b. include published menus, food costs, nutritional accounting, and a description of food products.

ii. The menu served to staff, guests and visitors shall be the same as that served in the inmate dining areas for a particular meal and be made from the same preparation, except under special circumstances authorized by the Warden.

iii. A meal count sheet containing a count of regular diet, special diet (*e.g.*, medical, religious), and isolation trays will be prepared for each housing unit.

iv. The cost per meal per inmate shall be determined monthly to assure that inmates receive the best quality foods available within budgeted parameters.

v. An adequate food inventory shall be maintained to assure that sufficient quantities of food are available to conform to the published menu, ensure nutritionally adequate meals are provided, and provide for emergency situations.

vi. Waste will be monitored to minimize waste and costs.

3. Receiving of Food Supplies

i. Procedures for governing the control and location of food supplies shall be determined by each correctional facility.

ii. An effective check and balance inventory system shall be utilized.

iii. Regardless of which department has control over food supplies, the procedures shall provide for correct requisitioning of supplies and reflect consumption accurately.

iv. All food supplies shall be secured until they have been checked and accepted. Receiving staff shall be trained as to which food service items are to be classified as contraband items.

a. When food items are received, they shall be identified with the proper vendor, purchase order, and control specifications.

b. When necessary, the receiving staff shall examine, count, measure, or weigh the items to positively determine the acceptance for quantity and quality.

c. Once food items have been received, any item that is subsequently removed from the premises shall not permitted back in the facility.

C. Standards for Menus

1. Master Menu. The food services manager at each correctional facility, in consultation with the qualified nutritionist or registered dietician, shall plan a master menu and the facility shall substantially follow the six (6) week cycle established by the master menu. (ACA 4-4317, 1-ABC-4C-05) There shall be documentation that each institution's dietary allowances and the master menu, including revisions or modifications, are reviewed at least annually by a qualified nutritionist or dietician to ensure they meet or exceed the Recommended Dietary Allowances of the National Academy of Sciences. (ACA 4-4316, 1-ABC-4C-04).

i. The master menu shall provide for daily nutritional adequacy to all inmates. The mainline diet will be a heart healthy diet that meets the requirements for many needs, including NCS (no concentrated sweets), diabetic, low fat, low cholesterol and low sodium.

ii. Generally, three (3) meals, including two (2) hot meals, shall be provided at regular meal times within a twenty-four (24) hour period. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. (ACA 4-4328, 1-ABC-4C-15)

a. On optional days, when two (2) meals are to be served, both shall be hot meals.

b. On occasion as work assignment dictates, two (2) sack meals per day are permitted.

c. Variations, such as special inmate events or services, may be allowed provided basic nutritional requirements are met.

d. Food service managers shall maintain documentation of approved menu changes on a daily basis.

e. Documentation of menu substitution shall be monitored by the Warden and reviewed during internal security audits. Deficiencies shall be brought to the Director's attention in the audit results.

iii. The master menu shall indicate portion-serving sizes to meet the nutritional and caloric requirements for inmates as recommended by the American Dietetic Association.

iv. Menu evaluations shall be conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings. (ACA 4-4316, 1-ABC-4C-04)

v. Food shall not be withheld, nor the master menu varied as a disciplinary measure. (ACA 4-4320, 1-ABC-4C-08) When an inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates, an alternate meal service shall be provided.

a. Alternate meal service shall be on an individual basis, based on health or security consideration, meet basic nutritional requirements, and shall be approved by the Warden or contract health care physician or designee when medically necessary.

b. Alternate meal service shall not exceed seven (7) days without re-approval by the Warden or contract health care physician or designee when medically necessary.

2. Medical/Therapeutic Diets. Special diets (*i.e.*, medical/therapeutic diets) shall be provided as prescribed by the appropriate health care practitioner. Prescriptions for special diets shall be specific and complete, furnished in writing to the food service manager, and rewritten annually, or more often, as clinically indicated. (ACA 4-4318 Revised, 1-ABC-4C-06)

i. Medical diets shall be developed utilizing diet manuals approved by a registered/licensed dietitian and reviewed by the health care practitioner or designee. Diet manuals shall be available in the health services and food services areas for reference and information. (ACA 4-4318 Revised)

ii. WDOC Form #430, *WDOC Inmate Diet Order* shall be completed and signed by the health care practitioner and delivered to the food service manager within twenty-four (24) hours of arrival or diagnosis.

a. WDOC Form #430, *WDOC Inmate Diet Order,* will become part of the permanent medical record.

b. Documentation of inmates' medical diets shall be monitored by the Warden or designee and reviewed during internal security audits.

iii. Medical diet requests shall be reviewed as necessary or upon change of diet or relocation (or transfer to another correctional facility) by the health care practitioner. Cancellations or changes shall be signed by the health care practitioner and delivered to food services. No order shall exceed one (1) year.

3. Religious Diets.

i. Special diets shall be provided for inmates whose religious beliefs require the adherence to religious dietary laws. (ACA 4-4319, 1-ABC-4C-07)

ii. Religious diets shall be handled in accordance with WDOC Policy and Procedure #5.601, *Religious Diet Program for Inmates*.

iii. WDOC shall establish a modification of the master menu to provide alternate protein sources for any inmate unable to eat the regular protein source because of religious requirements. Every food known or believed to contain pork or pork by-products shall be designated on a posted menu for each meal.

4. Sack Meals. Inmates who are required to be away from the dining facility shall be provided meals in accordance with standards established by the WDOC food services and master menu cold meal guidelines.

i. Each sack meal shall consist of:

a. Two (2) sandwiches (two (2) oz. protein and two (2) slices of bread per sandwich);

b. One (1) fruit and one (1) fresh vegetable;

c. One (1) serving of dessert;

d. One (1) serving of a condiment per sandwich (when appropriate); or

e. Appropriate substitutes.

ii. Food sources for sack meals may be selected from the lunch menu on the master menu or medical diet menu.

iii. All sandwiches, desserts, and vegetables shall be wrapped in an appropriate manner to prevent contamination.

a. Fruits shall be wrapped when necessary, including loose fruits such as raisins and figs.

b. Apples shall be washed prior to being placed in the sack meal.

iv. Condiments shall be of the pre-packaged individual serving variety.

v. Sandwiches and perishable items shall be held at 40° Fahrenheit or below.

D. Standards for Food Preparation

1. Menus

i. Each correctional facility shall keep a copy of the master menu on file.

ii. Medical diets shall be prepared according to orders of the requesting health care practitioner utilizing approved diet manuals.

iii. Preparation of medical diets shall be kept as simple as possible and shall conform as closely as possible to the foods served to other inmates.

iv. Menus shall take into consideration food flavor, texture, temperature, appearance, and palatability for all meals. (ACA 4-4317, 1-ABC-4C-05)

v. To reduce food waste, food services shall normally limit production per meal to no more servings than is necessary for the current population plus ten percent (10%).

2. Food Products

i. Food shall only be prepared in a licensed establishment.

ii. Food shall be in sound condition, free from spoilage, filth or other contamination, and shall be safe for human consumption.

iii. Purchased food shall be obtained from sources that comply with all laws related to food safety and food labeling.

iv. Fluid milk and fluid milk products used or served shall be pasteurized and shall meet the Grade A quality standards.

v. Dry milk and dry milk products shall be made from pasteurized milk.

vi. Whole shell eggs must be intact, clean, and meet grade standards.

vii. Pasteurized liquid, frozen and powdered eggs must be utilized as specified by manufacturer directions.

3. Food Preparation

i. Food shall be prepared with a minimum of hand contact and gloves shall be worn during food handling.

ii. Food shall be prepared on food-contact surfaces and with utensils that are clean and have been sanitized.

iii. Each time there is a change in processing between raw beef, raw pork, raw poultry, raw seafood, or a change in processing from raw to ready-to-eat foods, each new operation shall begin with food-contact surfaces and utensils that are clean and have been sanitized.

iv. A color code system shall be used for contact surfaces such as cutting boards and any other utensil shall be washed and sanitized between uses.

a. white = dairy;

b. blue = raw fish/sea food;

c. yellow = raw poultry;

d. red = raw meat;

e. brown = cooked meat; and

f. green = fresh vegetables.

v. Salads and other ready-to-eat foods, when prepared at the same time, shall be prepared in areas that are separated by a barrier or open space so as to prevent cross-contamination from areas used for processing potentially hazardous products.

vi. Raw fruits and raw vegetables shall be thoroughly washed with water before being cooked or served.

vii. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140° Fahrenheit with the exception that:

a. Poultry, poultry stuffing, stuffed meats, and stuffing containing meat shall be cooked to heat all parts of the food to at least 165° Fahrenheit with no interruption of the cooking process.

b. Pork and any food containing pork shall be cooked to heat all parts of the food to at least 160° Fahrenheit.

c. Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to 165° Fahrenheit or higher throughout before being served or before being placed in a hot food storage facility. Steam tables, warmers and similar hot foods holding facilities are prohibited for the rapid reheating of potentially hazardous foods.

d. Nondairy creamer, whitening, or whipping agents reconstituted on the premises shall be stored in sanitized, covered containers and cooled to 40° Fahrenheit or below.

e. All food temperatures shall be noted in a daily log.

viii. One (1) tray from each meal served in the facility shall be kept and refrigerated for a minimum of seventy-two (72) hours.

a. The tray shall be tested if a group of inmates, staff, visitors and/or guests show signs of food poisoning.

E. **Service of Food.** Meals shall be served under conditions that minimize regimentation and provide direct supervision by staff members. (ACA 4-4326, 1-ABC-4C-14)

1. No more than fourteen (14) hours should elapse between the evening meal and breakfast. (ACA 4-4328, 1-ABC-4C-15)

2. Meals shall be served in a group dining area, except when security or safety considerations justify otherwise.

3. Self-service Food Products

i. Milk products for drinking purposes shall be provided in an unopened, commercially filled package or drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser, or shall be drawn from a commercially filled package of a gallon or less.

ii. Cream or half and half, if provided, shall be furnished in an individual service container, protected pour-type pitcher, or shall be drawn from a refrigerated dispenser designed for such service.

iii. Nondairy creaming or whitening agents, if provided, shall be furnished in an individual service container, protected pour-type pitcher, or drawn from a refrigerated dispenser for such service.

iv. Condiments, seasonings, and dressings for self-service use shall be provided in individual packages, from dispensers, or from protected containers.

4. Sanitation During Food Service

i. Ice shall be dispensed with scoops, tongs, or other ice-dispensing utensils or through automatic self-service, ice-dispensing equipment. Ice-dispensing utensils shall be stored on a clean surface. Between uses, ice transfer receptacles shall be stored in a way that protects them from contamination. Ice storage bins shall be drained through an air gap.

ii. Between uses during serving, dispensing utensils shall be stored in the food with the dispensing utensil handle extended out of the food, stored clean and dry, or stored in running water.

5. Food Transportation

i. Whenever food is being delivered or transported from one (1) point to another a staff member shall be present and supervise delivery and transport at all times.

ii. At all times, while being transported, food shall be protected from cross-contamination.

iii. At all times the temperature of potentially hazardous foods shall be 40° Fahrenheit or below or 140° Fahrenheit or above, except as otherwise provided in this policy and procedure.

a. If the temperature of potentially hazardous food falls in the danger zone of 41° to 140° Fahrenheit for four (4) hours or more, it shall be destroyed.

iv. During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged to be protected from contamination. Foods in original individual packages do not need to be over-wrapped or covered if the original package has not been torn or broken.

F. Emergency Feeding Plans

1. Each correctional facility head will develop emergency feeding plans for their correctional facility in accordance with WDOC Policy and Procedure #3.207, *Food Services Emergency Plan*. The Warden shall ensure that all food service staff members are thoroughly familiar with the emergency feeding plan.

i. When possible the emergency feeding plan shall include the following:

a. Whenever varying from the approved menu, attempt to provide nutritionally sound meals that meet recommended dietary allowances;

b. Provide medical diets and religious diets;

c. Those responsible for preparing food do so in accordance with correctional facility and local regulations in regard to food preparation, service, delivery, safety and sanitation;

d. If food is provided by an outside agency or individual, the Warden or designee shall have written verification that the outside provider complies with the state and local regulations regarding food services. (ACA 4-4322, 1-ABC-4C-10)

e. Meals shall be served under the supervision of staff members.

f. Three (3) meals shall be provided within a twenty-four (24) hour period, except on the optional days when the two (2) hot meals will serve the same nutritional adequacy as a normal three (3) meal day.

g. There shall be no more than fourteen (14) hours between the evening meal and breakfast, however; the Warden may authorize the delaying of a meal for safety and security purposes during an emergency situation.

h. When security, safety, natural disaster, riot, fire, physical plant disasters, or other justifiable conditions exist which require a correctional facility to vary from normal operation procedures, the correctional facility emergency feeding plan will be enacted.

V. TRAINING

A. Name at least three (3) things that must be part of the records kept on all meals served.

B. Name at least three (3) components of the master menu.

C. What is the maximum amount of time allowed to pass between meals? Are there any exceptions to this?