

Policy 2300 - Food Services

2300 - Food Services Management

The Food Services Manager will establish and maintain a standardized management system in order to ensure a cost effective and efficient Food Services operation. There shall be sufficient supporting staff to ensure preparation and service of meals in the manner prescribed by policy and Orange County Health Department regulations.

2300.1 – General

- a) The policies and procedures contained in this title do not cover in detail every food service procedure. Separate detailed manuals on food preparation policies and techniques are contained in the department's Food Services Manual(s), located in the Food Services Supervisor's Office.
- b) New procedures and memorandum will be placed on the kitchen bulletin board for ten (10) days. Copies will also be placed in the kitchen procedure manual for permanent retention and referral.

2300.2 - Food Services Manager

- a) The food service program in Jail Operations will be overseen and managed by the Food Services Manager.
- b) The Food Services Manager will be a full-time manager with educational background and experience in management and supervision of food operations.
- c) The Food Services Manager will be responsible for:
 1. Preparing the yearly food budget
 2. Planning a logistical support system for all food service functions
 3. Providing a food cost accounting system
 4. Providing a portion control system
 5. Planning menus
 6. Supervising civilian kitchen personnel
 7. Supervising inmate workers assigned to food services
 8. Evaluate civilian kitchen personnel

2300.3 - Food Services Management Records

- a) The Food Services Manager and his/her staff will maintain budgeting, purchasing and cost accounting records necessary to document the following information:
 1. Compliance with established daily nutritional requirements.
 2. Special diet requests and composition.
 3. Food consumption:
 - i. Number of inmate meals served daily.
 - ii. Number of employee, guest and visitor meals served daily.
 - iii. Average raw food cost per person per day.
 - iv. Average total cost per meal served.
 4. Estimate of food service requirements based upon a population census at least thirty (30) days in advance.
 5. Daily records of food production, leftovers, and utilization/disposal.
 6. Monthly and annual utilization records.

7. Procurement records of all food products purchased and utilized, food service budget (i.e., salaries, food and non-food expenses).
8. Effective procurement procedures resulting in the purchase of supplies at competitive wholesale prices or other favorable conditions.
9. Records of perpetual and monthly physical inventories and methods used to ensure that food is not stored beyond its safe shelf life.
10. Cost performance data for objective program planning and evaluations.

2300.4 - Food Portion Control

- a) Food portion control will be established and regulated by the Food Services Manager.
- b) Portion control techniques are applied by the staff as the module carts are filled in each facility's kitchen.
- c) Portion sizes are also determined from the specifications found in Title 15 under Minimum Jail Standards.

2302 - Food Services and Safety Compliance

Food Services staff and workers will comply with all applicable federal, state and local health laws and regulations to provide for adequate health and safety protection for staff, visitors and inmates.

2302.1 - Health Compliance

- a) All food service employees involved in the preparation or handling of food shall be required to pass a pre-employment medical examination.
 1. Pre-employment medical examinations will be conducted by qualified medical staff employed by, or under contract with, the County Health Care Agency (HCA).
- b) Every inmate worker assigned to preparing or handling food will be required to pass a thorough medical examination. Correctional Health Services (CHS) will conduct the examination. Satisfactory results of the examination must be received by CHS prior to the inmate being allowed to work in Food Services.
- c) The Senior Head Cook and Head Cook on each shift will monitor the staff and inmate workers ensuring that good health and cleanliness prevails at all times in the kitchen.

2302.2 - Personal Hygienic Requirements for Food Handlers

- a) The Food Services Supervisor will ensure all food handlers working in Food Services will employ hygienic food handling techniques. Workers will use appropriate preparation and service devices as designated by the Supervisor (e.g., tongs, ladles, gloves, etc.).
- b) Staff and inmate workers will wear clean, washable jail issued clothing that is in good condition.
- c) Hands will be washed:
 1. Upon reporting to work.
 2. After using toilet facilities.
 3. After picking up items from the floor.
 4. After handling garbage or refuse.
 5. Following any other unsanitary function.
- d) Hands will be kept as clean as possible. Fingernails will remain clean and gloves will be worn when handling food, or serving food with utensils.
- e) Smoking is prohibited in any Jail Operations facility.
- f) Hair nets and/or caps will be worn when directed by the supervisor.

- g) Inspections of staff and workers will take place at the beginning of each shift. The supervisor will ensure the absence of illness/infection and adherence to sanitation and dress code requirements.

2302.3 - Area and Equipment Safety Inspections

- a) Daily inspections by Food Service supervisory staff will be conducted. They will ensure that functions are carried out under acceptable sanitary and safe conditions while maintaining compliance with codes, regulations and standards.
- b) Malfunctioning equipment will be reported to the Food Service Manager, who will ensure necessary repairs are requested and/or completed.
- c) Inmate workers will be prohibited from operating certain equipment as identified by the Food Service Manager. All staff members will monitor these prohibitions.
- d) At all times, work areas will be kept clean and in a sanitary condition, free of health and safety hazards.
- e) The facility kitchen will comply with all structural and equipment standards mandated in the codes that are designated to protect the health and safety of staff, visitors and inmates.
- f) Control of cutlery and utensils will be maintained according to directives of the Food Service Manager.
- g) The Food Service Manager will establish a method of daily accountability for all cutlery and utensils.
 - 1. Any unaccounted for cutlery will immediately be reported to the Sergeant and/or Watch Commander.
- h) HCA will monitor Jail Operations kitchens by way of periodic inspections.

2302.4 - Food Services Personnel Training

- a) The Food Services Manager will conduct periodic training, demonstrations and observations in proper sanitation/hygienic/safety techniques.
- b) Specified staff will train in the use of equipment. Staff will be responsible for the supervision of the inmates and their use of the equipment.
- c) All staff members will attend a basic two-day course in corrections entitled, "Basic Jail/Adult Institutions." Course contents will include:
 - 1. Correctional History and Philosophy
 - 2. Chain of Command
 - 3. Fraternalization with Inmates
 - 4. Security and Emergency Procedures
 - 5. Evacuation Procedures, Jail Fire Plan
 - 6. Court Orders
 - 7. Information Security
 - 8. Inmate Discipline
 - 9. Module Operations/Housing Responsibilities
 - 10. Facility Tours

2304 - Menu Planning

The Food Service Supervisor will plan and post a menu one month in advance. The menu will provide for a variety of foods in order to prevent repetitive meals for staff and inmates of each Jail Operations facility.

2304.1 - Food Planning/Preparation

- a) The nutritive quantity and quality of food served to the staff and inmate population will equal/exceed the average daily nutritional requirements as stated in the Recommended Dietary Allowances, National Academy of Sciences.
- b) The minimum diet quantities and types of food are prescribed in MS 1241, California State Code Title 15. The supervisor/Registered Dietician will use the prescribed minimum food groups in constructing and certifying the menu. Menus will be planned at least thirty (30) days in advance.
- c) Any changes made to the planned menu will be properly documented and will be of equal nutritive value.
- d) All food will be prepared and served in a manner which will maximize safety, quality control, and will:
 1. Preserve the nutritive quality/content.
 2. Enhance appearance and overall palatability.
 3. Preserve flavor, color and texture.
 4. Fulfill the appropriate temperature requirements for hot/cold food.
- e) Meals for both staff and inmates will be cooked in the facility kitchen. The same meal will be served to all inmates housed in the facility.

2304.2 - Special Diets

- a) Special diets, as determined by HCA staff, will provide dietary modifications for medical/therapeutic needs to maintain the health and well-being of the individual.
- b) Therapeutic diets will be provided to inmates upon written instructions from the HCA Doctor or Nurse. The current special diet list will be kept on file in the kitchen. Each meal will be specifically identified with the inmate's name, to ensure accurate delivery of the meal. The kitchen will advise the Module Deputy/CST of the inmates in his/her module who will receive a special diet tray.
- c) Special nutritional counseling/education, when required to implement special dietary adjustments, will be provided by a technically trained certified nutritionist or registered dietician.

2304.3 - Religious Diets

- a) Purpose
 1. To provide a guideline and procedure for Orange County Sheriff's Department personnel in order to approve or deny an inmate's request for a religious diet while in custody. The religious diet arrangements are provided by the Orange County Sheriff's Department for inmates of the following religions: Judaism (Kosher), Islam (Halal), Hinduism, Buddhism and Seventh-day Adventist (vegan). Requests from inmates of other religions will also be considered according to these guidelines. Note: The regular inmate menu is pork free. All religious diet menus are based on a one-week rotation cycle; with the exception of the Halal diet, see section V.D.
 2. To ensure that a religious diet for followers of Judaism (Kosher), Islam (Halal), Hinduism, Buddhism and Seventh-day Adventist (vegan), and other religions is provided after a Sheriff's Department Representative has completed an inmate interview to verify that the inmate has sincere religious belief that the religious diet is consistent with his/her faith. Other religious diets may be provided on a case-by-case basis after a Sheriff's Department Representative has completed the inmate interview, the inmate has agreed and signed all necessary forms

and waivers and if it is possible for Food Services to comply with the religious diet being requested.

3. To provide a guideline and procedure for contacting County Counsel so that County Counsel may move to set aside a court ordered religious diet if an inmate fails to follow his or her court ordered diet. No court ordered diet may be discontinued without County Counsel first obtaining permission from the court.
 4. Religious diet grievances will be handled in accordance with CCOM Policy 1600.5(f)
- b) Procedures: Judaism (Kosher) Diet Requests
1. Requests for Kosher diets will be deemed valid if the inmate demonstrates a sincere religious belief that calls for adherence to a religious kosher diet. To request a religious kosher diet, the inmate will send an Inmate Message Slip addressed to the Food Services Dietitian.
 2. When the Food Services Dietitian receives the Inmate Message Slip requesting a Kosher religious diet:
 - i. The Food Services Dietitian will check the medical diet list to verify the inmate IS NOT receiving a medical diet. If the inmate IS on a medical diet and unless the inmate is currently on a low lactose or pregnancy diet, he or she WILL NOT be authorized to receive a religious diet. The Food Services Dietitian will write "DENY – DUE TO CURRENT MEDICAL DIET" under the "Staff Response" portion of the Inmate Message Slip. The original Inmate Message Slip will be sent to Inmate Records (inmate file), a copy will be forwarded to the inmate and a copy maintained by the Food Services Dietitian. Note: The only medical diets that can be prepared as Kosher are the low lactose or pregnancy diets.
 - ii. If the inmate IS NOT receiving a medical diet, the Food Services Dietitian will notify the Sheriff's Department Representative who will conduct the religious diet interview and obtain the required signatures on the following forms: 1. Religious Diet Request Form (Form 1, attached hereto); 2. Religious Diet Questionnaire (Form 2, attached hereto); 3. Judaism (Kosher) Diet Waiver (Form 3, attached hereto), informing the inmate that once the diet is initiated he or she will be receiving three (3) cold meals during Shabbat (Saturday). The inmate must be notified that he or she is waiving his or her right to receive one hot meal per day, as stated in The Minimum Standards for Adult Local Detention Facilities, Board of Corrections, Title XV, Article 12, Section 1240 of the California Code of Regulations. Once the aforementioned forms are completed, they will be returned to the Food Services Dietitian for further processing, distribution and/or retention.
 - A. Note: If an inmate has transferred directly from State Prison and has an approved CDCR card designating a specific religious diet, the card will be honored. A copy of the card should be obtained with the inmate's name and booking number printed on the copy. 2. If an inmate was previously in the custody of the Orange County Sheriff's Department and receiving a religious diet; if that inmate returns to custody with a new booking number, the inmate will be required to go through the process again before receiving the requested diet.

3. A request determined to be valid /approved (Forms 1, 2 and 3, attached hereto, and any additional information or documentation) shall be routed by or forwarded by the Food Services Dietitian as follows:
 - i. Originals to: (Forms 1, 2 and 3, attached hereto)
 - A. Inmate Records (inmate file) and kept on file for three years, from the date of release.
 - ii. Copies to: (Forms 1 and 3, attached hereto)
 - A. Inmate and Chief Cook
 - iii. Copies to: (Forms 1, 2 and 3, attached hereto)
 - A. Food Services Dietitian
 - iv. The Food Services Dietitian will notify appropriate kitchen staff via email to provide the religious diet.
 - v. The Sr. Head Cook will check the Sheriff's Data System (SDS) or call Inmate Records to find out when the inmate's next court appearance date is scheduled and calendar that date to ensure the inmate receives his or her religious meal at court and upon his or her return from court.
 - vi. Food Services will provide a Meal Tracking Form (attached hereto) to the Correctional Services Technician, at the time they sign for the in-cell meals to be delivered each day, to acquire the inmate's signature to document whether they received or declined their religious meal. It will be the responsibility of the Sr. Institutional Cook to acquire the inmate's signature and ensure inventory of leftover meals is taken when the inmate is fed in the dining hall. This form will be returned to the Food Services Sr. Head Cook and filed in the diet file box located in the Sr. Head Cooks' Office. Any issues or discrepancies documented will be forwarded to the Food Services Dietitian for further action, if necessary.
 4. A request determined to be invalid/denied (Forms 1, 2 and 3, attached hereto) shall be routed by or forwarded by the Food Services Dietitian as follows:
 - i. Originals to: (Forms 1, 2 and 3, attached hereto)
 - A. Inmate Records (inmate file) and kept on file for three years, from the date of release.
 - ii. Copies to:
 - A. Food Services Dietitian
 - iii. Food Services shall not provide the religious diet.
 - iv. The inmate may not reapply for a religious diet for 60 days.
 - v. Denying an inmate's request for a religious diet is subject to the Inmate Grievance Policy.
- c) Procedures: Islam (Halal) Diet Requests
1. A request for a religious Halal diet will be deemed a valid request if the inmate demonstrates a sincere religious belief that calls for adherence to a Halal diet. To request a religious Halal diet, the inmate will send an Inmate Message Slip addressed to the Food Services Dietitian.
 2. When the Food Services Dietitian receives the Inmate Message Slip requesting a Halal religious diet:

- i. Requests for Non-Pork Diets: If a pork free diet is requested, the inmate shall be informed that the regular inmate menu is pork free (it does not contain pork, lard, or pork by-products of any type).
 - ii. The Food Services Dietitian will check the medical diet list to verify the inmate IS NOT receiving a medical diet. If the inmate is on a renal diet, he or she WILL NOT be authorized to receive a religious diet. The Food Services Dietitian will write "DENY – DUE TO CURRENT MEDICAL DIET" under the "Staff Response" portion of the Inmate Message Slip. The original Inmate Message Slip will be sent to Inmate Records (inmate file), a copy will be forwarded to the inmate and a copy maintained by the Food Services Dietitian. Note: The only medical diets that can be prepared as Halal are the low lactose, pregnancy or consistency and caloric modification diets.
 - iii. If the inmate IS NOT receiving a medical diet, the Food Services Dietitian will notify the Sheriff's Department Representative who will conduct the religious diet interview and obtain the required signatures on the following forms: 1. Religious Diet Request Form (Form 1, attached hereto); 2. Religious Diet Questionnaire (Form 2, attached hereto); 3. The Ramadan-Waiver (Form 4, attached hereto). The inmate must be notified that he or she is waiving his or her right to receive 3 meals in a 24 hour period as stated in The Minimum Standards for Adult Local Detention Facilities, Board of Corrections, Title XV, Article 12, Section 1240 of the California Code of Regulations. Once the aforementioned forms are completed, they will be returned to the Food Services Dietitian for further processing, distribution and/or retention.
 - A. Note: 1. If an inmate has transferred directly from State Prison and has an approved CDCR card designating a specific religious diet, the card will be honored. A copy of the card should be obtained with the inmate's name and booking number printed on the copy. 2. If an inmate was previously in the custody of the Orange County Sheriff's Department and receiving a religious diet; if that inmate returns to custody with a new booking number, the inmate will be required to go through the process again before receiving the requested diet.
 - iv. During Ramadan, inmates will be served a hot breakfast and be provided two cold bag meals at the dinner hour and it will be his or her responsibility to eat those meals after sundown and before sunrise. Milk will be provided and must be consumed within four hours after the inmate receives it.
 - v. Follow the procedures as stated in Section II (Procedures: Kosher Diet Requests) C through D.
- d) Procedures: Hinduism, Buddhism, or Seventh-Day Adventist
- 1. Requests for Hinduism, Buddhism, or Seventh-day Adventist diets will be deemed valid if the inmate demonstrates a sincere religious belief that calls for adherence to an ovo-lacto-vegetarian or vegan menu. A request for a Hinduism, Buddhism, or Seventh-day Adventist diet will follow the same procedures as listed above in Section III, Parts A and B. (Excluding the Ramadan procedures, Form 4, attached hereto.)
- e) Religious Diet Content
- 1. The person responsible for determining the content and presentation of all religious diets is the Food Services Manager and the Food Services Dietitian (per The Minimum Standards for

Adult Local Detention Facilities, Board of Corrections, and Title XV of the California Code of Regulations).

2. Kosher diet entrees will be purchased through a vendor, pre-packaged and ready to eat. All meals will conform to Kosher standards for content, preparation and presentation.
 3. Any inmate requesting a non-pork diet, for religious reasons, can consume the regular inmate menu that does not contain pork, lard or pork by-products on the menu or in the ingredients.
 4. Halal diet recipients will be provided the pork-free regular inmate menu with an appropriate substitute for a beef entrée that conforms to Halal diet standards. Poultry, fish, and eggs certified by the USDA are considered appropriate for Halal consumption when in a non-Islam Country (Wakeen, B. 2008. Halal and Kosher. ACFSA Insider, Spring, 10-12).
 5. Hindus, Buddhists or Seventh-day Adventists will be provided a vegan menu.
 6. Any inmate requesting to observe Lent can consume the regular inmate menu. Fridays are scheduled with meat free meals year round and on Ash Wednesday, meat free meals are served to the regular inmate population.
 7. Other valid requests for religious diets will be provided, if possible, as approved by the Food Services Manager(s).
- f) Warning of Non-Compliance and Removal From a Religious Diet
1. Inmates approved for religious diets shall remain on the requested diet until he or she requests removal in writing, receives a notice of removal from his or her religious diet and/or violates the requirements of the religious diet. A violation of the requirements of the religious diet may be demonstrated by the consumption of food in conflict with the religious diet or by refusing or skipping religious diet meals for non-medical reasons. Violations may result in removal from the religious diet program and the inmate will not be allowed to reapply for the religious diet for 60 days.
 - i. **WARNING OF NON-COMPLIANCE:** If the inmate is non-compliant with the religious diet, he or she will be given a warning,
 - A. The Food Services Dietitian will complete a Warning of Non-Compliance (Form 5, attached hereto) which shall be personally delivered to the inmate by a Sheriff's Department Representative for signature. (If the inmate refuses to sign, note such refusal on the form). Once the inmate has signed the form, the Sheriff's Department Representative will return the form to the Food Services Dietitian.
 - B. Food Services can provide a meal tracking record and/or documentation with inmate signatures verifying whether or not the inmate received or did not receive his or her religious meal.
 - ii. **REMOVAL FROM RELIGIOUS DIET: (Excluding Court Orders)** If, after receiving the Warning of Non-Compliance, the inmate continues to consume food in conflict with the religious diet, skips or refuses an additional meal for non-medical reasons:
 2. After approval from the Food Services Manager(s), the Food Services Dietitian will complete a Notice of Removal from Religious Diet (Form 6, attached hereto), which shall be personally delivered to the inmate by a Sheriff's Department Representative for signature. (If the inmate refuses to sign, note such refusal on the form). The Sheriff's Department Representative will return the form to the Food Services Dietitian for distribution as follows: Original form and documentation to Inmate Records (inmate file) and a copy to the Food Services Dietitian. The

Notice of Removal from Religious Diet shall be maintained in the inmate's file for at least three years, from the date of release.

3. The Food Services Dietitian will notify, via email, the appropriate Chief Cook, who will follow up with the Sr. Head Cook to ensure the religious diet is discontinued.
4. DO NOT USE FORM 6 TO REMOVE AN INMATE FROM A COURT ORDERED DIET: SEE SECTION VII BELOW FOR THE PROCEDURE.
5. An inmate's removal from a religious diet is subject to the Inmate Grievance Policy.

g) Court Ordered Diets

1. When a court order for a religious diet is received, the on-duty watch commander will immediately forward a copy to the appropriate Food Services facility kitchen Sr. Head Cook. The Sr. Head Cook will notify the Food Services Dietitian and the Chief Cook with primary responsibility for religious diets. The Food Services Dietitian will follow the same process as listed above and if it is determined that the inmate has not demonstrated a sincere religious belief and violates the rules of the policy, County Counsel will be notified to request the Court to set aside the court order. If it is determined that the inmate has demonstrated a sincere religious belief, the court order will be implemented as soon as is reasonably possible.

- i. The procedure to interview inmates with court orders shall be initiated as soon as is reasonably possible. Inmates with court orders for religious diets shall receive priority in the interview procedure over other inmates' requests for religious diets.

2. If the inmate has a court order for a particular diet that has already been implemented, but is consuming food other than the diet stated on the court order, or has skipped or refused a religious meal, the court order must be set aside prior to discontinuing the court ordered diet.
3. If the inmate receives a court order for a religious diet and IS ALSO on the medical diet list, continue the medical diet in accordance with the religious diet, if possible. County Counsel will be informed and will be notified as stated in section number four.
4. If the inmate receives a court order for a religious diet and requests in writing to be removed from that diet, the inmate must return to court to request the judge to remove him or her from the diet.

h) Risk Management

1. OCSD's Risk Management Bureau must be notified and contact County Counsel to move to set aside the court order prior to discontinuing any court ordered diet. Do not discontinue any court ordered diet without County Counsel first obtaining approval from the Court to do so. Contact County Counsel if an inmate is consuming food other than the court ordered diet. Please have documentation available including the court order for the diet, the number of meals missed to date, any commissary reports documenting inappropriate purchases and a completed Warning of Non-Compliance Form, signed by the inmate. County Counsel will provide any court order discontinuing the diet to the Food Services Manager(s).

2306 - Meal Service

2306.1 – General

- a) The food service section will perform two separate functions:
 1. Inmate feeding for all inmates assigned to the custody of the Sheriff.
- b) Functions, such as a portion of the food preparation, washing of pots and pans, and storage of food supplies, will be done in the facility kitchen.

2306.2 - Inmate Meals

a) Meal Frequency

1. Inmates will be provided three meals per day, served at regular times during each twenty-four (24) hour period. At least one meal will include hot food. Meals will be served at approximately 0500, 1100 and 1600 hours. Late courts will be fed upon their return to the facility with a sack lunch unless the serving line is still open.

b) Feeding Procedure

1. Inmates will be fed according to established procedure as outlined in the Custody and Court Operations Manual Housing Operations section.