

TLF - Barracks In-House Meal Service

7033.1 SECURITY PROCEDURES

The facility may elect to conduct meal service in-house for inmates housed in the barracks in lieu of Chow Hall. For more information regarding Chow Hall, refer to CCOM Section 2306.2 Inmate Meals and CCOM Section 7034 – Chow Hall Security Procedures.

(a) Staffing

1. For each barracks housing area (A/E, F, G, H), a [REDACTED] will supervise and coordinate the inmate feeding. In addition to the above, a [REDACTED] will monitor the inmate feeding from the Barracks Guard Station.

(b) Assigned Positions

1. For A/E Barracks, Deputies shall [REDACTED] monitor the distribution of food trays to ensure each inmate is offered a complete meal. Deputies will instruct the inmates to sit at the tables to consume their meals and return their food trays before returning to their assigned bunk.
2. For F, G, and H Barracks, [REDACTED] monitor the distribution of food trays to ensure each inmate is offered a complete meal. In addition, [REDACTED] ensure inmates sit at the tables to consume their meals and return their food trays before returning to their assigned bunk.

(c) General Procedures

1. The loaded food carts shall either be delivered or picked up from the kitchen by custody staff. Two inmate workers per cart may be utilized in this process if they are supervised by custody staff.
2. The food carts shall be placed along the walls outside of the barracks or in an area that does not obstruct ingress/egress to the doorways of the barracks.
3. Custody staff shall plug in the food carts to maintain the correct food temperature.
4. The barracks Deputies or CSA will announce meal service to the inmates, instruct the inmates to dress in full jail-issue and prepare to line-up to receive their food trays.
5. When directed, each inmate will line-up near the barracks door to receive food trays. Custody staff will then disseminate food trays to the inmates. Under the direct supervision of custody staff, inmate workers may be utilized to distribute food trays. Medical or religious diets will be distributed by custody staff. For further information, refer to CCOM Section 2304.3 – Religious Diets.
6. Once an inmate has received a food tray, the inmate shall consume their meal at the barracks tables in a seated position. Each inmate will be given up to fifteen (15) minutes to eat their meal.

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7. Deputies shall dismiss inmates from the table areas once the inmates have completed their meal or fifteen (15) minutes have elapsed, whichever comes first.
8. When inmates have completed their meals, the inmates shall return their food trays to the collection areas before the inmates will be permitted to return to their assigned bunk. Inmates are not permitted to consume their meals at their bunks.
9. Once the meal service has been completed, Deputies or CSAs shall supervise the inmate workers as the workers collect the trays. Staff shall account for and count all food trays, and if they are not returned, staff shall do the following:
 - i. An announcement to the barracks area will be made stating there are trays missing. If the required numbers are not returned after the announcement, the barracks area should be locked down, and the Sergeant notified.
 - ii. A search by Deputies throughout the barracks area should be completed looking for the missing trays. Once the exact number is returned, the barracks area shall be let out of lockdown. If the missing trays are not returned, the Sergeant may authorize a continued lockdown and suspension of barracks privileges (e.g. televisions, tablets, etc.). A Jail Incident report shall be completed for missing trays.
10. The food carts and food trays shall be returned to the kitchen by CSAs or Deputies, immediately after meal service for cleaning and preparation of the next hot meal service. Inmate workers may be utilized to return carts to the kitchen if they are supervised by custody staff.

(d) Meal Service Schedule and Group/Tier Feeding

1. For inmate meal frequency and meal distribution times, refer to CCOM Section 2306.2 – Inmate Meals.
2. For A/E Barracks, Deputies may elect to feed all inmates in each area at once only if there are enough tables/seating for each inmate to consume their meal in accordance with Board of State and Community Corrections (BSCC) Title 24 Section 1231.2.17 Dining Facilities. If there are not enough tables/seating for each inmate to be fed at once, Deputies shall conduct group feedings, ensuring each group has at least fifteen (15) minutes to consume their meals.

3.

(e) Special Considerations

1. Absent Inmates
 - i. An inmate who is absent during meal service (e.g., court, visit, programs etc.) shall be provided with a sack lunch in a reasonable amount of time upon their return to their housing location. If an inmate requests their

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religious or medical diet, custody staff shall notify the kitchen. The kitchen will prepare and provide the appropriate meal to custody staff, who will then deliver it to the housing unit. For religious diets, refer to CCOM Section 2304.3(d.)-Delivery of Religious Meals.

2. Meal Refusals

- i. An inmate will be considered on a hunger strike after failing to consume food for a period of seventy-two (72) hours.
- ii. The Deputy will follow the procedures in CCOM Section 2615.1 – Declaration of a Hunger Strike or Suspicion of a Hunger Strike and CCOM Section 2615.2 – Requirements During a Hunger Strike.

3. Inmates Refusing to Comply with Jail Rules During Meal Service

- i. Meals are never to be used as a form of discipline.
- ii. Handling Minor Violations
 - A. Inmates accused of minor violations will be allowed to complete their hot meals. Disciplinary procedures will be initiated after the meal has been completed.
 - B. Incidents requiring a minor disciplinary write-up must be documented appropriately.
- iii. Handling Major Violations
 - A. Inmates accused of major violations, which disrupt or are likely to disrupt the barracks meal service operations, will be immediately removed from their housing area and escorted to a secure location.
 - B. A Deputy may determine that the situation warrants the inmate receiving a sack lunch in lieu of a hot meal, but only after notifying a Sergeant.
 - C. All incidents resulting in the removal of an inmate from their housing area during meal service must be documented appropriately (e.g., log entry, major write-up and/or Initial Crime Report).