

POLICY AND PROCEDURES

NUMBER: 1003

SUBJECT: Special and Religious Diets

ACA STANDARDS: 4-ALDF-4A-09, 10; 5C-17

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 4/1/86 REVISION DATE: 3/1/90, 9/97, 5/05
11/13, 1/16, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure that inmates with confirmed medical and religious dietary needs are provided with special meals.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Food Service, Corrections Medicine and Program staff are responsible for the following procedures.

III. PROCEDURES

A. Medical Diets

1. Upon admittance, all new inmates shall be evaluated by Corrections Medicine staff. (See Policy #1306 Intake Medical Screening)
2. If the inmate requests a special diet for medical reasons, (i.e., allergies, diabetes, pregnancy, etc.) during the screening process, the Corrections Medicine staff member shall determine the legitimacy of the request.
3. After evaluation and approval by Corrections Medicine staff, inmates with legitimate medical problems such as diabetes or pregnancy shall receive a snack in addition to regular meals.

4. The following information shall be placed in the Integrated Jail Management System (IJMS) and the inmate's health evaluation.
5. The orders for the snacks will be filled by Food Service and delivered to the Infirmary for appropriate distribution to the Housing Units by Corrections Medicine staff.
6. If an inmate requests a medical diet after being placed in a housing unit, the inmate will submit a request slip to see the doctor.
7. Medical and special diets can only be authorized by a physician or dentist.
8. Written instructions for medical/special diets shall be placed in IJMS by Corrections Medicine staff. Instructions to include:
 - a. Inmate's name
 - b. Floor and Housing Unit
 - c. The type of food to be provided or restricted
 - d. When the diet is to begin or any changes in the diet.
9. The instructions for the medical/special diets shall be retrieved from the computer by the Food Service Manager or his/her designee.
10. Medical/special diets shall be kept as simple as possible and conform as closely as possible to the food served other inmates. (See Policy #1002 Dietary Allowances and Menu Evaluations)
11. Medical and special diets shall be reviewed and evaluated by the Corrections Medicine staff as necessary and changes added to or deleted from IJMS.

B. Religious Diets

1. A new inmate requesting a special diet due to religious beliefs shall submit this information during classification to the Classification Specialist.
- [2. All other inmates whose religious preference should change while incarcerated shall submit this request in writing to the *designated member of the Program Staff.*]

- [3. The inmate will be required to declare his/her religious faith and agree to the conditions of the certified religious diet by signing the Certified Religious Diet Request form after speaking with the *designated member of the Program Staff* and the Chaplain. (See attachment #1)]
- [4. The *designated member of the Program Staff* and the Chaplain will determine if the request is legitimate and will approve or deny the certified religious diet request. (See Policy #1607 Inmate Religious Programs)]
5. An inmate violates the Certified Religious Diet agreement if he/she:
 - a. consumes food during meal times that is not approved for his/her religious diet
 - b. shares any portion of his/her religious diet with another inmate
6. Housing unit officers will maintain a log for each inmate receiving a certified religious diet. This log will track each time an inmate receives his/her certified religious diet as well as any non-compliance with the conditions of participation in the religious diet program.
7. If an inmate violates any of the conditions of the religious program diet program, he/she will receive a warning. The Housing Unit Officer will be required to submit a Violation of Religious Diet informational incident report in IJMS (code 302). The incident report should clearly state if it is the inmate's first or second violation of the certified religious diet agreement. The incident report number will also be written on the inmate's log.

NOTE: If the inmate is receiving discipline for a rule violation as a result of violating the religious diet agreement (i.e. for sharing food, etc.) the Officer will still use the informational code of 302 as the main violation number and add the additional code of the rule violation (i.e. 100-Failure to Comply with Housing Unit Rules).

8. The Housing Unit Officer will fill out a "Violation of Certified Religious Diet" form (See Attachment #1), attach a copy of the incident report to the form, and turn it in to the Unit Manager.

9. Inmates receiving a certified religious diet will receive one warning. Any subsequent violations may result in suspension or termination from the program.
- [10. Special diets satisfying the established requirements for specific religious denominations will be provided on the authorization of the *designated member of the Program Staff*.]
11. Only food items which are utilized in normal meal preparation will be used for religious diets, and the cost and content will not exceed that of the general diet.
- [12. Written instructions for religious diets will be placed in IJMS by the *designated member of the Program Staff*. The following information shall be submitted:
 - a. Inmate's name
 - b. Floor and housing unit
 - c. Type of food restriction
 - d. When diet is to begin, or any changes in the diet.]
13. Religious diets should also be kept as simple as possible and conform as closely as possible to the food served other inmates.
14. Any requests or denials for special religious diets shall be scanned into the IJMS documents for said inmate.

C. Religious Dietary Laws

1. The basic dietary laws which apply to members of the primary religious groups are as follows:
 - a. **Orthodox Jews:** No contact with pork or pork products in any form, including lard, pork by-products or processed pork. Not allowed to consume any type of seafood which does not have scales or fins, (i.e., shrimp, squid, eel, catfish) or any foods which contain the blood of slaughtered animals.
 - b. **Muslims:** No contact with pork or pork products in any form, including lard, pork by-products, processed pork or food which contains the blood of slaughtered animals. Muslims are forbidden to eat anything from sunrise to

sunset during the Muslim month of Ramadan (a 30 day period from late August to late September).

- c. **Hindu:** Not allowed to consume beef products in any form. Most devout Hindus observe a vegetarian diet. Other dietary restrictions may apply, depending on the beliefs of the sect to which they belong.
- d. **Buddhists:** May, in some instances, be required to adhere to a vegetarian diet.
- e. **Seven Day Adventist:** Dietary restrictions are essentially the same as those prescribed for Orthodox Jews in terms of foods which must be avoided.

[2. Dietary needs and restrictions may be more complex than shown above. Any questions regarding religious diets shall be referred to the *designated member of the Program Staff* for assistance and/or clarification.]

D. Special Occasions

- [1. A 'special occasion' meal must be approved by the *Superintendent of Community Corrections* in conjunction with the *Superintendent of Human Resources/Operations*.]
- 2. 'Special occasion' meals should not be approved more than once a year per religious group.
- [3. 'Special occasion' meals will be composed of regular staple foods unless specifically approved by the *Superintendent of Human Resources/Operations*, *Superintendent of Community Corrections* and the *designated member of the Program Staff*.]