

# POLICY AND PROCEDURES

NUMBER: 1005      SUBJECT: Food Preparation and Delivery

ACA STANDARDS: 4-ALDF-2A-09; 4A-01, 02, 17, 18

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## I. POLICY

The St. Louis County Department of Justice Services shall establish procedures for the preparation and delivery of all meals to inmates while ensuring the proper handling of food.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. PROCEDURES

### A. Food Preparation

1. Foods shall be prepared with the least possible physical contact.
2. Disposable gloves shall be worn when preparing food.
3. Raw fruits and vegetables shall be thoroughly washed in clean cold water before serving or cooking.
4. All equipment and preparation surfaces shall be washed and sanitized before and after food preparation.
5. Frozen foods shall be thawed:

- a. In refrigerated units at a temperature not to exceed 40 degrees Fahrenheit.
- b. Under running water at a temperature of 70 degrees Fahrenheit or below.

B. Meal Counts

1. The facility count will be accessed on the Integrated Jail Management System (IJMS) each morning by the Food Service Manager or designee to determine the number of meals to be prepared for the day.
2. Special diets shall be entered into IJMS by Corrections Medicine staff, indicating the name, type of diet and housing unit of inmates who are on special diets. (See Policy #1003 Special and Religious Diets)
3. Religious diets shall be verified by the Program Manager and entered into IJMS by the Program Manager or designee, indicating inmate names, religious preference and housing unit.
4. The Intake Service Center will feed prisoners with bag lunches at six hour intervals: 6:00 a.m., 12:00 p.m., 6:00 p.m. and 12:00 a.m. At the beginning of each shift, the Intake Security Officer shall check the supply of bag lunches kept in the refrigerator in the storage room. If bag lunches are needed, the kitchen shall be notified.
5. The Transportation Dispatch Officer shall call Food Service fifteen (15) minutes prior to meal time with the number of inmates being held in Transportation Staging, including the court holdover cells, to request bag lunches. However, every effort should be made to remove inmates from these areas prior to meal time.
6. The Food Service Manager and/or designee shall access IJMS to obtain the type and number of trays needed for each housing unit, one hour prior to each meal.

C. Meal Assembly

1. The meal assembly is achieved in two distinct phases.

- a. Cold foods shall be placed on a large tray prior to meal time.
- b. Hot foods shall be placed on a small tray prior to meal time.

**NOTE:** When the meals are served to the inmates, the hot tray will be placed on the cold tray and then given to the inmate.

2. Appropriate trays and beverage containers shall be used to ensure proper temperatures are maintained.
3. The food carts for meal service to the housing units consist of two types:
  - a. An insulated, two compartment cart with one compartment heated and the other side insulated for cold foods.
  - b. A single compartment insulated for cold foods.
4. The heated compartment side will contain up to sixty-four (64) hot trays.
5. The insulated cold food compartment side will contain up to thirty-two (32) cold trays.
6. A separate insulated cold cart, holding up to thirty-two (32) trays, will be loaded with cold trays for each housing unit and will be stored in the food bank until meal time.
7. Food Service workers, under the direction of the Correctional Cooks, will load the trays onto the food carts.
8. Special diet meals will be placed on the food carts with attached notes identifying the inmate and type of special diet.
9. Beverages such as coffee and juice will be delivered in insulated servers (one for each housing unit), along with the two-compartment cart.
10. Milk will be delivered on the cold meal tray.

D. Meal Service and Delivery

1. Three (3) meals (with at least two (2) of these meals being hot) will be served daily and delivered at the following times:

	<u>Deliver</u>	<u>Serve</u>
a. Breakfast	6:30 AM	7:00 AM
b. Lunch	10:30 AM	12:00 PM
c. Dinner	4:30 PM	5:00 PM

2. No inmate programs or other activities shall be scheduled during meal times.
3. All institutional workers, with the exception of those assigned to Food Service, shall return to their housing units approximately fifteen (15) minutes prior to meal time.
4. Bag lunches will be stored in boxes, placed on utility carts, taken to the Intake Service Center and Transportation Staging area for distribution.

E. Health Care Meal Delivery

1. A two compartment cart for Health Care will be transported on security elevators (1-4) to the sally port leading into the Health Care unit.
2. At this time, Master Control will notify the Infirmary Officer that the food cart is being transported to his/her location.
3. The Food Service worker will deliver the food cart to the Infirmary and return to Food Service.
4. The Infirmary Officer will count the meal trays on the cart to ensure count is correct.
5. All inmates will be secured in their cells by the Infirmary Officer.
6. The Infirmary Officer along with the inmate worker will deliver all meals and beverages to the inmates in the Infirmary.
7. Inmates who are not bedridden shall receive their meals through the cell food passes.

8. Inmates who are bedridden shall be fed inside the cell with meals being placed on the bed table by the Infirmary Officer.
9. Inmates in isolated cells due to communicable diseases will be served by Corrections Medicine staff on Styrofoam plates with disposable eating utensils.
10. If an inmate is extremely violent and exhibits behavior of throwing food, they will be issued a bag lunch.
11. After all inmates in the Infirmary have been fed, the food cart will be taken to the Mental Health Dayroom and the process repeated.
12. After the completion of the meal, inmates who are not bedridden will place their trays and utensils in the cell food passes which will be returned to the food cart by the inmate worker. Excess food will remain on the tray.
13. The Infirmary Officer will retrieve trays and utensils from the bedridden inmates and return them to the food carts.
14. When all trays and utensils have been accounted for by the Infirmary Officer, the food cart will be returned to the sally port to await retrieval by a Food Service worker.

F. Direct Supervision Housing Unit Meal Delivery

1. Meals shall be served in the Direct housing units by securing all inmates in their cells and serving half the unit population, ensuring no more than thirty-two (32) inmates are fed at a time. This shall be accomplished by:
  - a. The two-compartment food carts for the direct pods will be taken to the floors on secure elevators (1-4) by Food Service workers, where the Food Service worker will place the carts in the housing unit sally ports.
  - b. After the sally port has been secured by Unit Control, the food cart will be brought into the housing unit by an inmate worker under the supervision of the Housing Unit Officer and plugged in. Inmates will be secured in their cells by the Housing Unit Officer at this time.
  - c. After the initial delivery of the food carts to the floors,

Food Service workers will begin delivery of a second insulated cold cart in the same manner.

- d. Meal trays will be counted by the Housing Unit Officer for accuracy.
- e. If a shortage in the tray count is found by the Housing Unit Officers, Unit Control shall be notified by phone and the shortage reported to the kitchen staff for the entire housing unit floor. Only a Lieutenant may call down for extra trays.
- f. The beverage container and appropriate condiments will be placed on the beverage/nutrition counter. (See Policy #1009 Beverage/Nutrition Counter)
- g. Inmates on lockdown status will be served meals and beverages in their cells and served simultaneously with each group.
- h. The dayroom and mezzanine levels shall be rotated weekly by the officer to ensure equal treatment of the inmates as to which half of the housing unit eats first.
- i. Half of the housing unit population will be released from their cells and instructed by the Housing Unit Officer to proceed in a single file past the food cart to pick up a meal and have their cups filled with the beverage of the day. The inmates will then seat themselves at a table and eat their meals to which they have twenty (20) minutes. After the tables have been cleaned, the other half of the Housing Unit population will begin their meal.
- j. Inmates will return meal trays by:
  - (1) Disposing of paper waste in the refuse container.
  - (2) Placing meal tray and utensils in the insulated cold side of the food cart. Hot tray lid should be replaced back on tray or in plastic bag. Uneaten food will be left on trays and disposed of in the kitchen.
  - (3) After the officer has accounted for all trays and

utensils and the second insulated cold cart has been delivered, the Housing Unit Officer will secure inmates in the first group and feed the second group.

- (4) After delivery of the second insulated cold cart Food Service workers will return to the Food Service area until instructed by Correctional Cooks to retrieve all food carts.
- (5) After the completion of the meal, the Housing Unit Officer will secure the second group, collect trays and utensils from inmates on lock-down status and then count all meal trays and utensils to ensure all are accounted for.
- (6) If all trays and utensils are not accounted for, the Housing Unit Officer will notify all inmates of what items are missing and instruct the inmates to return the items. If the missing items are not returned or found, the housing unit will be placed on lock-down status until it is searched and utensils are found. (See Policy #812 Facility Shakedown)
- (7) The Housing Unit Officer will log the time of the meal, the number of meals served and the time the meal ended, into the Jail Management System.
- (8) Any meal refusals or unusual circumstances shall also be logged.
- (9) The Housing Unit Officer shall place the food carts in the sally port after all trays and utensils have been counted and verified.
- (10) Unit Control will notify Food Service that the food carts are ready to be returned to the kitchen.

G. Indirect Supervision Housing Unit Meal Delivery

1. Fifteen (15) minutes prior to the delivery of food carts, all inmates are to be secured in their cells.

2. The Food Service worker will deliver the food carts inside the sally port.
3. The Unit Control Officer will notify the Housing Unit Officer, by radio that the food cart has arrived and shall ensure that all inmates are locked in their cells.
4. The Housing Unit Officer will count the trays to ensure proper count of meals. Tray storage shall be reported as previously described for Direct housing units.
5. All inmates housed in Indirect housing units shall be fed in their cells.
6. The Housing Unit Officer and inmate worker will enter each pod unit and deliver all meals and beverages through the cell food passes.
7. If an inmate is extremely violent and exhibits behavior like throwing food, they will be issued a bag lunch.
8. After the meal, the Housing Unit Officer is to account for all trays and utensils from each cell, through the cell food pass. Shortage will be handled as previously described.
9. Excessive food will remain on the trays and be placed back into the empty food carts for disposal in the kitchen.
10. The food carts will be returned to the sally port to await pick-up.

#### H. Clean-Up

1. After the food carts are returned to the Food Service area they will be taken to the soiled dish table, unloaded, food scraped from trays, placed in dish trough and rinsed.
2. After trays are rinsed they will then be sent through the dishwasher.
3. After a sufficient volume of eating utensils have been accumulated, they will be placed in mobile soak sinks and sent through the dishwasher.
4. Trays and utensils will be placed on racks to air dry.

5. The empty food carts will be moved from the unloading area to the cart wash area and steam cleaned.
6. The two compartment carts will be moved to the cart "heating" area.
7. The cold insulated carts will be similarly handled and placed near the meal assembly conveyor ready to use. Refrigerated racks will be cleaned at convenient times during the day.

I. Staff Meals

1. Staff food service will take place in the Staff Dining Room.
2. The dining room will offer service to the staff on each shift.
3. The cafeteria/dining room is intended for eat-in-service. It will offer a modest selection of traditional entrees and accompaniments; cold sandwiches, salad bar, desserts, cold and beverages.
- [4. The core menu (entrees, etc) will be *planned by the Food Service Manager. Most foods will be received from the main kitchen hot and ready to serve. If a cook is assigned in the Staff Dining Room, some grilled items may be prepared and served to the staff. Second and third shift meals will be kept in a food warmer.*]
5. Cold foods, including salad bar items, will come from the main kitchen ready to serve or to assemble into finished menu items.

J. Food Delivery to Remote Locations

1. Food delivery to the remote locations, (Juvenile Detention, etc.) shall consist of frozen foods, dry stores
2. The refrigerated food items for each location will be assembled, placed in delivery containers and held at the appropriate temperature, until delivered.
3. Frozen and refrigerated foods shall have insulated delivery containers.
4. The containers will be sized for manual handling, as the receiving facilities at each location are not convenient for platform truck use.

5. At delivery time, the food order will be consolidated for each location and taken on platform trucks by the Correctional Cooks to the Justice Center dock.
6. The foods will be transported to the various locations in a panel equipped truck with rear and side access doors.
7. At the time of delivery, clean containers will be retrieved from the location and returned to the main kitchen.