

Section 11: Food Service

Subject: Food Service

Minimum Standard: 5120:1-8-10(A)(B)(C)(D)(E)(F)(G)

Revised:

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

All food service operations shall comply with rules and regulations set forth by the Erie County Department of Health in an effort to maintain the health of inmates at the Erie County Jail. Foods prepared and served in the jail will be of the highest nutritional quality and with the greatest variety possible within budgetary constraints. Inmates shall be served three meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals. Menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietitian nutritionist. Records of food items shall be maintained pursuant to the jail's record retention schedule. The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practice by an inmate. All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations. All food handlers are to wash their hands upon reporting for kitchen duty, after restroom breaks, and/or after handling unsanitary items. The assigned food service manager is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or inmate workers. Food shall not be withheld from inmates as punishment.

PROCEDURE

A. Health Department Rules and Regulations

1. It shall be the responsibility of the food service manager to ensure all food service operations comply with the rules and regulations of the Erie County Health Department.

B. Inspection

1. The County Health Department or Ohio Department of Food Service may conduct an inspection of the food service program of the Erie County Jail at any time.
2. The kitchen shall also be inspected for fire safety by the Perkins Fire Department.

C. Meal Schedule

1. All inmates, including those in disciplinary confinement, shall be served three meals a day at regularly scheduled intervals, with no span to exceed 14 hours between meals.
 - a. Breakfast – between 0600 and 0630.
 - b. Lunch – between 1130 and 1200.
 - c. Dinner – between 1700 and 1730.

D. Menu Cycles and Contents

1. The food service vendor shall plan menus. Menus, menu cycles, and contents shall be evaluated and approved in writing by a qualified dietician. Food shall be served fresh, in reasonable variety.

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E. Documentation

1. All meals and their contents shall be documented on the jail log using the FEED (Meal Pass) Event in the Jail's Record Management System. The documentation should indicate:
 - a. What area of the jail the meal pass was in.
 - b. The officer conducting the meal pass.
 - c. A description of the meal (i.e. Dinner served: hotdogs, fries, salad, orange, coffee.)
2. Any inmate refusing to accept a meal should be documented as a MLRF (Meal Refused) Event.

F. Special Diets

1. Medical: If an inmate requests a special diet for medical reasons, the officer receiving such request will channel it by normal sick call procedures to the nurse. After the Jail physician or nurse reviews the request and determines that a modified diet is appropriate, written instructions as to the dietary needs of the inmate will be forwarded to the Jail Administrator and kitchen personnel.
2. Religious: All reasonable efforts shall be made to accommodate the dietary needs of an inmate for religious reasons. Requests for such modifications shall be forwarded, in writing, to the Jail Administrator, who shall consult with an appropriate authority regarding necessary compliance.

G. Screening / Examinations

1. Non-Inmate personnel working in food service shall be initially screened for contagious diseases by qualified personnel provided by the food service vendor and annual re-examinations.
2. All inmate workers assigned to the kitchen will be screened for contagious diseases by jail medical personnel prior to their assignment.
3. All inmate workers must be checked for warrants and warrants through LEADS prior to being assigned to the kitchen.
4. Inmate workers should review and sign their job assignment information sheet.

H. Sanitary

The Food Service Manager or designee is responsible for a healthy and sanitary kitchen environment. All health and cleanliness issues must be immediately addressed by kitchen staff or inmate workers. All food handlers will wash their hands upon reporting for kitchen duty, after restroom breaks, and/or after handling unsanitary items.

I. Service

1. Breakfast Pick-up: All breakfast trays should have been prepared by the prior kitchen staff shift. Officers will enter the kitchen in the morning and retrieve the counted trays and beverage containers to be served.
2. Kitchen staff will notify main control when food carts containing the afternoon and evening meal trays are ready for distribution. Officers will receive and account for the trays accepted. Officers may assign kitchen workers to assist in passing out food trays.

J. Tray disbursement:

1. Officers will directly supervise those workers who are assisting in passing out trays. Only

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corridors inside the security area will be used when transporting food carts to or from the kitchen area.

2. The control officer will summon each housing unit by voice intercom to the food pass located at the entrance into each housing unit. Where applicable, trustees will place food carts into the sally port area and secure before food passes are opened.
3. The officer, when supervising serving, will be especially vigilant to guard against any attempts of an inmate intimidating another into surrendering any part of a meal. Payment of debts using food is forbidden. Should an officer suspect this type of activity, a jail narrative should be written and the Shift Supervisor informed.
4. Inmates confined to their cell will have a tray delivered to the cell through the door by the rover supervising the distribution of meals.
5. Inmates will be issued one complete food tray, one spork, and one beverage serving.

K. Tray return

1. When serving has been completed, officers will directly supervise the workers collecting the trays. All issued food service items must be accounted for. Once all issued items have been accounted for and returned to the food carts, the main control operator will instruct the kitchen workers to transport the items back to the kitchen.

L. Complaints

1. Complaints from inmates about jail food are common, but the officer who receives such complaints will properly document consistent complaints from several inmates. The officer receiving the complaints shall notify the Shift Supervisor. Inmates may also use the grievance mechanism outlined in the inmate handbook to register complaints.