

# WEBER COUNTY CORRECTIONAL FACILITY

---

Volume

## INMATE SERVICES

---

Chapter

## JG 02 - FOOD SERVICES

---

Effective Date:

**01-01-02**

Review Date:

**10-15-05**

Pages

**9**

---

Approved

---

JG 02/01.00 GENERAL

JG 02/01.01 Purpose

JG 02/01.02 Cross Reference

JG 02/01.03 Definitions

JG 02/02.00 FOOD SERVICE

JG 02/02.01 Policy

JG 02/02.02 Rationale

JG 02/02.03 Procedure: Food Preparation

JG 02/02.04 Procedure: Special Diets

JG 02/02.05 Procedure: Food Service

JG 02/03.00 LEARNING OBJECTIVES

JG 02/03.01 Food Preparation

JG 02/03.02 Food Service

JG 02/01.00 **GENERAL**

JG 02/01.00 **Purpose**

The purpose of this chapter is to provide policy, rationale, and procedure for the preparation and delivery of food services within the WCCF.

JG 02/01.01 **Cross References**

JF 09 - Tool Control

JJ 05 - Inmate Work Procedures

UJS G 02.00.00 - G 02.05.03

JG 02/01.02 **Definitions**

**WCCF** Weber County Correctional Facility

**WCS** Weber County Sheriff

**UJS** Utah Jail Standards

JG 02/02.00 **FOOD SERVICE**

JG 02/02.01 **Policy**

It is the policy of the WCCF:

- A. to provide an adequate and sanitary area in which to prepare meals for inmates in the custody of the WCCF;
- B. to provide inmates in the custody of the WCCF with meals that meet minimum nutritional requirements;
- C. to provide for special dietary and medical needs of inmates in the custody of the WCCF;
- D. that food service may be accomplished by WCCF employees or through a contract service provider; and
- E. that food service operations be managed by staff who are qualified by education, training, and/or experience.

JG 02/02.02 **Rationale**

- A. Incarcerated persons must rely on jail officials to ensure that their nutritional needs are met. The eighth amendment prohibits jail officials from denying inmates food or from serving an inadequate diet. It is the goal of the WCCF to meet inmates' basic necessities of life while incarcerated.
- B. Responsible staff should be assigned to supervise food service in the WCCF to include:
  - 1. Creation of menus;
  - 2. Documentation and maintenance of logs;
  - 3. Preparation of meals, including special diet meals;
  - 4. Quality and quantity control;
  - 5. Distribution of meals to inmates; and
  - 6. Sanitation.
- C. Food service within jails has been shown to impact the attitudes of inmates

while incarcerated. The impact can be negative or positive depending on the quality of food service. It is the goal of the WCCF to provide meals that can have a positive impact on the attitudes of inmates which can create a better environment for inmates and staff of the WCCF.

- D. Special diets may be recommended for medical or religious reasons. Obliging special diet requests is constitutionally required when such diets are necessary to:
  - 1. implement the medical instructions of appropriate medical authority;  
or
  - 2. accommodate prisoners' religious needs.
  - 3. Special diets may be used as a disciplinary sanction and should be implemented as a sanction for abusing food services.
- E. Food service may be provided by WCCF staff or by a private contract service provider. Inmates may be used to supplement the work force necessary to provide food service.

JG 02/02.03 **Procedure: Food Preparation**

A. Documentation/Menus

- 1. Food service menus for the WCCF shall be:
  - a. prepared, reviewed, and revised as appropriate by a professional dietician or nutritionist on an annual basis;
  - b. based on nationally recognized recommended daily allowance levels; and
  - c. approved by the WCCF Chief Deputy or WCS.
- 2. Menus should be prepared so that inmates experience a variety during any scheduled menu rotation.
- 3. Menus shall provide for a minimum of one hot meal per day.
- 4. Menus shall be retained for three (3) years.
- 5. Logs shall be maintained for each shift by the culinary supervisor that includes, but is not limited to, the following information:
  - a. date;

- b. name of kitchen supervisor;
  - c. kitchen workers on shift;
  - d. menu items served; and
  - e. special diet meals provided.
6. Logs shall be maintained for three (3) years.

B. Supervision

1. Food service shall be supervised by designated staff to ensure that procedures outlined in this chapter are followed and:
  - a. that proper culinary sanitation techniques are observed;
  - b. that proper quality and quantities of food are provided; and
  - c. to ensure proper accounting of kitchen tools and supplies.
2. If a private contract service provider is utilized, the service provider shall provide adequate supervision to accomplish the intent of this chapter. The WCCF may appoint a staff member to act as a liaison between the facility and the service provider and monitor service provider performance.
3. Inmates assigned or selected to work in the culinary shall be supervised by culinary staff at all times while in the culinary area.
4. Inmate culinary workers may be assigned to deliver food trays to various posts within the facility. WCCF internal security staff shall be responsible to supervise inmate culinary worker movement outside of the culinary area.
5. The WCCF Inmate Work Supervisor shall maintain accurate work records for inmate culinary workers as described in WCCF policy JJ 05, Inmate Work Procedures.

C. Sanitation

1. Inmates who are assigned to work in the culinary shall be evaluated and cleared for work in the culinary by the WCCF physician or nurse.
2. All culinary workers and culinary supervisors shall wear appropriate food handling clothing/ protective equipment, i.e., gloves, hairnets, etc. Inmate culinary worker uniforms shall be cleaned on a regular

basis and as necessary.

3. Food items shall be stored, thawed, and prepared in a sanitary manner.
4. WCCF culinary staff shall inspect the culinary area daily for cleanliness. The WCCF shall submit to inspections by the health department.

D. Storage

1. Cooking supplies and ingredients should be properly stored in areas designated for that purpose, i.e., cooler, dry storage, freezer, etc.
2. Access to culinary cooking supplies and ingredients should be limited to the culinary supervisor or to other culinary workers under the supervisors direct supervision. Storage areas should remain locked or otherwise secured.
3. All supplies received from vendors and other suppliers shall be accounted for, signed for and stored in designated storage areas by a designated receiving staff member.

E. Culinary Tools/ Supplies

1. The use, inventory, and control of culinary tools and equipment shall be consistent with WCCF policy JF 09, Tool Control.
2. Culinary tools and utensils shall be accounted for and inventoried daily by the culinary supervisor. If a culinary tool or utensil cannot be accounted for, the tool or utensil shall be located prior to the culinary supervisor leaving shift. The culinary supervisor shall:
  - a. notify the WCCF watch commander; and
  - b. initiate a search of the culinary area.
  - c. The WCCF watch commander may initiate a search of areas of the WCCF outside of the culinary until the item is located.
3. When not in use, culinary tools and utensils shall be stored in a locked location intended for that purpose.

JG 02/02.04 **Procedure: Special Diets**

A. Medical Diets

1. Special diets shall be provided for inmates who require special diets for medical reasons. Inmates requiring a special medical diet should inform intake staff during the intake screening. If, during the intake screening, an inmate requests a special medical diet, intake staff shall:
  - a. print a copy of the appropriate intake screening information generated by the intake computer system; and
  - b. forward the information to the medical office personnel on duty.
2. Medical staff shall review intake screening information for special diet needs requests and forward the information to the jail physician for evaluation.
3. Inmates may also request special diet consideration by completing a “sick slip” to be evaluated by the jail physician.
4. The jail physician shall evaluate all requests for special diets to determine if the request is medically necessary and, if the request is medically valid, the physician may recommend that the request be approved.
5. The jail physician may recommend disallowing special diets for cause. An inmate may appeal such denial by utilizing the WCCF grievance system.
6. The jail physician recommendation should be forwarded to the Jail Commander/ designee for final approval.

B. Other Special Diets

1. Special diet requests from inmates for other than medical reasons should be forwarded to the WCCF Inmate Services Coordinator (ISC).
2. The ISC shall evaluate special diet requests and investigate the request as appropriate to determine:
  - a. if the request is legitimate, i.e., recognized religious diets, etc.; and
  - b. if the WCCF culinary can reasonably provide the requested diet.
3. If the ISC determines that the request is legitimate and that the culinary can reasonably meet the request, the ISC may recommend

that the request be approved.

4. The ISC recommendation should be forwarded to the Jail Commander/ designee for final approval.

- C. Special Diet requests shall be approved by the Jail Commander/ designee in writing.

JG 02/02.05 **Procedure: Food Service**

A. Schedule

1. The WCCF shall provide three (3) meals per day on a schedule that allows no more than 14 hours to elapse between any two meals.
  - a. Generally, two (2) of the three (3) provided meals should be hot.
2. A meal service schedule should be posted in the kitchen supervisor's office and should be reviewed quarterly and /or updated as necessary to meet the needs of the WCCF.

B. Culinary Staff

1. Culinary staff shall ensure that meals are prepared, placed on trays or other designated food service containers, and are ready for delivery to inmate housing units according to times on posted schedules.
2. Culinary staff shall ensure that special diet trays are assembled for delivery to appropriate housing units/ inmates.

C. Housing Unit Staff

1. Housing unit staff shall deliver meals to inmates inside individual housing units. Housing unit officers shall be responsible to ensure that:
  - a. each inmate is allowed the opportunity to receive a meal during each meal service period;
  - b. special diet trays are logged (on post logs) and delivered to inmates who are authorized to receive special diets;
  - c. logs are maintained to document any refusal by an inmate to eat or accept a tray; and



- d. all trays, utensils, or other meal service items are collected and returned to the culinary (unless authorized for retention or possession by inmates).
- 2. Housing unit officers should ensure that inmates have the opportunity to utilize common areas and sit at a table to eat meals, unless:
  - a. there is a medical reason why an inmate may not be able to sit at a table; or
  - b. an inmate or group of inmates is segregated or is not allowed to occupy common areas due to safety, security, or management reasons.
- 3. Housing unit officers shall allow at least 15 minutes for inmate to eat meals prior to attempting to collect trays, utensils, etc.

JG 02/03.00 **LEARNING OBJECTIVES**

JG 02/03.01 **Food Preparation**

Staff shall demonstrate and understanding of the following:

- A. what types of documentation shall be maintained concerning food service;
- B. who may authorize special diets;
- C. who is responsible for supervision of inmate workers inside the culinary area.

JG 02/03.02 **Food Service**

Staff shall demonstrate an understanding of the following:

- A. times scheduled for food service;
- B. what is the maximum amount of hours that may elapse between meals;
- C. officers' responsibilities for delivery food service to inmates.