

GENERAL DISTRIBUTION

WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION

NUMBER: 402.00

EFFECTIVE DATE: 15 August 2022

SUBJECT: FOOD SERVICE

POLICY DIRECTIVE

PURPOSE:

To maintain appropriate guidelines and procedures for food service in Division of Corrections and Rehabilitation facilities.

REFERENCE:

National Commission on Correctional Health Care (NCCHC) §§P-D-05, J-D-05, and Y-F-05.

RESPONSIBILITY:

Superintendents shall be responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 402.00, dated 01 June 2014; DOC Policy Directive 4000.00, dated 01 September 2012; RJA Policy 11001, dated 28 March 2016; RJA Policy 11002, dated 28 March 2016; RJA Policy 11003, dated 28 March 2016; and DJS Policy 400.00, dated 01 April 2015.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Medical Diets: Modified diets ordered for temporary or permanent health conditions, that modify the types, preparation, and/or amounts of food. Examples include diabetic/consistent carbohydrate, low sodium, low fat, celiac, renal, soft, liquid, pregnancy and nutritional supplementation.

POLICY:

- I. Comprehensive food service operations are provided for Division of Corrections and Rehabilitation (DCR) facilities by a contracted vendor.
 - A. All vendor staff must pass the criminal background check required by DCR.
 - B. The vendor shall obtain approval from the facility Superintendent/designee prior to making job offers to any applicant.
 - C. Vendor staff must attend orientation and facility training as required by DCR.
 - D. Vendor staff must, at all times, adhere to all agency policies and facility procedures, including displaying the agency issued ID card on their person and are subject to searches.

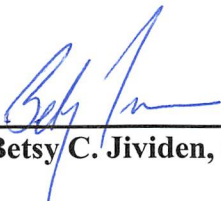
- II. Food service shall provide appetizing and nutritional food. Food service operations shall be hygienic and sanitary with standard methods of food preparation including the proper timing and temperature of all food storage, preparation and serving.
 - A. Food service will prepare and serve three (3) meals during each twenty-four (24) hour period, with no more than fourteen (14) hours between the evening meal and breakfast.
 - B. Food service shall prepare sufficient quantities of food for staff to purchase at all three (3) meals per day. Staff shall pay the food service vendor for said meals including appropriate sales tax.
 - C. Food service shall prepare and provide one (1) tray per meal to be given to a staff member, at no charge, so said staff member may test the quality of the food. Each facility will designate the staff member, per meal, to receive the tray.
 - D. Food service will also prepare a sample meal for testing purposes which shall be maintained for twenty-four (24) hours at each meal served. Said meal must be discarded upon the expiration of the 24-hour period.
 - E. Documentation of all meals served, including substitutions shall be maintained by the food service provider. They shall also maintain records of the number of meals served.

- III. Menus to meet all special dietary needs, including medically approved diets and religious diets will be provided.
 - A. Menus for juvenile and young adult offenders shall meet child nutrition guidelines.
 - B. Food service will provide medical diets as directed by the medical provider in writing. When an inmate or resident fails to adhere to medical diets, he or she is not disciplined but counseled. The decision to stop medical diets is a therapeutic decision.

- C. Food service shall prepare bagged snacks as medically ordered for inmates/residents identified by medical to receive an evening snack. The facility medical staff will direct the required nutritional components for the snack.
 - D. Religious diets will be provided as directed by the Religious Services Coordinator and in accordance with DCR Policy Directive 510.00 based on the individual religious belief.
 - E. All menus will be reviewed and certified by a registered dietitian. This service will be provided by the food service vendor. The dietician shall make an annual visit to each facility for consultation.
 - F. Food service will provide special holiday meals for Thanksgiving, Christmas, Super Bowl Sunday and Easter. In addition, the Superintendent can request two (2) additional special occasion meals per year. Food service will also provide meals for “open house events” conducted at some facilities.
- IV. In case of an emergency, food service shall maintain sufficient inventory of food to feed inmates/residents and staff for a period of five (5) days.
- V. Facilities will not use food as a disciplinary measure. Food shall not be withheld, nor the standard menu varied, as a disciplinary sanction. Alternative meal service may be provided to an inmate or resident who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates/residents. Alternative meal service shall be on an individual basis, shall be based on health or safety considerations only, shall meet basic nutritional requirements, and shall occur with the written approval of the Superintendent or designee and responsible health authority or designee. The substitution period shall not exceed seven (7) days.
- VI. Where appropriate, inmate or resident kitchen workers to assist in food service operations shall be provided and paid by the DCR. Prior to assignment, inmates/residents will receive a medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmittable by food or utensils. Inmate/resident kitchen workers are required to wear hairnets or caps while working, and clean, washable garments. They are also required to display proper hygiene.
- VII. Food service operations shall comply with all sanitation and health codes enacted by state or local authorities. All inspection reports shall be provided to the Superintendent or designee.

ATTACHMENT(S): None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner


Date