
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 10.18	Effective Date 6/24/15	Page 1 of 4
	Supersedes Food Services, dated 1/1/2010		
Approved By   Commissioner Scott Semple	Title  Nutrition and Food Services		

1. Policy. Department of Correction facilities shall serve nutritious meals in a cost-effective manner while maintaining high levels of security, safety and sanitation. The quality of food services shall be maintained at the highest level and subject to an inspection and reporting program.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 18-81 and 19a-36.
  - B. Regulations of Connecticut State Agencies, Section 19-13-B42.
  - C. Public Health Code Regulations, Sections 19-13-B42 and 19-13-B77.
  - D. National School Lunch Act (42 U.S.C. 1751).
  - E. Administrative Directive 2.7, Training and Staff Development.
  - F. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-4C-01.
  - G. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4313 through 4-4328 and 4-4380.
  - H. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-4A-03 through 4-ALDF-4A-10.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Common Fare. A diet which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions.
  - B. Master Menu. A 28-day menu cycle set up to meet or exceed the Recommended Dietary Allowance (RDA) for all populations assessed.
  - C. Registered Dietician. A person, who meets requirements for membership in the American Dietetic Association, has successfully completed the examination for registration and maintains continuing education requirements.
  - D. Therapeutic Diet. A diet specially prescribed by a physician for medical reasons.
4. Nutritional Services Operations Manual. The Correctional Chief of Food Services shall develop and maintain a manual detailing the operation of the Nutrition and Food Services Unit. The manual shall be submitted to the Deputy Commissioner of Administration for annual review and approval.
5. Administrative Responsibilities.
  - A. Correctional Chief of Food Services. The Correctional Chief of Food Services shall oversee and coordinate the food service function for the Department and provide technical supervision to each facility. The Correctional Chief of Food Services shall directly supervise the Food Production Manager and District Food Service Managers.
  - B. District Food Service Manager. Each District Food Service Manager shall:

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1. supervise and oversee the facilities assigned;
2. conduct annual food service audits;
3. conduct monthly inventory audits;
4. review all facility purchases;
5. monitor and schedule training for staff;
6. conduct counseling and disciplinary action;
7. monitor and maintain monthly food costs;
8. oversee the food service staff and staff cost;
9. maintain cleanliness and sanitation;
10. complete any necessary reports (e.g., Site Visit Report, etc.); and,
11. implement the master menu and therapeutic diets.

Each District Food Service Manager shall report to the Correctional Chief of Food Services, and consult with the Unit Administrators on matters pertaining to the facility food service functions and shall report through the Correctional Chief of Food Services on matters pertaining to the daily food service operation.

C. Food Production Manager. The Food Production Manager shall:

1. supervise the daily operation of the production kitchen,
2. oversee the food and operational cost,
3. monitor and maintain equipment (preventative maintenance),
4. maintain cleanliness and sanitation,
5. oversee the training of staff,
6. complete any necessary reports,
7. consult with the Correctional Chief of Food Services on matters pertaining to the food service function; and,
8. report through the chain of command on matters pertaining to the daily food service operation.

D. Lead Food Service Supervisor. Each facility with on-site food preparation shall have a Food Service Supervisor who shall supervise the food service operation of the facility. The Lead Food Service Supervisor shall be responsible for the daily operation of the facility's kitchen and all related reports. Each Lead Food Service Supervisor shall report to their assigned District Food Service Manager.

6. Menu Planning.

- A. Master Menu. The Master Menu shall be developed by the Correctional Chief of Food Services with input from the District Food Service Managers and Lead Food Service Supervisors. The Master Menu shall be approved by the Correctional Chief of Food Services and a Registered Dietician.
- B. Master Menu Planning Criteria. The Correctional Chief of Food Services shall prepare menus considering nutritional adequacy, inmate preferences, costs, physical lay out, cost of equipment and staff complement, variety in method of preparation and frequency and other relevant factors to good dietary practice. Preparation shall consider food flavor, texture, temperature, appearance, and palatability.

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- C. Common Fare. Each facility shall adhere to the guidelines of the common fare program in accordance with the Nutritional Services Operations Manual.
- D. Menu Adjustments. Each facility shall request approval for any adjustments to the Master Menu from the District Food Service Manager or the Correctional Chief of Food Services. All food preparation shall follow standard recipes as developed by the Correctional Chief of Food Services.
7. Security. The food preparation, serving, and dining areas shall be maintained at a high level of security. Staff shall be trained in security procedures prior to assignment in accordance with Administrative Directive 2.7, Training and Staff Development.
8. Cycle Menu. The Department shall operate on a four (4) week cycle menu which shall be distributed in advance of actual use to facilitate the ordering of food and supplies and to ensure a continuity of supplies.
9. Therapeutic Diets. The therapeutic dietary requirements as prescribed by the facility physician shall be produced in accordance with the Nutritional Services Operations Manual. Any deviations shall require the approval of the Correctional Chief of Food Services in consultation with a registered dietician.
10. Sanitation. Food preparation, serving and dining areas shall be maintained at a high level of cleanliness and inspected for cleanliness before and after each meal in accordance with Public Health Code Regulations. Personnel involved in food preparation and serving shall maintain a high level of personal hygiene, wear protective headgear and gloves, be trained in appropriate sanitary regulations prior to assignment, and wash their hands at the start of each shift, throughout the shift as needed and upon any use of toilet facilities.
11. Food Service Requirements. Food service requirements shall be followed in accordance with Public Health Code regulations. Portion controls shall be according to the Master Menu requirements. The time and temperature requirements between food preparation and service shall be kept within the guidelines for safe food handling procedures in accordance with the Nutritional Services Operations Manual and Public Health Code Regulations. All inmates shall be served the regular menu with the only exceptions being those authorized for therapeutic diets or common fare menu. Food shall not be withheld or used as a disciplinary measure or sanction. Except for emergencies or as approved in writing by the Deputy Commissioner of Administration, three (3) meals shall be served in each 24-hour period of which at least one (1) meal shall contain a hot entree. Not more than 14 hours shall elapse between the evening meal and breakfast.
12. Meal Records. In the event an issue arises regarding a particular meal, the Shift Commander or designee shall complete form CN 101801, Food Service Report to the Unit Administrator and forward the report to the Unit Administrator for review. The Unit Administrator shall forward the report, with any comments, to the Correctional Chief of Food Services for review and appropriate action. Other record keeping shall be in accordance with the Nutritional Services Operations Manual.

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13. Food Service Audits. Each District Food Service Manager shall perform an annual food service audit at each facility assigned to the manager utilizing form CN 101802, Food Service Audit and forward the results and/or findings to the Correctional Chief of Food Services and Unit Administrator. The District Food Service Manager shall conduct three (3) quarterly Focused Food Service Inspections. Such inspections shall be documented utilizing Attachment-A, Focused Food Service Inspection Report and forward the results and/or findings to the Correctional Chief of Food Services and Unit Administrator. The Unit Administrator in conjunction with the Lead Food Service Supervisor shall be responsible for correcting any deficiencies noted in the audit.
14. Inventory Control. The Lead Food Service Supervisor shall maintain and monitor a food inventory necessary for the daily operation of the food service department. Once a month, an inventory shall be conducted and accumulation of receipts tallied to derive a food cost. Requisition forms shall be completed to ensure accountability of food leaving the kitchen, aside from the normal use for production.
15. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. CN 101801, Food Service Report to the Unit Administrator; and,
  - B. CN 101802, Food Service Audit.
  - C. Attachment-A, State of Connecticut Department of Public Health Focused Food Service Inspection Report (Pages 1-3)
16. Applicability to inmates housed at Manson Youth Institution and York Correctional Institution. The provisions of this Administrative Directive may be changed on a facility specific basis to accommodate the management of inmates under the age of 21 as requested by the Unit Administrators of Manson Youth Institution and York Correctional Institution. Such changes shall be approved by the Commissioner of Correction and shall be published in the Unit Directives of the affected facilities.
17. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.