

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 05/20/2019	NUMBER 04.07.100
SUBJECT OFFENDER MEALS AND FOOD QUALITY ASSURANCE	SUPERSEDES 04.07.100 (07/16/2018)	
	AUTHORITY MCL 289.1101 et seq., MCL 791.203, U.S. Food and Drug Administration Food Code 2013	
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**POLICY STATEMENT:**

Michigan Department of Corrections (MDOC) correctional facilities shall follow the standards for offender meals and food quality as set forth in this policy to ensure that offender dietary needs are met.

**RELATED POLICIES:**

- 02.04.105 Meals Provided to Employees and Guests
- 04.05.120 Segregation Standards
- 04.07.101 Therapeutic Diet Services
- 05.03.150 Religious Beliefs and Practices of Prisoners

**POLICY:**

DEFINITIONS

- A. Offender: Prisoners, parolees, and probationers housed in an MDOC facility.

GENERAL INFORMATION

- B. Therapeutic diets shall be provided to offenders as set forth in PD 04.07.101 "Therapeutic Diet Services."
- C. Offenders who are being transported off-site under custody shall be provided meals during the transport as required by PD 04.04.135 "Custodial Transportation of Offenders." The meals shall be provided by the sending facility utilizing the approved ride-out bagged menu and shall meet all caloric and nutritional standards set forth in this policy. Beverages shall be provided in a manufactured sealed container.
- D. Offenders shall be permitted to abstain from any foods that violate their religious tenets. Religious menus shall be developed and religious meals provided as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners." The Food Services Program Manager shall ensure religious meals training is developed and provided to offenders and staff who work in Food Service. Receipt of the training shall be documented on a Prisoner Worker Safety Training Record (CAJ-900) and Employee Safety Training Record (CAJ-1018) as appropriate.
- E. Meals shall not be withheld or otherwise used as a disciplinary sanction.
- F. An offender in segregation or a special management housing unit may be fed food loaf in lieu of his/her regular meals as set forth in PD 04.05.120 "Segregation Standards."
- G. At least three meals shall be served to offenders at the facility at regular meal times during each 24-hour period with no more than 14 hours between the evening meal and breakfast, except during an emergency when it is not possible to serve a meal. Hot food must be offered at least at two of the daily meals served, except in an emergency, including when proper food temperatures cannot be maintained (e.g., malfunctioning hot carts). The Warden shall ensure the total number of all meals served each month, including meals not served in the facility's dining room, are documented in the electronic Meal Tracker Program.

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- H. All menus and all meals as actually served at a correctional facility shall satisfy the nutritional and caloric recommendations set forth in the dietary reference intakes approved by the National Research Council. The current edition of "The Dietary Guidelines for Americans" by the United States Department of Health and Human Services and Department of Agriculture shall be followed for menu planning.

#### REGULAR DIET MENU

- I. The Statewide Standard Menu shall be used to feed all offenders at a facility except during emergencies. Meal delays, substitutions, or significant events (e.g., staffing issues, poor food quality, need to implement emergency menu, facility mobilization) related to Food Service operations will be documented in the Food Service logbook and the Food Service Event Report (CHJ-712). The Warden shall ensure the CHJ-712 is forwarded to the Regional Food Services Administrative Manager within two business days for review and follow-up.
- J. The Food Services Program Manager shall ensure that standardized regular diet menus are issued to be used at all MDOC correctional facilities. The menu shall identify the non-meat entrees offered during the noon and evening meals and the pre-cooked weight of all meat items on the menu.
- K. When substitutions occur, a copy of the menu substitution report shall be attached to the standardized menu and retained in accordance with the Department's retention schedule.

#### QUALITY FOOD SUPPLY

- L. All food items purchased by the Department shall be received, examined and stored in accordance with public health requirements and regulations of the U.S. Food and Drug Administration (FDA) Food Code. food items produced by horticulture programs or in facility gardens shall not be used in Food Service.
- M. Food shall not be served after the best used by or manufacturer's expiration date. Food that is dated after the best used by or manufacturer's expiration date shall not be stored within the secure perimeter. Food purchased frozen shall not be used after one year of the production or packaging date.
- N. The Food Services Program Manager shall ensure an approved emergency menu plan is provided to all Wardens and Facility Administrative Managers and made available to all Food Service staff.

#### FOOD PRODUCTION

- O. Standardized recipes adjusted to yield appropriate number of servings for the size of the facility shall be used in the production of all menu items. Tested quantity recipes, approved by an MDOC Registered Dietician, shall be the basis for the recipe file.
- P. The Food Services Program Manager shall ensure the standardized Food Production Worksheet is prepared for all meals. Recipes for each menu item shall accompany the Production Sheet to the various food preparation areas. Preparation of food shall be closely monitored by qualified staff to ensure that the recipes are followed and that meals are produced in accordance with public health requirements.
- Q. All equipment used to process, prepare, and serve meals must be National Sanitation Foundation (NSF) and/or American National Sanitation Institute (ANSI) certified.

#### FOOD EVALUATION

- R. Prior to the shipment of food to a satellite unit, and prior to the service of the noon and evening meals at all facilities, a minimum of three menu items shall be evaluated for flavor, texture or consistency, appearance, tenderness, and overall eating quality. Preservice quality checks shall be made at least

30 minutes before the meal is served. Industry standards for desirable characteristics of food items shall be used as the standard. Preservice quality checks in institutions shall be made by a non-Food Service offender representative and a custodial staff member or other staff member as designated by the Warden.

- S. Menu items identified during the preservice quality checks as needing adjustments shall be modified before the meal is served. Menu items that are unacceptable for service shall not be served unless corrected. The facility Food Service Director or designee shall make the final decision as to whether an evaluated item is deemed as poor quality and must be removed from service for the meal. Alternative menu items shall be established so that substitutions can be made with minimum delays in meal time. Those substitutions must be of comparable nutritional value and noted on the menu and on the Facility Substitution Log.
- T. If an offender has a concern with a food item once service of a meal has started and s/he brings that problem to the attention of a Food Service employee, that employee shall immediately assess the concern. If the offender's concern is valid, the employee shall immediately bring that concern to the attention of the ranking Food Service employee who shall make the determination if the item needs to be pulled from the line and an immediate substitution made.

#### MEAL DISTRIBUTION

- U. Transportation and service of meals shall be consistent with public health requirements regarding thermal and bacterial protection. A production record that indicates the time and temperatures will accompany any Time/Temperature Control for Safety (TCS) food items pursuant to the current MDOC Hazard Analysis and Critical Control Point (HACCP) plan.
- V. The Warden shall ensure that all meals shall be served under the direct supervision of staff to ensure that favoritism, careless serving (e.g., over or under portioning), and waste are avoided.
- W. Food items shall only be portioned or served according to instruction listed on the Statewide Standard Menu.
- X. Appropriate serving ware shall be provided based on the security level.

#### EXCESS FOOD

##### Conventional Kitchen With Attached Dining Room

- Y. Food items not served at the meal shall be used within 48 hours or immediately frozen. Leftover food items that were immediately frozen shall be scheduled for service within 30 days. Foods refrigerated or frozen shall be used in accordance with public health requirements. If a leftover food item is used as an ingredient in the preparation of another recipe, that menu item must be discarded at the conclusion of the meal service.
- Z. All TCS foods shall be cooled in accordance with public health requirements that require the foods to be stored in containers no deeper than 4 inches and must be cooled from 135° to 70° within the first 2 hours and from 70° to 41° within an additional 4 hours. All TCS food items saved shall be documented using HACCP procedures and the FDA Food Code.

##### Satellite Dining Room

- AA. All TCS food items not served at the meal shall be discarded.

##### Labeling

- BB. Food items not served at the meal shall be labeled pursuant to public health requirements with the

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production date, last date to use by, and supervisor's signature. The facility Food Service Director or designee shall inspect the Food Service areas on a daily basis to ensure that all food is used by the due date or appropriately discarded.

#### PROCEDURES

- CC. If necessary, to implement requirements set forth in this policy, Wardens shall ensure that procedures are developed or updated.

#### AUDIT ELEMENTS

- DD. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 05/01/2019