

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 08/15/1994	NUMBER 04.07.102
	SUBJECT <b>FOOD QUALITY ASSURANCE</b>	
SUPERSEDES PD-BCF-50.02 (4-15-82)		AUTHORITY MCL 791.203
ACA STANDARDS 3-4304; 3-4306; 3-4307		PAGE 1 OF 3

**POLICY STATEMENT:**

Standards shall be followed to ensure that quality food is provided to inmates and staff.

**POLICY:**

DEFINITIONS

- A. Public Health Requirements: Meeting the requirements of the Public Health Code (Act 368, P.A. 1978, Part 129) and the U.S. Food and Drug Administration.

FOOD SUPPLY

- B. All food items purchased or produced by the Department shall be received, examined and stored in accordance with public health requirements and regulations of the Department of Management and Budget. Milk produced at the institution shall be examined for wholesomeness and approved for use by the Department of Agriculture. Department farm products shall be delivered to food service when fresh and in optimum condition and in accordance with public health requirements.
- C. Staff shall not purchase food past the sell by date or purchase or use food after the manufacturer's expiration date.
- D. The quantity of food purchased shall be determined by the number of meals to be served, amounts listed on the standardized recipes, past usage and any changes in the prison population.
- E. Satellite units with production equipment shall maintain a two-day emergency supply of food. The food shall be secured and used for emergencies only or when the stock is rotated (every three months for frozen foods and dry goods and every six months for canned goods).

FOOD PRODUCTION

- F. 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. The Department's Recipe Book, Armed Forces Recipes or other tested quantity recipes shall be the basis for the recipe file.
- G. A Food Production Worksheet form (CAR-268) shall be prepared for meals by the Production Supervisor. 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.

FOOD EVALUATION

- H. 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. Industry standards for desirable characteristics of food items shall be used as the standard.

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- I. The preservice quality checks shall be made at least 30 minutes before the meal is served. Quality checks in institutions shall be made by one of the following:
  1. Food production supervisor.
  2. Inmate lead worker working area that produces food to be evaluated.
  3. Non-food service prisoner representative.
  4. Custodial staff member.
  5. Food Service Director when available.
  6. Other(s) as designated by the warden.
- J. Quality checks in the camps shall be made by one of the following:
  1. Custodial staff member.
  2. First cook.
- K. The food production supervisor or the first cook in the Camp Program shall coordinate the preservice quality checks and prepare written reports. Records of food evaluations shall be maintained for a period of 45 days to allow the Food Service Director to implement suggested changes when appropriate and to evaluate the results of corrective action taken.
- L. Menu items identified during the quality control evaluation as needing additional seasonings or other adjustments shall be modified before the meal is served. Menu items that are unacceptable for service shall not be served unless corrected. The Food Service Director or designee shall make the final decision as to whether an item must be removed from the menu. 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 Report of Menu Change form (CAH-108).
- M. if a prisoner 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 necessary and, if the prisoner's concern is valid, immediately bring that concern to the attention of the ranking food service employee. The ranking food service employee shall make the determination if the item needs to be pulled from the line and an immediate substitution made.

#### MEAL DISTRIBUTION

- N. Transportation and service of meals shall be consistent with public health requirements regarding thermal and bacterial protection.
- O. All meals shall be served under the direct supervision of staff to ensure that favoritism, careless serving and waste are avoided.
- P. Food items shall be preplated, portioned or served according to instruction listed on the recipe card or production sheet.
- Q. Appropriate serving ware shall be provided based on the security level.

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## EXCESS FOOD

### Conventional Kitchen With Attached Dining Room

- R. Food items not served at the meal shall be used within 48 hours. Leftover food items not scheduled for use within 48 hours shall be frozen and scheduled for service within 30 days. Foods shall be refrigerated or frozen in accordance with public health requirements.

### Conventional Kitchen With Satellite Dining Room

- S. Food items not served at the meal shall be discarded if equipment is not available to maintain thermal and bacterial protection consistent with public health requirements. If appropriate hot and cold food holding equipment is available, excess food shall be scheduled for use within 48 hours, frozen immediately and scheduled for service within 30 days or discarded.

### Cook/Chill Satellite Unit

- T. Food items that have been heated and not served at a given meal shall be discarded.

### Cook/Chill Production Kitchen

- U. Food items not shipped to a satellite unit in time for use within 5 days of production date shall be discarded.

### Labeling

- V. Food items not served at the meal shall be labeled with the production date, last date to use by and supervisor's signature. The Food Service Director or designee shall inspect the food service areas to ensure that food is used by the due date or appropriately discarded.

## OPERATING PROCEDURE

- W. Wardens shall ensure that within 60 days of its effective date, procedures implementing this policy directive are developed and forwarded to the appropriate Regional Prison Administrator for approval.

## AUDIT ELEMENTS

- X. A Primary Audit Elements List has been developed to ensure compliance with this policy by providing staff with a tool for self auditing. The List shall be used by wardens for auditing purposes on an annual basis unless more frequently required by the Director or Deputy Director and the appropriate documentation shall be retained on-site and made available to the Internal Auditor when requested.

KLM:OPH:07/22/94