

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 14.02	PAGES: 1 of 13
	RELATED ORDERS: ACA 4-ALDF-4A-07, 4A-17, 4A-18 MJS 1240, 1246 P&P 13.04 ; RDA, NAS, CDFG	
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CHAPTER: Food Service	SUBJECT: Inmate Meal Service	

- I. **PURPOSE:** To establish guidelines regarding the service of inmate meals.
- II. **POLICY:** It is the policy of the Detention and Corrections Division to provide all inmates with meals that are nutritionally adequate and properly prepared pursuant to Minimum Jail Standards Section 1246. All meals will be served under the direct supervision of staff, and in a manner that ensures safety, proper food handling; the least amount of regimentation and equal treatment of all inmates. All inmates will be provided at least three (3) meals, at regular times, two (2) of which will be served hot. At no time, shall there be more than fourteen (14) hours between any two successive meals. Withholding food or any change in the normal menu, as a form of punishment is strictly forbidden. This does not preclude the service of approved special management diets or approved medical diets.

III. DEFINITIONS:

- A. **AGVS:** The “Automated Guided Vehicle System” transports meals to various locations within Santa Rita Jail.
- B. **STICK/POCKET THERMOMETER:** The small food thermometer used to ensure food has reached a safe temperature.
- C. **FOOD TEMPERATURES:** The California Retail Food Code 114016 (d) states that reheating food for hot holding shall be done rapidly, and the time the food is between 41 degrees Fahrenheit and 165 degrees Fahrenheit shall not exceed two hours.

IV. PROCEDURE:

- A. **GLENN E. DYER DETENTION FACILITY (GEDDF):**
1. Inmate meals will be delivered to the housing areas and ITR per the Master Event Schedule.

2. Upon receipt of a food cart, food is to be immediately served or refrigerated.
3. The Kitchen will be immediately notified of discrepancies and shortages.
4. Inmate meals will be served in the dining areas of each housing floor, under the direct supervision of a deputy. Inmates shall be given at least twenty minutes to consume their meal.
5. Inmates classified as Administrative Isolation will receive the same meal served to the general population, and shall be fed in their cells. Trays will be passed to the inmate via the pass door.
6. Inmates housed in the Out-Patient Housing Unit (OPHU) will be fed in their rooms.
7. Inmates returning from court or any appointment who are not in their housing unit during a meal service will be fed the meal in ITR.
8. Inmate meals will be heated in the rethermalization unit in the Kitchen to a temperature of 165 degrees or higher. These meals shall be transported to the respective housing unit and served to the inmates within two hours.
9. A Kitchen deputy, designated by the Kitchen Sergeant, shall ensure a stick thermometer is available in the Kitchen. If the stick thermometer cannot be located, the Kitchen deputy shall immediately notify his or her supervisor and prepare a memorandum to the Watch Commander. The memorandum shall document the missing stick thermometer and request a replacement stick thermometer. If the thermometer cannot be located or is broken and a replacement thermometer will be needed the same day; the Kitchen deputy should hand-carry the memorandum for Watch Commander approval and then to the Kitchen Sergeant for a replacement stick thermometer.
10. Before the inmate meals are transported to the housing unit, the Kitchen deputy obtains the stick thermometer and selects one sample food tray from one of the rethermalization ovens. The Kitchen deputy uses the stick thermometer to take the temperature of the food in the food tray to ensure that it was heated to 165 degrees or above. If the reading is below 165 degrees, the food shall continue to be heated.
11. It is not necessary to select a sample food tray from every rethermalization oven in the Kitchen, but the one sample food tray must be from the last group of food trays placed in the rethermalization ovens in preparation for the meal service.
12. If the food fails to obtain a temperature of 165 degrees after repeated attempts, the Kitchen deputy shall notify his or her supervisor and prepare a memorandum to the Watch Commander detailing the circumstances and the actions taken.
13. If the food in the food tray is 165 degrees or above, the Kitchen deputy shall discard

- the food in the sample tray, disinfect the stick thermometer with a disinfecting wipe, and return the stick thermometer to its assigned location.
14. The Kitchen deputy shall record in the Kitchen's red book the name of the deputy auditing the food's temperature, the time, and the temperature reading of the food. The red book entry shall be highlighted with a colored marker, underlined, or otherwise prominently displayed on the page.
 15. All inmates not eating will be locked in their cells during meal times.
 16. The housing floor deputies will supervise the meal, issuing of trays/utensils and seating of the inmates at all times. This process will occur with the least amount of regimentation possible.
 17. Deputies will ensure that no more than one inmate leaves his/her table at one time, unless otherwise directed. Time will be allowed for each group to complete their meal. A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.
 18. Deputies will ensure that proper personal sanitation and food handling practices are followed at all times by the inmate workers.
 19. Deputies will ensure that inmate workers return all soiled trays and utensils to the food carts as soon as the meal has been completed and that all tables are wiped off between each feeding.
 20. A total of thirty minutes will be allowed from start to finish of each feeding cycle; twenty minutes for consuming the meal and ten minutes for passing out and collecting trays and utensils.
 21. Meals not used shall be retained in the food service carts separate from soiled trays, and distributed to other housing floors that may have incurred a shortage.
 22. Once the meal has been completed and all trays and utensils are accounted for, inmates are to return to their cells.
 23. No food items are to be taken into the inmates' cells. This does not include bag meals or special diets, such as those provided to diabetics.
 24. This process is to be repeated until all inmates have been fed.
 25. There is a thirty-minute cut-off limit for ordering late meals. The Kitchen deputy assigned to dispatching meal carts will have the wave sheets documenting the time the last meal cart is dispatched. Inmates who are in ITR at 1500 hours will be provided a hot meal in ITR. Housing floor deputies are not to order additional meals

for inmates received on the floor after 1500 hours.

26. Meals not consumed in ITR and the housing floors will be returned to the Kitchen in the food carts. No food other than that received as a bag meal is to be retained in ITR or the housing units.
27. The Kitchen shall be closed between 2100-0300 hours. Housing floor deputies are to contact the ITR supervisor for any emergency bag meals when the Kitchen is closed.
28. A Kitchen deputy designated by the Kitchen Sergeant shall perform the audit of calibrating the stick thermometers and documentation of that calibration noted in section IV (E) and (F).
29. The housing unit technician shall record in the housing control red book the starting and ending time of each of the three meals. In housing units with designated PODs, the starting and ending times will be recorded for each POD. For those without PODs, the starting and ending time is recorded for each side of the housing unit. The red book entry shall be highlighted with a colored marker, underlined, or otherwise prominently displayed on the page.
30. The housing unit technician uses the starting time of when the last inmate in a POD or a side receives their food tray. The ending time is when it is announced that the meal is over and the housing unit deputy receives the first tray from an inmate in a POD or the side of the housing unit. The ending time is not when the first inmate voluntarily finishes his or her meal and hands in the food tray.

B. SANTA RITA JAIL:

1. Inmate meals will be delivered to the housing areas, the laundry, the OPHU, and ITR per the Master Event Schedule.
2. Upon receipt of a food cart, housing unit deputies will immediately instruct the inmate workers to unload the cart and move the food to the walk-in refrigerator. The deputy will audit the food delivery for discrepancies or shortages and communicate any problems to the housing unit technician. The cart will then be immediately staged for return to the Kitchen for cleaning and re-use. The housing unit deputy may retain the last food cart of the day in order to return the soiled breakfast trays the following morning.
3. The housing unit technician will immediately notify the Kitchen of discrepancies and shortages.
4. Staff is reminded to pay close attention to the movement of food carts and the operation of the AGVS system. It is important to keep the damage to these vehicles at a minimum. Any obvious new or major damage is to be immediately investigated and properly documented. The AGVS system is to be treated the same as any other

- county vehicle. Close supervision of the inmates moving carts is paramount.
5. Housing unit deputies will contact the Administrative Kitchen Deputy for any damaged food cart locks. The Administrative Kitchen Deputy will arrange for a replacement lock and repair of the damaged lock.
 6. Inmate meals will be served in the dining areas of each housing unit under the direct supervision of a deputy.
 7. Deputies will ensure that proper personal sanitation and food handling practices are followed at all times by the inmate workers.
 8. Inmates classified as Administrative Segregation will receive the same meal served to the general population and shall be fed in their cells. Trays, utensils, etc., will be passed to the inmate, via the pass door.
 9. Inmates housed in the Out-Patient Housing Unit (OPHU) will be fed in their rooms.
 10. Refer to Policy and Procedure [13.04](#), "OB-GYN Clinic and Pregnant Inmates," for special requirements related to pregnant inmates.
 11. Inmate meals will be heated in the rethermalization unit in the housing unit to a temperature of 165 degrees or higher.
 12. The housing unit technician will ensure a stick thermometer is available in housing control at the start of their shift. If the stick thermometer cannot be located, the housing unit technician shall immediately notify their team supervisor. If the thermometer cannot be located, the housing unit technician shall prepare a memorandum to the Watch Commander. The memorandum shall document the missing stick thermometer and requesting a replacement stick thermometer. If the thermometer cannot be located or is broken and a replacement thermometer will be needed the same day; the housing unit technician or deputy should hand-carry the memorandum for Watch Commander approval and then to the Kitchen Sergeant for a replacement stick thermometer.
 13. Before the inmate meals are served, the housing unit deputy obtains the stick thermometer from housing control and selects one sample food tray from one of the rethermalization ovens. The housing unit deputy uses the stick thermometer to take the temperature of the food in the food tray to ensure that it was heated to 165 degrees or above. If the reading is below 165 degrees, the food shall continue to be heated. Deputies assigned to ITR, the Laundry, and the OPHU shall follow this procedure when feeding inmates under their supervision.
 14. It is not necessary to select a sample food tray from every rethermalization oven in the housing unit, but the one sample food tray must be from the last group of food trays placed in the rethermalization ovens in preparation for the meal service.

15. If the food fails to obtain a temperature of 165 degrees after repeated attempts, the housing unit deputy shall notify his or her supervisor and prepare a memorandum to the Watch Commander detailing the circumstances and the actions taken. Deputies assigned to ITR, the Laundry, and the OPHU shall follow the procedures under section B (13, 14, 15, 16, and 17) when monitoring the food tray's temperature.
16. If the food in the food tray is 165 degrees or above, the housing unit deputy shall discard the food in the sample tray, disinfect the stick thermometer with a disinfecting wipe, and return the stick thermometer to housing control.
17. The housing unit technician shall record in the housing control red book the name of the deputy auditing the food's temperature, the time, and the temperature reading of the food. The red book entry shall be highlighted with a colored marker, underlined, or otherwise prominently displayed on the page.
18. If a housing unit deputy fails to take a temperature reading of the food, the housing unit technician shall record in the housing control red book the fact the temperature was not taken, the name of the housing unit deputy or names of the housing unit deputies working in the housing unit, and highlight the red book entry.
19. The Kitchen Sergeant or the Administrative Kitchen Deputy shall arrange to provide a replacement stick thermometer to the housing units, ITR, the Laundry, or the OPHU when provided with a copy of the memorandum, directed to the Watch Commander, documenting the lost or damaged stick thermometer and with the approval of the Watch Commander.
20. Inmate feeding shall commence no earlier than the following:
 - a. Inmates shall not be fed breakfast prior to 0430 hours without supervisor approval.
 1. Inmates with medical conditions requiring special dietary considerations (ie. Diabetic) may be feed earlier, at the discretion of **medical staff**.
 - b. Inmates shall not be fed dinner prior to 1600 hours without supervisor approval
 - c. All early feedings shall be noted in the housing unit red book as well as the Supervisor Shift Log.
21. All inmates not eating will be locked in their cells during meal times.
22. The housing unit deputies will supervise the meal, issuing of trays and seating of the inmates at all times. This process will occur with the least amount of regimentation as possible.

23. Deputies will ensure the no more than one inmate leaves his/her table at one time, unless otherwise directed. Time will be allowed for each group to complete their meal. A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.
24. Deputies will ensure that inmate workers return all soiled trays to the food carts as soon as the meal has been completed and that all tables are wiped off between each feeding.
25. A total of thirty minutes will be allowed from start to finish of each feeding cycle; twenty minutes to consume the meal and ten minutes to pass out and collect trays and utensils.
26. The housing unit technician shall record in the housing control red book the starting and ending time of each of the three meals. In housing units with designated PODs, the starting and ending times will be recorded for each POD. For those without PODs, the starting and ending time is recorded for each side of the housing unit.
27. The housing unit technician uses the starting time of when the last inmate in a POD or a side receives their food tray. The ending time is when it is announced that the meal is over and the housing unit deputy receives the first tray from an inmate in a POD or the side of the housing unit. The ending time is not when the first inmate voluntarily finishes his or her meal and hands in the food tray.
28. Meals not used shall be distributed to other housing units that may have incurred a shortage.
29. Once the meal has been completed, and all trays are accounted for, inmates are to return to their cells.
30. All trays will be returned to the food cart by the inmate workers and the cart shall be placed on the AGVS pick-up point as soon as the food cart containing the next meal arrives at the housing unit. Unused trays will be opened and the food dumped in the housing unit trash. The trays will then be returned to the Kitchen with the other trays.
31. No food items are to be taken into the inmate's cell. This does not pertain to bag meals or special diets, such as those provided to diabetics and pregnant inmates.
32. This process is to be repeated until all inmates have been fed.
33. Inmates received at a housing unit after 1500 hours will have been provided a meal in ITR. Housing unit deputies are not to order extra meals for inmates received after 1500 hours.
34. Meals not consumed in ITR, the Laundry, the OPHU, or the housing units will be

opened and the food dumped in their respective trash and trays returned to the Kitchen in the food carts. No food other than that received as a bag meal is to be retained in ITR, the Laundry, the OPHU, or the housing units.

C. INTAKE MEALS:

1. Inmates being processed as new-books will be provided a bag meal during the initial intake process. All previously housed inmates who are returning from a court or external appointment and in ITR at 1500 hours, will be served a hot meal in ITR.
2. Deputies assigned to ITR shall follow the same procedures outlined in section IV, B (4) (11-17) when serving the inmate meals to inmates that are under their care and supervision.
3. Intake meal count:
 - a. Glenn E. Dyer Detention Facility:
 - 1) At 1500 hours daily, the Kitchen deputy will determine the housing floor and ITR population to determine the number of inmates to be fed.
 - 2) The meals will be delivered to ITR and the housing floors.
 - 3) Each inmate will be allowed one meal, with extras being returned to the Kitchen.
 - 4) New-book inmates will be provided a bag meal during the initial intake process. During each formal inmate count, every now-book inmate will receive a bag meal.
 - b. Santa Rita Jail:
 - 1) The court return disposition clerk will determine the number of bag meals by counting the number of court files in the out-to-court file.
 - 2) After determining these numbers, the clerk will contact the Food Service Manager and order the appropriate number of meals, plus fifty bag meals.
 - 3) The meals will be delivered to ITR via AGVS.
 - 4) New-books and court returns will be separated as they exit the bus/van and fed in the ITR holding cells.
 - 5) Each inmate will be allowed one (1) meal, with extras being returned to the Kitchen.

- 6) New-book inmates received on the midnight shift will be given bag meals in the ITR holding cells at 0700.

D. INMATE BAG MEALS:

1. Inmates housed at the GEDDF and the SRJ shall receive a bag meal. At the SRJ, the bag meal is the second meal served in the day. At the GEDDF, the bag meal is the third meal served in the day. The contents of the bag meal shall be nutritionally sound and based upon the Recommended Dietary Allowances (RDA) of the National Academy of Sciences (1989) and generally upon the California Daily Food Guide.
2. Each bag meal will contain a fresh, quality meal containing the menu developed by the food service contractor in coordination with *medical staff*. Each bag meal should meet the standards established by Board of State and Community Corrections.
3. The Food Service Manager will be responsible for the preparation of the required number of bag meals for both the facility and the courts.
4. The Food Service Manager, in conjunction with Detention and Corrections personnel shall inspect the bag meals to ensure acceptable levels of freshness, quality and quantity are met.
5. Distribution of bag meals:
 - a. All bagged diet lunches are delivered the previous day.
 - b. Bag meals for morning new-books shall be delivered to ITR no later than 1000 hours.
 - c. Bag meals for evening new-books shall be delivered to ITR no later than the following times:
 1. At the GEDDF, bag meals will be delivered by 2000 hours.
 2. At the SRJ, bag meals will be delivered by 1500 hours, except diet lunches, which are delivered the afternoon before the day the lunch is to be served.
 - d. All other inmates shall receive their bag meals in the following manner.
 1. At the GEDDF bag meals will be received on the housing floor between 1900 and 2000 hours and provided to the inmates by 2200 hours.
 2. At the SRJ, bag meals will be distributed to between 1000 and 1100 hours.
 - e. The Kitchen shall keep an appropriate number of bag meals on hand in the event of a shortage.
 1. If these meals are not used the same day, they may be used the next day,

provided the bag meals are properly and continuously refrigerated until used.

2. Bag meals not refrigerated and not used the same day shall be discarded.
3. Bag meals, prior to and during distribution, will be kept at least 6 inches off the floor.
- f. Bag meals for inmate work crews must be requested in advance. The following information is required:
 1. Number of bag meals needed
 2. Destination of bag meals
 3. Deputy signature
 4. Date and time
6. Court Bag Meals:
 - a. At the SRJ, the Kitchen will supply bag meals for inmates at court facilities and ITR.
 - b. The SRJ midnight shift ITR sergeant will ensure that the total number of bag meals required for morning courts is entered on the W-Drive under the folder, "Court Lunches," by 0400 hours, each day. These numbers shall be derived from the daily ITR court list showing the total number of inmates going to various courts and the numbers of inmates from each housing unit comprised within the court total.
 - c. At the SRJ, the Transportation deputy shall pick up court bag meals just prior to loading inmates onto the van/bus.
 - d. At the SRJ, special diet bag meals shall be given to inmates during breakfast. The A-Team or B-Team housing unit deputy working 0500-1700 hours is responsible for giving special diet lunches to those inmates going to court.
 - f. Santa Rita Jail A.M. courts will receive a court bag meals upon arriving at the court facility.
 - g. Santa Rita Jail P.M. courts will receive their court bag meals upon arriving at the court facility.
 - h. Glenn E. Dyer Detention Facility inmates are not provided a bag meal prior to going to court as the bag meal is the third meal of the day.
 - i. In addition to court bag meals required, an appropriate number of bag meals will be provided to ITR for morning and evening new-books. The Administrative Kitchen Deputy will contact ITR by 1500 hours to ascertain the number of bag

meals required.

7. At the GEDDF, all inmates who receive a special diet nutritional supplement snack will receive the snack with the breakfast meal.

E. CALIBRATION OF STICK/POCKET THERMOMETERS: The stick thermometers used to audit the temperature of the inmates' food must be calibrated weekly. Every Sunday, the B-Team housing unit deputy, the OPHU Deputy, a Laundry Deputy, and a deputy designated by the B-Team ITR sergeant shall perform the following steps to calibrate their respective stick thermometers:

1. Obtain a cup of ice water.
2. Place the stick thermometer into the cup of ice water and let the thermometer adjust to the ice water in the cup. The thermometer should read 32 degrees.
3. If the stick thermometer is not reading correctly, a nut at the base of the thermometer can be used to adjust the thermometer to 32 degrees. This calibrates the thermometer.
4. The housing unit technician records in the housing control red book the time of the calibration and the name of the deputy performing the calibration. The red book entry shall be highlighted with a colored marker, underlined, or otherwise prominently displayed on the page.
5. If a housing unit deputy does not calibrate the thermometer, the housing unit technician shall record in the housing control red book the fact the calibration did not take place and the name of the housing unit deputy or names of the housing unit deputies working in the housing unit or involved location.
6. In the OPHU, the Laundry, and ITR, the deputy performing the calibration would be the person recording this information in the red book as noted in section IV, E (4).

F. AUDITING THE RED BOOK ENTRIES: The food provided to our inmates must be safe and our staff must meet applicable state standards. Supervisory staff must audit the housing control red book entries associated with the delivery of food to inmates by our employees. The following auditing procedures shall be followed:

1. Every Saturday, A-Team Sergeants shall audit the appropriate housing control red books for the housing units or units under their supervision. The supervisors shall audit to ensure the temperature testing of the sample food trays is being done and the results documented in the appropriate red book for the previous seven-day period.
2. The A-Team Sergeant prepares a food temperature audit memorandum (FTA) to the Watch Commander to document compliance or non-compliance with this policy.
3. Every Sunday, B-Team Sergeants shall audit the appropriate housing control red book

for the housing units or units under their supervision to ensure the calibrating of the stick thermometers is being done and the results documented in the appropriate red book every Sunday.

4. The B-Team Sergeant prepares a thermometer calibration audit memorandum (TCA) to the Watch Commander to document compliance or non-compliance with this policy.

G. WATCH COMMANDERS: Security Team Watch Commanders shall:

1. Authorize replacement of broken thermometers.
2. Manage searches for lost thermometers and replacement of the thermometers.
3. Ensure compliance with this policy and procedure by their subordinates.
 - a. The A-Team Watch Commander will receive the FTA memorandum documenting compliance or deviations from this policy and procedure, if any deviations are found.
 - b. The A-Team Watch Commander shall provide an electronic or paper copy of the FTA memorandum documenting deviations to the B-Team, C-Team, and D-Team Watch Commanders.
 - c. All four Watch Commanders shall review the FTA memorandum to identify non-compliance by their respective subordinates.
 - d. If a Watch Commander's subordinate is identified as being out of compliance with taking food temperatures, the Watch Commander, or his or her designee, will take corrective action to bring the employee into compliance with this policy and procedure.
 - e. A Watch Commander taking corrective action to bring a subordinate into compliance with this policy and procedure regarding food temperatures, shall inform the Base Commander, via memorandum, the name of the employee, the reason corrective action was taken, and the corrective action taken.
 - f. The B-Team Watch Commander will receive TCA memorandum documenting compliance or deviations from this policy and procedure, if any deviations are found. The calibration of the thermometers is only done by B-Team; therefore, the B-Team Watch Commander does not have to send copies of the TCA memorandum to the other three Watch Commanders.
 - g. If a B-Team Watch Commander's subordinate is identified as being out of compliance with the calibration of housing unit thermometers, the Watch

Commander, or his or her designee, will take corrective action to bring the employee into compliance with this policy and procedure.

- h. When the B-Team Watch Commander takes corrective action to bring a subordinate into compliance with this policy and procedure regarding calibration of a housing unit thermometer, the B-Team Watch Commander shall inform the Base Commander, via memorandum, the name of the employee, the reason corrective action was taken, and the corrective action taken.

H. MAIN LINE FOOD SAMPLING:

1. Kitchen deputies shall be responsible for sampling/testing inmate meals daily.
2. Special attention should be on the temperature, quality and portion size. Equipment such as thermometers and measuring cups will be used to sample the food.
3. The Kitchen deputy shall notify the Kitchen Sergeant and the Food Service Manager if any deficiencies are noted.
4. The results of completed tests shall be placed on a Main Line Sampling Sheet Form. The form shall be reviewed by the Kitchen Sergeant and given to the Food Service Manager for review and filing.

I. AUDITING EQUIPMENT: The SRJ Kitchen Sergeant shall be responsible for ensuring housing control, the OPHU, the Laundry, and ITR have stick thermometers. The Kitchen Sergeant, or his or her designee, will replace missing stick thermometers when provided with a copy of the memorandum, directed to the Watch Commander, documenting the lost or damaged stick thermometer and with the approval of the Watch Commander.

J. FOOD AS PUNISHMENT: Withholding food or any change in the normal menu as a form of punishment is strictly forbidden. This does not preclude using approved special management diets or approved medical diets.