

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 14.03	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4A-09, 4A-10	
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<b>CHAPTER:</b> Food Service	<b>SUBJECT:</b> Inmate Special Diets	

- I. **PURPOSE:** To provide a means for the use and delivery of special diets to inmates.
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division to provide inmates with special diets as prescribed by appropriate medical or dental personnel. Special diets relating to religious beliefs or religious dietary laws will be honored by providing an alternative to the regular menu.
- III. **DEFINITIONS:**
  - A. THERAPEUTIC DIET: Special meals or foods prescribed by a physician, physician's assistant, nurse practitioner, or dentist as part of a patient's treatment.
  - B. VEGETARIAN DIET: A preferential diet, containing no meat, offered in lieu of the regular menu at the inmate's request. No substitutions will be made to this menu.
  - C. RELIGIOUS DIET: A preferential diet, offered in lieu of the regular menu, at the inmate's request. *Kosher or Halal meals will be made available for inmates who request them. Any other religious diet requested will be the same as the Vegetarian Diet in section III, B.*
- IV. **PROCEDURE:**
  - A. SPECIAL DIET: The following procedures will be adhered to when an inmate is prescribed a special diet:
    1. Therapeutic diets shall be made available to inmates upon medical authorization only. Therapeutic diets can be ordered by physicians, physician's assistants, nurse practitioners, or a dentist.
    2. Specific diets should be prepared and served to inmates as specified by

medical authority.

3. Therapeutic diets ordered by medical authority should be specific and complete, furnished in writing to the Food Service Manager, and re-written monthly.
4. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.
5. The medical staff shall enter medical diet information into the dietary portion of Advanced Technology Information Management System (ATIMS) as they are prescribed, changed, or canceled by the responsible physician.
6. Therapeutic diet information will be automatically purged from ATIMS after thirty days, unless reviewed and updated by the medical staff.
7. When input of medical diet information occurs within two hours of meal service, the medical staff shall inform the Food Service Manager and/or Kitchen deputy, via telephone, of the special dietary needs.
8. The Food Service Manager or Kitchen deputy shall utilize the ATIMS terminal in the food service area to prepare a daily diet list which will be used to prepare inmate special diets.
9. The Kitchen deputy shall provide a daily court list to the Food Service Manager, for preparing and delivering special diet bag lunches.

B. VEGETARIAN DIET:

1. The inmate requesting a vegetarian diet must fill out a message request slip, requesting a vegetarian diet. The request form shall be addressed and forwarded to the Kitchen.
2. If, while processing the inmate's request slip for a vegetarian diet, it is discovered that he/she suffers from any allergies or medical problems, the request slip will be returned to the inmate. The inmate will be advised to consult with medical staff for a therapeutic diet evaluation.
3. The Kitchen deputy receiving the request slip will input the inmate's name and PFN under the diet code. This signifies that the inmate will receive a vegetarian diet. The message request slips will be filed in the Kitchen by the Administrative Kitchen Deputy for record keeping.
4. If the inmate's name does not appear in the computer within three days, the housing unit deputy/technician may call the Administrative Kitchen Deputy to verify that the diet has been approved.

5. Cancellation of a vegetarian diet will be done at the inmate's request via message request slip. A second request to be placed back on a vegetarian diet will not be honored.

C. RELIGIOUS DIET:

1. The inmate requesting a religious diet must fill out a message request slip requesting placement on a ***Kosher, Halal, or*** religious-vegetarian diet. ***All requests for religious diets must be sent to the facility Chaplain for documentation and approval.*** The request form shall be signed by a housing unit deputy and transferred to the housing control technician for distribution. The request slip shall be placed in the mailbox of the Inmate Services Unit by the end of the shift. ***Once the facility Chaplain has reviewed the request, he/she will sign and stamp "Approved" on the request.*** The Inmate Services Unit will forward the request to the Kitchen Sergeant.
2. The Kitchen Deputy receiving the request slip will input the inmate's name and PFN under the ***code for the requested diet.*** This signifies that the inmate will receive ***the requested religious*** diet. The message request slips will be filed in the Kitchen ***by the Administrative Kitchen Deputy*** for record keeping.
3. If the inmate's name does not appear in the computer within three days, the housing unit deputy/technician may call the Kitchen Administrative Deputy to verify that the diet has been approved.
4. Cancellation of ***Kosher, Halal or*** religious-vegetarian diets will be done at the inmate's request via a message request slip.