

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 14.04	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-59 MJS 1083, 1247 P&P <a href="#">9.01</a> , <a href="#">14.01</a>	
	<b>ISSUED DATE:</b> January 1, 1998	
	<b>REVIEW DATE:</b> September 7, 2016	
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<b>CHAPTER:</b> Food Service	<b>SUBJECT:</b> Alternative Meal Service For Disciplinary Actions	

- I. **PURPOSE:** To establish policy and procedure for alternative meal service for inmates confined to disciplinary isolation.
  
- II. **POLICY:** If an inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates, alternative meal service may be provided. Alternative meal service is on an individual basis, based on health or safety considerations only, meets basic nutritional requirements and occurs with the written approval of the facility Commanding Officer and medical staff. Disciplinary diet and alternative food service shall not exceed 72 hours without written approval from the medical staff and the facility Commanding Officer, and in no case shall it exceed seven days. The Disciplinary Isolation (DI) Diet shall only be utilized after all other forms of discipline the facility uses have been exhausted and there is a finding on a new violation. Food will not be withheld as a disciplinary measure. Food should not be used as a factor in discipline, except in the most extraordinary circumstances, pursuant to Minimum Jail Standards 1083.
  
- III. **PROCEDURE:** When an inmate is placed into Disciplinary Isolation pursuant to Policy and Procedure [9.01](#), "Disciplinary Isolation" and it is determined the inmate shall be placed on a DI Diet, the following procedures will apply:
  - A. The Commanding Officer, or a designee, authorizes an appropriate form of discipline for an inmate's improper behavior, which could include a DI Diet.
  
  - B. Signed Disciplinary Reports, including those authorizing the DI Diet, are transferred to the District Attorney Liaison (DAL) Deputy in the Classification Unit.
  
  - C. The DAL Deputy reviews the Disciplinary Reports and notes any authorizations for a DI Diet. The DAL Deputy prepares an Inmate Disciplinary Notification Report (IDNR), PD631, for each involved inmate, which lists the inmate's name, identifying information, and authorized discipline.

1. The original IDNR is placed in the inmate's file.
  2. A copy of the IDNR is sent to the inmate.
  3. When a DI Diet is the authorized disciplinary action, the DAL Deputy sends written notification to the **medical provider's** Assistant Director of Nursing (ADON ), or the on-duty Nursing Supervisor (ODNS), if the ADON is not available, to inform the ADON or ODNS of the proposal to place the inmate on a DI Diet.
- D. The ADON or ODNS shall review the inmate's medical file and consult with the **physician**, if necessary, for final approval or denial to place the inmate on a DI Diet. The ADON or ODNS shall inform the DAL Deputy of the decision of the ADON, the ODNS, or of either person in consultation with the **physician**, concerning approval or denial to place the inmate on a DI Diet.
- E. After receiving the decision of the ADON or ODNS, the DAL Deputy shall:
1. If the ADON's or ODNS' decision is to deny placing the inmate on a DI Diet, the DAL Deputy shall note in the inmate's file the imposition of a DI Diet was denied by the ADON or ODNS. The DAL Deputy returns the Disciplinary Report to the Commanding Officer, or the designee, for authorization of an alternate form of discipline
  2. If the ADON's or ODNS' decision is to approve placing the inmate on a DI Diet, the DAL Deputy will notify the Administrative Kitchen Deputy that a DI Diet has been approved and the dates it is to be imposed.
- F. The Administrative Kitchen Deputy shall enter the inmate's name and the dates the inmate will receive the DI Diet into Advanced Technology Information Management System (ATIMS). Deputies first open 'facility – alerts.' Under Classification Alerts open 'flag.' Lastly, under Diet/other alerts, check the disciplinary diet box. This information may be entered by a Classification or Kitchen deputy. The Administrative Kitchen Deputy shall:
1. Notify the Food Service Manager that a DI Diet has been approved.
  2. The Administrative Kitchen Deputy will maintain a record of the daily Special Diet List for a period of three months. This record may be retained as a hard copy document or an electronic file.
- G. The Food Service Manager shall:
1. Maintain records of all DI Diets ordered and served pursuant to Policy and Procedure [14.01](#), "Food Service Program."
  2. Prepare the DI Diet pursuant to Minimum Jail Standards 1247.

- H. When it is determined the inmate receiving the DI Diet has misused regular issue food service equipment and/or regular issue utensil(s) in a manner that is hazardous to self, staff, or other inmates, the inmate may be served on alternative food service mediums and may be served the DI Diet, without utensil(s). Alternative food service medium is the disposable food tray from Allen Packaging Company.