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Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Food Preparation, Service and Delivery

I. Standards for Menus

A. Master Menu (2-CO-4C-01, 4-4316M, 4-ACRS-4A-01M)

1. Facilities will follow the approved master menus. The menus, including revisions or modifications, will meet or exceed the recommended dietary allowances, to include portion serving size and nutritional and caloric requirements, as approved and reviewed annually by a registered/licensed dietician. The master menus provide daily nutritionally adequate food for the inmate populations.
 - a. Three meals will be served within a 24 hour period, of which at least two will be hot meals. (4-4328)

- b. Normally, there will be no more than 14 hours between the evening meal and breakfast. (4-4328)
- c. On occasion as work assignment dictates, two sack lunches may be permitted.
- d. Variations, such as special inmate events or services, may be allowed provided basic nutritional requirements are met. (4-4328)
- e. Food service managers will maintain documentation of approved menu changes on a daily basis.
- f. Documentation of menu substitution will be monitored by the facility head and reviewed during internal audits. Substitutions will be recorded on the "Daily Work Production Schedule" ([OP-070201](#), [Attachment A](#)) and the "Daily Food Service Record" ([OP-070203](#), [Attachment A](#)).

B. Medical Diets (2-CO-4C-01, 4-4318, , 4-ACRS-4A-02M)

Medical diets will be developed by the dietician/nutritionist in consultation with medical services staff. The medical diets will be evaluated and approved annually by the chief medical officer. Health services and food services will use the "ODOC Therapeutic Diet Manual" ([Attachment B](#), attached) for reference and information (4-4318). The "ODOC Therapeutic Diet Manual" ([Attachment B](#)) contains Prescribed Medical Diets and Inmate Self-Selected Diets. The "ODOC Therapeutic Diet Manual" will be maintained by the Correctional Health Services Administrator (CHSA).

1. Prescribed medical diets are as follows:
 - a. Diet for Health;
 - b. Mechanical Soft;
 - c. Renal;
 - d. Clear Liquid Diet;
 - e. Full Liquid Diet;
 - f. Neutropenic Diet;
 - g. Food Allergy Diet; and
 - h. Gluten Free Diet.

Diets prescribed due to allergies must be based on a documented need as determined by medical testing or observation by a qualified health care professional (QHCP) and be validated by a QHCP.

2. All medical diets require a medical provider's order documented in the electronic health records. The "Oklahoma Department of Corrections Medical Diet Request" ([DOC 070202A](#), attached) will be completed and signed by a QHCP and forwarded to food service. Medical diet request forms must be retained at least three years after origination.
3. Medical diet orders will be rewritten annually, as clinically indicated upon a change of diet, or cancellation by the medical provider. Cancellations or changes will be documented on the "Oklahoma Department of Corrections Medical Diet Request" ([DOC 070202A](#)) signed by a QHCP and forwarded to food service.

C. Religious Diets (2-CO-5E-01, 4-4319, 4-ACRS-4A-03)

1. ODOC has established modification of the menus to provide alternate protein sources for any inmate unable to eat the regular protein source. The alternative protein source will be designated on the menu. (4-4319) Food known or believed to contain pork or pork by-products will be designated on a posted menu for each meal. Available diets are as follows:
 - a. Kosher
 - b. Halal
 - c. Vegetarian (meat free)
2. Requests for diets for reasons of religion will be in accordance with [OP-030112](#) entitled "Religious Services." Protocols for the preparation and serving of the Kosher and/or Halal diets will be in accordance with [Attachment A](#) entitled "Protocols for Kosher/Halal Menu Preparation and Serving" (attached) and the Kosher/Halal menus.

D. Sack Lunches

Inmates required to be away from the dining facility will be provided meals in accordance with standards established by ODOC and the master menu sack lunch guidelines. The sack lunch menu will be developed and reviewed annually by a registered/licensed dietician.

All sandwiches, desserts and vegetables will be wrapped in a manner to prevent contamination. Fruits will not be wrapped, with the exception of loose fruits such as raisins or figs. Fruit will be washed prior to being

placed in the sack lunch. Condiments will be of the pre-packaged individual serving variety. Sandwiches and perishable items will be held at 41 degrees Fahrenheit or below.

E. Snacks

Orders for medically required snacks will be written in accordance with the medical diet guidelines and included as part of the diet order. The order must be written by the QHCP or dentist.

II. Standards for Food Preparation (4-4317)

A. Menus

1. Each facility will maintain a copy of the master menus on file and will post them in an area accessible to inmates.
2. Medical diets will be prepared according to orders of the requesting QHCP.
3. Preparation of medical diets will be kept as simple as possible and will conform as closely as possible to the foods served to other inmates.
4. Menu substitutions will be of equal nutritional value and will take into consideration food flavor, texture, temperature, appearance and palatability for all meals. All substitutions will be noted on the "Daily Work Production Schedule" ([OP-070201](#), [Attachment A](#)).

B. Food Products

Only food prepared in a licensed establishment will be used. Food will be in sound condition, free from spoilage, filth, or other contamination and will be safe for human consumption. Food will be obtained from sources that comply with all laws relating to food safety and food labeling.

1. Fluid milk products used or served will be pasteurized and will meet the Grade A quality standards. Dry milk products will be made from pasteurized milk.
2. Whole shell eggs must be intact, clean and meet grade standards. Pasteurized liquid, frozen and powdered eggs must be utilized as specified by manufacturer directions.
3. Food products that are grown in facility gardens and served to the inmate population must adhere to the above guidelines. Such items do not require outside inspections but are required to be inspected by facility food service personnel prior to use. (4-4323)

C. Food Preparation

1. Food will be prepared with a minimum of hand contact.
2. Food will be prepared on clean food-contact surfaces and with utensils that are clean and have been sanitized.
3. Each time there is a change in processing between raw beef, raw pork, raw poultry, or raw seafood, or a change in processing from raw to ready-to-eat foods, each new operation will begin with food-contact surfaces and utensils that are clean and have been sanitized.
4. Salads and other ready-to-eat foods, when prepared at the same time, will be prepared in areas that are separated by a barrier or open space to prevent cross-contamination from areas used for processing potentially hazardous products.
5. Raw fruits and raw vegetables will be thoroughly washed with water before being cooked or served.
6. Potentially hazardous foods requiring cooking will be cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit with the exception that:
 - a. Poultry, poultry stuffing, stuffed meats and stuffing containing meat will be cooked to heat all parts of the food to at least 165 degrees Fahrenheit with no interruption of the cooking process;
 - b. Pork and any food containing pork will be cooked to heat all parts of the food to at least 150 degrees Fahrenheit; and
 - c. Potentially hazardous foods that have been cooked and then refrigerated will be rapidly reheated throughout to 165 degrees Fahrenheit or higher before being served or before being placed in a hot food storage facility. Steam tables, warmers, and similar hot food holding facilities are prohibited for the rapid reheating of potentially hazardous foods.
7. Nondairy creamer, whitening and whipping agents reconstituted on the premises will be stored in sanitized, covered containers not exceeding one gallon in capacity and cooled to 41 degrees Fahrenheit or below.

III. Service of Food (4-4326)

Meals will be served under conditions that minimize regimentation and provide direct supervision. Meals may be delayed for safety and/or security purposes during an emergency situation.

A. Self-Service Food Products

1. Milk products for drinking purposes will be provided in unopened, commercially filled packages, drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser or will be drawn from a commercially filled package of a gallon or less.
2. Cream or half-and-half will be provided in an individual service container, protected pour-type pitcher or drawn from a refrigerated dispenser designed for such service. Nondairy creaming or whitening agents will be provided in an individual service container, protected pour-type pitcher, or drawn from a refrigerated dispenser designed for such service.
3. Condiments, seasonings and dressings for self-service use will be provided in individual packages, from dispensers or from protected containers.
4. Catsup and other sauces may be served in the original container or pour-type dispenser. Sugar, if provided for self-service, will be provided in individual packages.

B. Sanitation During Food Service

1. Ice will be dispensed with scoops, tongs or other ice dispensing utensils or through automatic self-service, ice dispensing equipment. Ice dispensing utensils will be stored on a clean surface. Between uses, ice transfer receptacles will be stored in a way that protects them from contamination. Ice storage bins will be drained through an air gap.
2. Between uses during serving, dispensing utensils will be stored in the food with the dispensing utensil handle extended out of the food, stored clean and dry, or stored in running water.

IV. Food Transportation

A. Supervision

A staff member will be present and supervise delivery and transport whenever food is being delivered or transported from one point to another.

B. Sanitation and Safety

1. All food will be protected from cross-contamination while being transported. Food temperatures will be taken and recorded prior to transport. Temperatures will not exceed 41 degrees Fahrenheit for cold food and not fall below 135 degrees Fahrenheit for hot foods. Food must be served within four hours of transport.
2. During transportation, food and food utensils will be stored in covered, insulated trays/containers or completely wrapped or packaged to be protected from contamination. Foods in original individual packages do not need to be over-wrapped or covered if the original package has not been torn or broken.

V. Emergency Feeding (4-4327)

A. Emergency Plans

Each facility head will develop an emergency feeding plan and include the plan in the local procedures of [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities."

1. When conditions exist which require a facility to vary from normal operational procedures, the facility emergency feeding plan will be enacted. The facility head will ensure that affected staff members are familiar with the emergency feeding plan.
2. The emergency feeding plan, at a minimum, will include the following:
 - a. Whenever varying from the approved menu, attempts will be made to provide nutritionally sound meals that meet recommended dietary allowances;
 - b. Provisions for medical diets and religious diets;
 - c. Individuals will be designated for preparing food. Food service is to be in accordance with facility and local regulations in regard to food preparation, service, delivery and safety and sanitation;
 - d. If food is provided by an outside agency or individual, the facility head will verify that the outside provider complies with the state and local regulations regarding food services (4-4322M);
 - e. All meals will be prepared and served under the supervision of staff members;

- f. Three meals will be provided within a 24 hour period;
- g. There will be no more than 14 hours between the evening meal and breakfast; however, the facility head may authorize the delay of a meal for safety or security purposes during an emergency situation (4-4328);
- h. Alternative sites for food preparation and feeding will be identified in the event that part or all of the facility is destroyed or rendered unusable; and
- i. A process for the establishment of emergency kitchen(s) should the need for the emergency kitchen(s) arises.

VI. Deprivation of Food

- A. Food will not be withheld, nor the master menus varied as a disciplinary sanction. (4-4320)
- B. When an inmate uses food or food service equipment in a manner that is hazardous to themselves, staff or other inmates, an alternate meal service may be provided. (4-4264)
 - 1. Alternate meal service will be on an individual basis, based on health or security consideration, meet basic nutritional requirements, and will be approved by the facility head or designee and facility physician or designee. (4-4318M)
 - 2. Alternative meal service will not exceed seven days without approval by the facility head and facility physician or designee.

VII. Staff Dining

Meals should be available to employees who are scheduled to work.

A. Staff Dining Areas

Areas for staff dining will be designated by the facility head and will comply with the standards of this procedure and as outlined in [OP-070201](#) entitled "Food Service Operations and Inspection Standards."

B. Menus

The menu served in the staff dining area will be the same as that served in the inmate dining areas for that day and, insofar as possible, be made from the same preparation.

VIII. Requirements for Daily Production Records (4-4315)

A. Maintenance of Written Daily Production Reports

Accurate records of all food service requirements and meals will be maintained by the food service managers utilizing [OP-070201](#), [Attachment A](#) entitled "Daily Work Production Schedule." Records will be maintained and disposed of in accordance with [OP-020202](#) entitled "Management of Office Records."

B. Sample Trays

In addition to written records, a sample tray will be prepared consisting of the regular diet, to include food items and quantities, of each meal being served. This sample tray will be covered and marked with the date and time and will be stored in the refrigerator for 24 hours. The preparation of the sample tray will be documented on [OP-070201](#), [Attachment A](#) entitled "Daily Work Production Schedule."

IX. References

Policy Statement No. P-070100 entitled "Provision of Food Services"

OP-020202 entitled "Management of Office Records"

OP-030112 entitled "Religious Services"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-070201 entitled "Food Service Operations and Inspection Standards"

57 O.S. § 69

57 O.S. § 533

X. Action

The appropriate division manager is responsible for compliance with this procedure.

The division manager of Field Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval of the director.

This procedure is effective as indicated.

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Replaced: Operations Memorandum No. OP-070202 entitled "Food Preparation, Service and Delivery" dated October 16, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 070202A	“Oklahoma Department of Corrections Medical Diet Request“	Attached

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Daily Work Production Schedule”	OP-070201
Attachment A	“Protocol for Kosher/Halal Menu Preparation and Serving”	Attached
Attachment B	"ODOC Therapeutic Diet Manual"	Attached
Attachment A	“Daily Food Service Record”	OP-070203