



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 5

#### *Food Preparation and Service of Meals*

**Authority:**

Directive 501, *Food Services*

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5-ACI-2E-05, 5-ACI-2E-06, 5-ACI-5C-05,  
5-ACI-5C-08, 5-ACI-5C-15, 5-ACI-5D-16; 4-4158,  
4-4159, 4-4317, 4-4320, 4-4326, 4-4328;  
4-ACRS-4A-05; 2-CO-4C-01

**Signatory:** Mark E. Engelke  
Director of Food Services

*Signature Copy on File*

5/13/20

Signature

Date

### REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*The content owner reviewed this operating procedure in May 2021 and determined that no changes are needed.*

### COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, and DOC directives and operating procedures.

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## **DEFINITIONS**

**Employee** - A person who is paid by the Department of Corrections on an hourly, salaried, or contractual basis, or who is paid by another state agency or outside vendor for working in a position within DOC or in a position that supervises offenders

**Foodborne Outbreak** - Two or more cases of the same disease with the same exposure occurring within one incubation period of each other (VDACS)

**Food Production Worksheet** - A document provided with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served

## PURPOSE

This chapter of the Food Service Manual provides protocols to ensure that food preparation and the service of meals to employees and offenders meet the standards set for the Department of Corrections. (2-CO-4C-01)

## PROCEDURE

- I. Food Preparation
  - A. Nutritionally adequate meals for employees and offenders, which take into consideration flavor, texture, temperature, appearance, and palatability will be prepared in accordance with the master menu and in compliance with established safety and sanitation requirements. (5-ACI-5C-05; 4-4317)
  - B. Recipes furnished by the DOC Registered Dietitian must be used for preparing items or substitutions for items on the master menus.
  - C. Food Production Worksheets, which provide food preparation instructions for cooks and Food Service employees, should be posted daily in the kitchen. This is to ensure that sufficient quantities of foods are prepared to correspond with menu portions and the number of meals served.
  - D. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. (5-ACI-2E-06; 4-4159; 4-ACRS-4A-05)
  - E. All employees and offenders should comply with the safety and sanitation conditions as stated in other chapters of the Food Service Manual.
  - F. For each meal prepared a serving portion of all menu items, including Common Fare, is to be trayed up, dated, and held frozen for seven days. After that time, the trays may be discarded if the facility Health Authority or designee has not requested a hold pending an investigation regarding the possibility of a foodborne outbreak.
  - G. [Temperature Control Sheet](#) FSM\_F1 are to be completed for all potentially hazardous food items prepared.
  - H. See Attachment 1, *General Instructions*, for guidance on completing a Food Production Worksheet and a *Temperature Control Sheet*.
- II. Meal Service
  - A. Service of meals should be designed to enhance the enjoyment of meal periods by making the meals as attractive as possible in the atmosphere of a facility dining room.
  - B. At least three meals (including two hot meals, with the exception for Common Fare) are provided at regular meal times during a 24-hour period, with no more than 14 hours between the end of the evening meal and the beginning of the breakfast meal. Variations may be allowed based on weekend and holiday Food Service demands, provided basic nutritional goals are met. (5-ACI-5D-16; 4-4328)
  - C. One tray per meal service will be provided to each offender.
  - D. All food should be served at the appropriate temperature to maintain quality, taste, appeal, and texture. All serving lines should be designed to provide sections for hot food and chilled food. Serving temperatures of food should be checked and recorded on the [Temperature Control Sheet](#) FSM\_F1.
  - E. Meals should be served under conditions that minimize regimentation, although there should be direct supervision by employees. (5-ACI-5C-15; 4-4326)
  - F. All facilities should provide space for group dining, usually utilizing four, six, or eight person tables, except when security or other considerations justify otherwise. Dining space should be large enough to allow for meals to be served, affording each offender the opportunity to have at least 20 minutes of dining time for each meal. (5-ACI-2E-05; 4-4158; 4-ACRS-4A-05)

- G. Plastic bowls, tumblers, or cups will be used, along with the standard plastic compartment trays. All offenders in the general population should be provided a spork.
- H. Adequate supervision should ensure that meals are served in pleasant surroundings without favoritism, carelessness, or waste.
- I. Food must not be used as a disciplinary measure. (5-ACI-5C-08; 4-4320)
- J. Offenders assigned to restorative housing should receive the same meal and service utensils as general population, unless such items are abused or pose a security risk as determined on an individual basis at the facility.
  - 1. Offenders on prescribed Medical Diets will remain on the diet until the order expires or the offender is removed from the diet by Health Services.
  - 2. Offenders on Common Fare are expected to remain on Common Fare while in restorative housing.
    - a. In accordance with the signed *Agreement*, any offender on Common Fare, who is observed or detected picking up or eating from a Non-Common Fare meal tray, or trading or possessing unauthorized food items from the main line shall be assessed the cost of the Common Fare meal (currently \$.70 per meal)
    - b. An offender in restorative housing who wishes to voluntarily withdraw from Common Fare must submit a written request in accordance with Food Service Manual, Chapter 4, *Religious Diets/Common Fare Meals*.
  - 3. Non-nutritive beverages may be substituted per facility need.
  - 4. With administrative approval in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*, alternative meal service may be provided to an offender in restorative housing who uses food or food service equipment in a manner that is hazardous to self, employees, or other offenders.

### III. Meals Provided to Employees, Guests, and Volunteers

- A. One meal per shift may be provided without charge to on-duty employees as defined in this chapter, volunteers, and official visitors at each facility.
- B. The Facility Unit Head may authorize additional free meals provided the meals are consumed on premises and are solely for the convenience of the Commonwealth.
- C. Each meal provided to an employee, guest, and volunteer must be documented on a Staff Meal Log or by a collection of meal coupons.
  - 1. The Assistant Facility Unit Head and Business Manager/Fiscal Technician must review and sign off on the Staff Meal Log to ensure accuracy.
  - 2. The Food Operations Director/Manager will be responsible for maintaining documentation of such meals as required for audits.
- D. All meals should be consumed on premises or on the employee's official work station, i.e. transportation or work gangs.
- E. The Food Service Director, with Facility Unit Head or Assistant Facility Unit Head approval, will design a cost effective menu from the meals available on the regular menu for offenders. The meals must be prepared from the same food items and in the same kitchen as offender meals.
  - 1. Night shift meals must be freshly prepared each night from the employee menu.
  - 2. Soup and salad or potato bars may be provided in addition to the regular employee menu.
  - 3. Leftovers, "spot buys", and other food items that are not available in sufficient quantity for the offender population may be substituted for regular employee menu items.
  - 4. All facilities should offer seasonal snacks during meal times, i.e. fruit, salad, etc.

- F. All facilities should develop a plan to ensure ServSafe certified Security or Food Service employees and offenders cook night shift meals at specific times designated by the Facility Unit Head or designee.

## **REFERENCES**

Food Service Manual Chapter 4, *Religious Diets/Common Fare Meals*

Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*

## **ATTACHMENTS**

Attachment 1, *General Instructions*

## **FORM CITATIONS**

[Temperature Control Sheet](#) FSM\_F1