



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER MANUAL

REVISION DATE
5/23/19

PAGE NUMBER
1 of 8

NUMBER
DOC 240.100

POLICY

TITLE
FOOD SERVICES PROGRAM

REVIEW/REVISION HISTORY:

- Effective: 5/9/00
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- Revised: 6/21/12
- Revised: 2/17/14
- Revised: 4/6/15
- Revised: 5/23/19

SUMMARY OF REVISION/REVIEW:

Major changes to include incorporation of Governor’s Executive Order 13-06, Dietary Guidelines for Americans, and milk mainline alternative diet. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

4/18/19

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.19](#); [WAC 246-215](#); [WAC 246-217](#); [DOC 200.050 Purchasing](#); [DOC 200.200 Offender Betterment Fund \(OBF\)](#); [DOC 220.010 Contracts](#); [DOC 560.200 Religious Programs](#); [DOC 610.040 Health Screenings and Assessments](#); [DOC 610.240 Therapeutic Diets](#); [Dietary Guidelines for Americans](#); [National Institutes of Health Dietary Reference Intakes](#); [Governor's Executive Order 13-06](#); [Records Retention Schedule](#);

POLICY:

- I. The Department has established Food Services programs to provide cost effective, healthy, and quality meals in compliance with health and safety requirements.
- II. Under no circumstance will food be used as a disciplinary measure.

DIRECTIVE:

- I. General Requirements
 - A. Purchases will be made per DOC 200.050 Purchasing and DOC 220.010 Contracts. Supplies will be purchased using DOC 20-430 Kitchen Equipment Purchase Request.
 1. When possible, employees/contract staff will purchase Washington-grown food and consider wholesale and favorable prices.
 - B. Operations, including preparation and service, will be supervised by full-time employees/contract staff who are experienced in food service management.
 1. Food services employees/contract staff are required to maintain a current food worker card per WAC 246-217.
 - C. Facility schedule and design, security concerns, and supervision requirements will determine how dining areas are operated.
 1. Space will be large enough for serving and group dining, unless prevented by safety/security concerns.
 2. At least 20 minutes of dining time will be provided for each meal.
 3. Loitering will not be allowed.
 - D. Food preparation areas will be determined based on population size, preparation requirements, and meal distribution.


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1. Toilet and washbasin facilities will be available in the vicinity of the food preparation area.
- E. Food preparation, storage, temperature control, and facility and equipment sanitation will be handled per WAC 246-215.
1. Sanitary, temperature-controlled facilities for storing all foods are required. Refrigerated foods will be labeled with the contents and date of preparation, and discarded when past the safe storage period.
 2. Employees/contract staff will check and document refrigerator, freezer, and water temperatures daily.
 3. Prison food services facilities and equipment will be inspected by a regulatory authority to ensure food served complies with Department of Health and Hazard Analysis and Critical Control Point (HACCP) standards.
 - a. Corrective action plans will be developed to correct any deficiencies.
 4. Work/Training Release employees/contract staff will conduct weekly inspections of all food services areas, including dining and food preparation areas and equipment.

II. Prison Requirements

A. Menus

1. The Food Service Administrator/designee is responsible for the statewide menu planning process, including recommendations for facility Food Services budgets/purchases.
 - a. Recommendations will consider costs, nutritional requirements, and meal preferences.
2. Cycle Menus will be prepared by the Food Service Administrator/designee and Registered Dietitian, and forwarded to Food Service Managers to assist in ensuring food service requirements are met. The Cycle Menus will include:
 - a. Menus for mainline, mainline alternative, milk mainline alternative (MMAD), Kosher, and Halal,
 - b. Religious guidelines,

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- c. Production worksheets (i.e., electronic tracking system for menus served),
 - d. Portions for each meal,
 - e. Nutritional analysis, and
 - f. Ordering guide.
- 3. Cycle Menus will be based on Guidelines for Mainline Meals (Attachment 1), and aim to align with Executive Order 13-06 and the Dietary Guidelines for Americans established by the United States Department of Agriculture (USDA) and Department of Health and Human Services.
 - a. Dietary allowances will be reviewed annually and approved by the Food Service Administrator and Registered Dietitian to ensure they meet the nationally recommended allowances for basic nutrition.
- 4. Food services employees/contract staff will plan menus in advance and follow the Cycle Menus. Food flavor, texture, temperature, appearance, and palatability will be taken into consideration when planning and preparing meals.
- 5. At least 3 meals, 2 of them hot, will be provided at regular times during each 24 hour day, with no more than 14 hours between the evening meal and breakfast. Holiday, weekend, religious, Place Safety Muster, and off-site work crew variations will be allowed, as long as basic nutritional goals are met and facility programming is not disrupted.
 - a. Food Service Managers/designees will ensure accurate records are maintained of all meals served (i.e., Menus as Served or production worksheets) per the Records Retention Schedule.
 - b. In the case of an emergency, the reason and alteration of planned meals must be documented on Menus as Served or production worksheets.
 - c. Except for work crews, serving of boxed meals on a routine and predictable basis (e.g., serving the entire population boxed breakfast 5-7 days per week, boxed lunches 5 days per week) requires Assistant Secretary for Prisons approval.
- B. Modified Diets
 - 1. Therapeutic diets will be provided as prescribed per DOC 610.240 Therapeutic Diets.



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2. Religious diets will be approved per DOC 560.200 Religious Programs.
 3. Eating a mainline diet instead of an approved therapeutic or religious diet will result in a 103 violation.
 - a. If found guilty, the Registered Dietitian/health care provider or Chaplain will be notified to communicate with the individual to determine if the diet should be modified or terminated.
 - b. If the diet is modified or terminated, the diet will be updated in the individual's electronic file and as follows:
 - 1) The Registered Dietitian/health care provider will complete a Health Status Report, or
 - 2) The Chaplain will complete DOC 20-428 Religious Diet Request.
 - c. Food Services will be notified of any changes to an approved diet.
- C. Health and Safety
1. Food produced by Correctional Industries will be inspected and approved by the appropriate government agency.
 2. Food grown or produced at facilities will be inspected by food services employees before use.
 3. Before beginning assignment to Food Services, incarcerated individuals will:
 - a. Receive a medical examination conducted per DOC 610.040 Health Screenings and Assessments.
 - b. Be provided training consistent with DOC 20-431 Food Services Training Record, which will be maintained in the Food Services area and documented in the individual's electronic file.
 4. Food Service Managers/designees will monitor food services workers daily for health and cleanliness (e.g., visual signs of illness, infections, or skin lesions), and instruct workers to wash their hands upon reporting to duty and after using toilet facilities.
 - a. Workers who appear to present conditions that may preclude continued assignment to Food Services will be referred to Health


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Services or the designated Health Authority for assessment or referral (e.g., treatment, new assignment).

- b. The Superintendent, Food Service Administrator, Chief Medical Officer, and Facility Medical Director should be contacted immediately if there is suspicion of a food borne illness.

D. Meals for Religious, Cultural/Diversity, and Family Centered Events

1. Meals for religious, cultural/diversity, and family centered events will be:
 - a. Taken from the statewide event guidelines and aim to meet evidence based nutritional standards per Executive Order 13-06.
 - b. Dependent on available resources.
 - 1) Use of betterment funds may be approved per DOC 200.200 Offender Betterment Fund.
 - c. Designed and proposed in cooperation with the Headquarters Correctional Program Manager for Religious Programs and appropriate religious/cultural authority.
 - d. Finalized and provided by the Food Service Administrator in consultation with Food Service Managers/designees and approved by the Headquarters Correctional Program Manager for Religious Programs.
 - e. Served to all participating incarcerated individuals, regardless of diet.
 - f. Available for purchase by outside guests participating in the event.
2. If requested, special menu items (i.e., meal enhancements) and light refreshments must be funded by the participants and/or the sponsoring cultural/diversity or religious faith group 45 days in advance of the event.
 - a. Deliveries and donations must be coordinated with Food Service Managers/designees.
 - b. Food Service Managers/designees will order enhancements/refreshments once payment is made.
 - c. Refreshments will include a juice beverage and one of the following:

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- 1) Pastries,
- 2) Raw vegetables and dressing, or
- 3) Fruit.

d. Donated foods will:

- 1) Only be accepted for the enhancement food item.
- 2) Only be accepted from a vendor, distributor, or retailer approved by the Food and Drug Administration or USDA.
- 3) Comply with HACCP requirements and temperature and time guidelines.
- 4) Be delivered in a refrigerated/freezer truck, when appropriate.
- 5) Be shelf-stable or frozen, and packaged consistent with facility preparation needs.

3. A calendar of religious, cultural/diversity, and family centered events will be forwarded to the Food Service Manager by December 20 for the following year.


III. Work/Training Release Requirements

A. Work/Training Releases with food services provided by an outside person or agency will maintain written verification that the outside provider complies with state and local regulations regarding food service.

1. Food preparation, storage, and service requirements will not apply to facilities with pre-packaged, self-serve meals supplied by an outside provider.

B. Work/Training Release employees/contract staff will:

1. Provide at least 3 meals, 2 of them hot, at regular times during each 24 hour day, with no more than 14 hours between the evening meal and breakfast. Holiday, weekend, and religious variations will be allowed as long as basic nutritional goals are met and facility programming is not disrupted.
2. Have menus reviewed annually by the Registered Dietitian to ensure they meet the National Institutes of Health Dietary Reference Intakes established by the National Institutes of Health.

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3. Provide therapeutic diets as required by a completed Health Status Report or prescribed by a qualified medical provider.
 - a. Documentation will be provided to the Food Service Manager. Therapeutic diets will be reviewed annually by the Registered Dietitian, or more often as clinically indicated.
4. Provide religious diets per DOC 560.200 Religious Programs.
- C. The Community Corrections Supervisor/designee will approve menus for religious, cultural/diversity, and family centered events.
 1. A calendar of events will be forwarded to the Food Service Manager by December 20 for the following year.

IV. Meals for Employees, Contract Staff, and Guests

- A. Facilities have the option of providing meals to employees, contract staff, and guests, at a reasonable price, as determined by the Secretary.
- B. Meals at no cost will be provided to:
 1. Employees assigned to work overtime.
 2. Work/Training Release contract staff, except at Tri-Cities Work/Training Release, based on the applicable contract.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Guidelines for Mainline Meals \(Attachment 1\)](#)

DOC FORMS:

[DOC 20-428 Religious Diet Request](#)
[DOC 20-430 Kitchen Equipment Purchase Request](#)
[DOC 20-431 Food Services Training Record](#)