

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 12.01 DATE: July 1, 2023 SUBJECT: Food Service TITLE: Adequate Diet and Food Service Supervision FOR PUBLIC RELEASE: Yes</p>
---	--

- I. Reference: MCCS .03A, .03B, .03H; SOD 01.0D; JRDC OD 14.03; Food Service Contract
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the supervision of the food service operation and providing three daily meals that are approved as nutritionally adequate by a registered dietitian.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to provide three (3) nutritionally adequate meals per day. Food shall not be withheld as a disciplinary sanction for inmates.
 - B. The Food Service Contractor shall adhere to the following guidelines in establishing menus:
 1. The menus developed for the AACDDF shall be written and approved by a Registered Dietitian, through the Food Service Contractor.
 2. The menus shall ensure the Recommended Dietary Allowances (RDA) of nutrients is provided as set forth by the Food and Nutrition Board, National Academy of Sciences-National Research Council.
 3. Inmates' food preferences and health needs shall be considered as much as possible when planning the menus. Planning and preparation shall take into consideration food flavors, texture, temperature, appearance and palatability.
 4. Menus shall be submitted at least four (4) weeks in advance of their effective date for approval by the Superintendent. The Superintendent shall review all menus to ensure they meet or exceed the AACDDF's requirements.
 5. Each weekly cycle of proposed and approved menus shall be signed and dated by a Registered Dietitian and accompanied by a signed and dated nutritional statement. Regardless of contract length, the Food Service Contractor shall submit a new menu to the Superintendent, at a minimum, on an annual basis.

- C. All approved menus and nutritional statements shall be maintained in the appropriate Standards File.
- D. The Superintendent or designee shall issue approved menus to the Assistant Correctional Facility Administrators (ACFAs) on an annual basis or as changed. Additionally, menus shall be issued to housing unit representatives to ensure the inmate population is aware of the meals being served.
- E. The ACFA or designee shall be responsible for periodically reviewing the adequacy of the menus and meals being served.
- F. Meal substitutions or substitutions of a particular item shall be approved in advance of meal service by the Support Services Manager or, in his/her absence, the Lieutenant/Sergeant. All such substitutions shall be documented by the Food Service Director and forwarded through the ACFA to Compliance for inclusion in the Standards File.
- G. Meal substitutions that are scheduled at least 24 hours in advance shall be recorded in the Supervisor's Log to ensure that all effected shifts are notified.
- H. Meals shall be served at regularly scheduled times with no more than a 14-hour interval between the evening and breakfast meals. Meals shall be served at the following times:
 - 1. Breakfast 4:30 a.m. to 6:00 a.m.
 - 2. Lunch 11:00 a.m. to 1:00 p.m.
 - 3. Dinner 4:30 p.m. to 6:30 p.m.
- I. The ranking supervisor on duty shall be responsible for notifying the Food Service Director when an item is unacceptable and should be replaced with an acceptable item. All such notifications shall be in writing and a copy forwarded to the ACFA for inclusion in the Standards File.
- J. Requests for special diets shall be accommodated in accordance with the following guidelines. Special diet requests shall be maintained on file by the Food Service Director until the order is stopped and then forwarded to Compliance through the ACFA for inclusion in the Standards File.
 - 1. Medical Diets
 - a. Special diets required for medical conditions shall only be authorized by a Physician, Physician's Assistant, Nurse Practitioner or Dentist. The

written authorization shall include a start and end date and be as specific as possible to ensure the proper diet is prepared.

- b. The Food Service Director shall comply with all medical diet requests received from the Physician, Physician's Assistant, Nurse Practitioner or Dentist. To the degree possible, the diet provided shall comply with the Food Service Diet Manual. In situations where the diet is not listed in the Diet Manual, the Food Service Director shall discuss this with the medical practitioner and make the appropriate diet accommodations to meet medical requirements.

2. Religious Diets

- a. The AACDDF serves a pork free menu, accommodating all religions that prohibit consumption of pork and pork product; therefore, requests for pork-free diets are not required.
- b. Should an inmate being received into custody advise the Receiving Officer that s/he is of a faith that requires a special diet, other than pork free, the Officer shall notify the Shift Supervisor and document the information in an Incident Report. The report shall be forwarded to the Food Service Supervisor who shall inform the Food Service Director.
- c. The Food Service Director shall contact the facility Chaplain to verify menu requirements should the menu not be available or be one with which the Director is not familiar. The Chaplain shall verify the authenticity of the menu requirements and notify the Food Service Director. Any problems or disapproval of the menu request shall be referred to the Support Services Manager.
- d. Any inmate converting to a faith requiring a special diet shall contact the Chaplain for diet approval. When convinced the inmate has converted or has presented sufficient information to indicate s/he requires a special diet, the Chaplain shall notify the Food Service Supervisor verbally and forward an Incident Report to the Food Service Director.
- e. The Food Service Director shall comply with all religious diet requirements.

3. Vegetarian Diets

- a. An inmate requesting a vegetarian diet shall submit an Inmate Request (electronic or paper) to the Food Service Director.

- b. The inmate shall remain on the vegetarian diet for a period of six (6) months before s/he may return to a regular diet unless medical or dental reasons require otherwise.

4. Special Management Meals

- a. In accordance with SOD 01.0D, inmates placed on Cell Restriction may receive a special management meal consisting of a loaf which is nutritionally complete and balanced.
- b. Upon approval of a special management meal, the Shift Supervisor shall notify the Food Service Supervisor who shall personally prepare the meal and deliver it for service to the inmate by the Post Officer. Inmate workers shall not be involved in the preparation or service of special management meals. Documentation of special management meal approval and delivery shall be in accordance with SOD 01.0D and JRDC OD 14.03.

K. Food Service Supervision

1. The Food Service area shall be staffed by two (2) Food Service Supervisors at all times from the time it opens until it closes each day.
2. One Food Service Supervisor shall be directly supervising inmate kitchen workers when they are performing the following duties:
 - a. Food preparation prior to cooking;
 - b. Food preparation during cooking;
 - c. Food Service;
 - d. Storage of food items following delivery; and
 - e. Any other food service function required.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 12.01 dated August 28, 2000

AD 12.01 dated September 1, 2008