

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/FOOD AND FARM OPERATION	Reference Number: IVL01-0027	Revises Previous Effective Date:
Subject: ALTERNATIVE ENTREE PROGRAM		5/15/2006
Authority: DONALD/DePETRO	Effective Date: 12/15/06	Page 1 of 9

I. POLICY:

To provide guidelines pertaining to the purchase, preparation and service of religious meals. The Vegan, Restricted Vegan, and Pork Waive-off Meal Plans have been chosen as the Georgia Department of Corrections (GDC's) Meal Plans because the beliefs and the requirements of many religions can be accommodated by these Meal Plan types.

II. APPLICABILITY:

All Department of Corrections feeding units operating under GDC management.

III. RELATED DIRECTIVES:

A. United States Constitution, First and Fourteenth Amendments.

B. Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), 42 USC Section 2000cc *et seq.*

C. ACA Standards for Adult Facilities 3rd Edition.

** - LEGAL - REECE

IV. DEFINITIONS:

A. **Vegan** - free of animal products, by-products, or blood.

B.Vegan Meal Plan - Vegan food prepared separately so as to avoid any contact with non-vegan foods.

C.Restricted Vegan Meal Plan - All of the requirements of the Vegan Meal Plan apply. Additionally, this Meal Plan is prepared with separate utensils and equipment that may not be used to prepare non-Restricted Vegan meals. Kosher vegan foods may be used in this Meal Plan. In this meal plan, the Department also will attempt to obtain and use foods that carry some form of kosher certification, but recognizes that these efforts may not always be successful.

D.Non-vegan - any food that contains animal products, by-products, or blood. Examples include meat, milk, and eggs.

E.Alternative Entrée/meal request form - Form signed by inmate requesting to participate in GDC's Vegan, Restricted Vegan, or Pork Waive-off meal plan (Attachment #1).

V. ATTACHMENTS:

Attachment 1 - Inmate Alternative Entree Meal Participation Form

Attachment 2 - Inmate Alternative Entree Meal Discontinuation Form

VI. PROCEDURE:

A.Handling Requests for Alternative Entrée Program

1.All requests from inmates that relate to the Alternative Entrée Program are considered based on security interests of the facility. An Alternative Entrée Program request that is considered to create a security issue or one that may cause a disruption in the normal operation of the facility should apply the least restrictive means approach. The least restrictive means approach accommodates or provides alternatives instead of complete bans.

2.Each facility will have a designee and backup to receive Alternative Entrée Program requests.

Requests for the Alternative Entrée Program will be processed immediately.

B.GDC provides the following Alternative Entrée Program:

1.Vegan Meal Plan -Initially it will be offered at four Pilot Sites with the possibility of expanding statewide. Contract Feeding sites will not be considered as preparation locations for Alternative Entrée Program. These sites include: Al Burruss SP, Rivers SP, Baldwin SP, Bostick SP, Mens SP, and Scott SP. Inmates at these facilities who request an Alternative Entrée Meal Plan will be transferred to another facility. Food at these sites are prepared offsite and transported to feeding locations.

2.Restricted Vegan - will be provided at select sites statewide. This Meal Plan will follow the same menu as the Vegan Meal Plan except from sunset on Friday to one hour past sunset on Saturday, when cold foods will be served. As with the Vegan Meal Plan, it will be separately prepared so as to avoid any contact with non-vegan foods. Additionally, it will be prepared with separate utensils and equipment that are not used to prepare non-Restricted Vegan meals. Kosher vegan foods may be used in this meal plan.

a.Kitchen design and equipment available for the preparation of a Restricted Vegan Meal Plan will be used in determining sites.

b.B) Inmates requesting a Restricted Vegan Meal Plan who are not assigned to a facility that serves Restricted Vegan Meal Plans will be transferred within fifteen days of the approval of the request to a facility that does provide this meal plan.

c.The Restricted Vegan Meal Plan is available to all inmates with approval of a written request (Attachment #1). The request must be submitted in writing to the facility's designee describing the specific beliefs and practices, which would require the inmate to be placed on a Restricted

Vegan meal plan. The request must explain why and how the regular Vegan Meal Plan is insufficient to meet the inmate's needs. These requests should immediately be reviewed by the Facility's designee (within 2 business days). If approved, then forwarded to your Facility's Field Operations Manager for transfer if the inmate is not at a state prison that has the Restricted Vegan Meal Plan.

d.All Meal Plan requests received by the facility designee that cannot be placed into a Restricted Vegan or Vegan Meal Plan must be forwarded to the Field Operation Manager for the Facility and the Central Office Chaplain for approval. The Central Office Chaplain will consult with Legal Services, Corrections Division and Food and Farm Services on the feasibility and approval of the request.

3.Pork Waive-off Meal Plan- Offered Statewide to all inmates. Under this plan, inmates are able to continue to waive-off pork (not receive an entrée') or they may choose to receive the entire vegan meal for the days that pork is served (Only available at facilities that offer the Alternative Entrée Program).

C.Vegan Meal Plan Preparation

1.All foods prepared and served as part of GDC's Vegan Meal Plan program will be certified as animal product free.

2.Foods will be prepared in a way that will not contaminate the food products with animal products.

a.All recipe ingredients must be animal product free.

b.The Department is not required to purchase new utensils or pots. However, all utensils used for the preparation of Vegan Meal Plans must be washed prior to each use and cannot be used during that meal preparation or

service without being washed again. (Example -- cannot be used to serve beef links and then used to serve vegetarian patties without being washed.)

c.If a separate food preparation area is available, it should be utilized.

d.New pots, pans and utensils are not required for this Meal Plan. Care must be taken not to contaminate food items with animal products, but proper washing of these items between uses will deem the items usable.

e.Food and Farm Services will supply all food items on the regular master menu, normally received from Food Distribution Unit, in a Vegan format. All food items normally purchased as Local Purchase items will have to be purchased locally by the institution in a Vegan format. (Example -- bread, snack cakes, etc.)

f.The Vegan menu will be served on the regular serving line and consumed in either the main dining hall, on detail, or in isolation cells. Special feeding locations will not be established.

D.Restricted Vegan Meal Plan Preparation and Service

1.All foods prepared as part of GDC's Restricted Vegan Meal Plan program must be Vegan. In this meal plan, the Department shall attempt to obtain and use foods that carry some form of kosher certification, but recognizes that these efforts may not always be successful.

2.Food Products will be prepared in a way as to not contaminate the food product by contact with non-vegan foods and will be prepared with separate utensils and equipment that are not used to prepare non-Restricted Vegan meals.

a.All recipe ingredients must meet vegan standards.

b.All utensils, pots and pans put into use in the Restricted Vegan Meal Plan should be new.

1)If pots, pans or equipment are not new, food items must be double wrapped prior to cooking or preparing.

2)Utensils, trays, etc. utilized as part of Restricted Vegan Meal Plan program cannot be used for any other purpose and should be stored separately and designated as use for Alternative Entrée Meal Plans only.

3)Facility dishwashers cannot be used to wash utensils, trays, etc utilized in the Restricted Vegan Meal Plan program.

4)Inserts must be used at all times in four-compartment sinks when washing all items(including utensils and equipment) used in the Restricted Vegan Meal Plan. These items must be kept separate from Regular Vegan and non-vegan items at all times, from preparation through cleanup.

c.If the facility has a separate food preparation area, such as a diet prep room, Restricted Vegan Meals should be prepared in this area. This area should be secure and have limited access. If a separate area is not available, another area in the kitchen may be used with special considerations:

1)The preparation area must be cleaned and sanitized prior to starting Alternative Entrée Program food preparation.

2)The specified Alternative Entrée Program utensils, pots and pans must be used.

3) Food items must be prepared separately from regular food production. When preparing Restricted Vegan food items, an unopened can or package may be brought into the Restricted Vegan area, opened there, part of the contents of the can or package removed with Restricted Vegan utensils for use in the Restricted Vegan meal, and then the remainder of the can or package sent back out to the regular kitchen for use there. The reverse can never be done. Food cannot be removed for Restricted Vegan usage with non-Restricted Vegan utensils in a non-Restricted Vegan area.

4) If new equipment (tables, pans, etc.) is unavailable, these items may be used only by double wrapping the pans or food. Also laying a double layer of wrap on a table may be used.

d. All food items normally received from Food Distribution Unit for GDC's master menu will be supplied in a Restricted Vegan form by Food and Farm Services. All food items normally purchased as Local Purchases will have to be purchased by the facility in a Restricted Vegan form. (Example -- bread) Food Inventories must be maintained to ensure proper food is on-hand but is not lost due to spoilage or expiration.

e. All Restricted Vegan foods will be served on disposable plates and inmates will use disposable sporks, unless special arrangements have been made for reusable items (color-coded, special identification).

f. All food will be stored in a way as to prevent contact with non-vegan foods or with utensils and equipment that have come in contact with non-vegan food.

1) Separate storage area (preferred).

2)Original unopened packaging.

3)If opened, item must be placed in Restricted Vegan container or double wrapped. (Two full sheets around the entire product. No air gaps or openings where possible contamination could occur.)

4)Restricted Vegan foods should not come in contact with other foods.

5)Prepared Restricted Vegan foods will need to be stored separately from non-Restricted Vegan foods.

g.If special or new equipment is needed, Food and Farm Services will make the final determination.

h.The following foods are considered naturally Restricted Vegan: water, fruits, vegetables canned in their own juices, and fresh vegetables that have been thoroughly inspected for bugs.

i.Restricted Vegan foods may not be cooked, heated, or re-heated from sunset on Friday to one hour past sunset on Saturday. During this time cold food will be served.

3.All Alternative Entrée Program menus will be prepared and certified by the GDC Central Office dietitian. These master menus will be followed statewide.

E.Alternative Entrée Program Meal Service

1.All inmates will be required to show their identification cards at the point of service to receive their Alternative Entrée Program meals.

2.Inmate trays for lockdown will be identified with inmate's name, cell location and identification number. All parties involved in the preparation, transportation and service of the Alternative Entrée Program will take care not to contaminate food items, trays and utensils

3. Inmates on the Alternative Entrée Program should be fed as they come through the serving line with the regular population. These individuals should not be fed first, last or with medical diets unless strict facility procedures are put in place to prevent these inmates from coming back through the line with their dorm and receiving a regular diet tray.

4. All requests to be removed from an Alternative Entrée meal plan should be done in writing using the Alternative Entrée' meal discontinuation form (Attachment #2). When this request is made inmate will not be allowed to sign up for the Alternative Entrée meal plan again for a minimum of 60 days.

5. All aspects of the Alternative Entrée Program must be taken seriously as to meet the requirements of each religion and to maintain the Restricted Vegan or Vegan nature of our master menu.

F. Coordination with medical diets.

1. In the case that the inmate requesting to participate in the Alternative Entrée Program is on or is in need of a medically prescribed diet, the medical diet should take precedence. However, these type requests will need to be submitted in writing describing the inmate's medical need for the diet and how the vegan meal plan will not meet his medical needs. (Example: Inmate has liver disease and requires a 50-gram protein diet, Vegan Meal Plan provides 95 grams of protein).

2. These requests should be submitted to the facility's Chaplain or Designee immediately. These requests will need to be forwarded immediately (2 business days) to the GDC Central Office Dietitian for review. At that point it will be determined if the Vegan Meal Plan can accommodate the inmate's medical needs as well or not.

3. In some incidences the inmate may have to be transferred to a facility where they can better

accommodate his medical needs and religious preferences.

G.Special meals on religious holidays.

1.All Religious Holiday requests must be submitted in writing to the Chaplain or Designee at each facility 45 days prior to the requested holiday date. The request must be submitted in writing with specific beliefs and practices described to the facility's designee which would require the inmate to have special accommodations. The request must also explain why and how the regular Vegan Meal Plan is insufficient to meet the inmate's needs. These requests should immediately be reviewed by the Facility's designee (within 2 business days) and then forwarded to your Facility's Field Operations Manager, Central Office Legal Services and the Central Office Chaplain.

Each Religious Holiday request will be reviewed on a case by case bases.

H.Removal from the Program for Non-compliance:

1.Any inmate who misses 7 or more meals in a 7-day period, without good reason, may be removed from the program.

2.Any inmate who misses 15 or more meals in a 30-day period, without good reason, may be removed from the program.

3.Any inmate who has signed-up to participate in the Alternative Entrée Program and is caught picking up a regular tray may be removed from the program.