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Food Preparation, Service and Delivery	ACA Standards: 4-4316M, 4-4317, 4-4318M, 4-4319, 4-4320, 4-4323, 4-4326, 4-4327, 4-4328, 4-ACRS-4A-01M, 4-ACRS-4A-02M		
Justin Jones, Director Oklahoma Department of Corrections		Signature on File	

Food Preparation, Service and Delivery

I. Standards for Menus

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

Facilities will follow a five-week cycle master menu as developed by the assistant deputy director of Field Operations in coordination with medical services. The menu including revisions or modifications will meet or exceed the “Recommended Dietary Allowances of the National Academy of Sciences,” and will be reviewed annually by a registered/licensed dietician for nutritional adequacy.

1. The master menu will provide for daily nutritional adequacy to all inmates, three meals within a twenty-four hour period, of which at

least two will be hot meals. (4-4328) On occasion as work assignment dictates, two sack lunches are permitted. On optional days, when two meals are to be served, both will be hot meals.

- a. Variations, such as special inmate events or services, may be allowed provided basic nutritional requirements are met. (4-4328)
 - b. Food service managers will maintain documentation of approved menu changes on a daily basis
 - c. Documentation of menu substitution will be monitored by the facility head and reviewed during internal audits and submitted to deputy director of Institutions, as part of the "Monthly Food Service Report" form ([DOC 070202B](#), attached).
2. The master menu will indicate portion-serving sizes to meet the nutritional and caloric requirements for inmates as recommended by the American Dietetic Association.
 3. Food will not be withheld, nor the master menu varied as disciplinary sanctions. (4-4320) When an inmate uses food or food service equipment in a manner that is hazardous to their self, staff or other inmates, an alternate meal service will be provided.
 - a. 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)
 - b. Alternative meal service will not exceed seven days without re-approval by the facility head and physician or designee.

B. Medical Diets (4-4318M, 4-4319, 4-ACRS-4A-01)

Medical diets will be developed by medical services and approved by a registered/licensed dietitian. A therapeutic diet manual is available in health services and food services for reference and information.

1. Available medical diets are as follows:
 - a. Diet for Health
 - b. Mechanical Soft
 - c. Renal

- d. Approved diets or other medical diets will be in accordance with the guidelines outlined in the Oklahoma Medical Nutrition Therapy Manual.
2. An "Oklahoma Department of Corrections Medical Diet Request" ([DOC 070202A](#), attached) will be completed and signed by the institutional physician, dentist, nurse practitioner or physician's assistant and delivered to the food service manager by a health service employee within 24 hours of arrival or diagnosis. (4-4318M, 4-ACRS-4A-02M) If any of the above authorized personnel are not on duty, other health care providers may request the special diet. Upon the return of the authorized personnel, an immediate evaluation will be made by the authorized staff member and any appropriate corrections made. Medical diet request forms must be retained for at least three years after origination.
 3. Medical diet requests will be rewritten annually or upon change of diet or relocation (transfer within the unit or transfer to another facility) by the authorized health services personnel. Cancellations or changes will be signed by the institutional physician, dentist, nurse practitioner or physician's assistant.

C. Special Diets (4-4319)

DOC will establish a modification of the master menu to provide alternate protein sources for any inmate unable to eat the regular protein source because of religious requirements. The alternative protein source will be that the same as on the vegetarian diet. (4-4319) Every food known or believed to contain pork or pork by-products will be designated on a posted menu for each meal.

D. Sack Lunches

Inmates that are required to be away from the dining facility will be provided meals in accordance with standards established by DOC and master menu cold lunch guidelines.

1. Each sack lunch will consist of:
 - a. Two sandwiches (2-oz. protein and two slices of bread per sandwich)
 - b. One fruit and one fresh vegetable
 - c. One serving of dessert
 - d. One serving of a condiment per sandwich (when appropriate)
 - e. Or appropriate substitutes

2. Food sources are selected from the lunch menu on the master menu or medical diet menu.
3. All sandwiches, desserts and vegetables will be wrapped in an appropriate manner to prevent contamination. Fruits will not be wrapped with the exception of loose fruits such as raisins and figs. Apples 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 shall be held at 41 degrees Fahrenheit or below.

E. Snacks

Snacks should be written in accordance with the medical diet guidelines and included as part of the diet order. The order must be written by the physician, physician's assistant, nurse practitioner or dentist.

II. Standards for Food Preparation (4-4317)

A. Menus

1. Each facility will keep a copy of the master menu on file.
2. Medical diets will be prepared according to orders of the requesting health services staff member.
3. Preparation of medical diets will be kept as simple as possible and will conform as closely as possible to the foods served other inmates.
4. Menus will be planned in advance.

Menu substitutions will be of equal nutritional value and will take into consideration food flavor, texture, temperature, appearance and palatability for all meals. (4-4317)

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 and fluid milk products used or served will be pasteurized and will meet the Grade A quality standards. Dry milk and dry milk products will be made from pasteurized milk and dry milk products may be used in instant desserts and whipped products, or for cooking and baking purposes.

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. Items grown do not require outside inspections, but are required to be inspected by facility food service personnel. (4-4323)

C. Food Preparation

1. Food will be prepared with a minimum of hand contact.
2. Food will be prepared on 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 so as 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.
 - c. Potentially hazardous foods that have been cooked and then refrigerated will be reheated rapidly to 165 degrees Fahrenheit or higher throughout 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

Meals will be served under conditions that minimize regimentation and provide direct supervision. (4-4326) No more than 14 hours should elapse between the evening meal and breakfast. (4-4328)

A. Self-Service Food Products

1. Milk products for drinking purposes will be provided in an unopened, commercially filled package or 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, when 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

Whenever food is being delivered or transported from one point to another a staff member will be present and supervise delivery and transport at all times.

B. Sanitation and Safety

1. At all times, while being transported, food will be protected from cross-contamination. At all times the temperature of potentially hazardous foods will be 41 degrees Fahrenheit or below or 140 degrees Fahrenheit or above, except as otherwise provided in this procedure. If the temperature of potentially hazardous food falls in the danger zone of 41 to 140 degrees Fahrenheit for four hours or more, it will be destroyed.
2. During transportation, food and food utensils will be kept 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 emergency feeding plans for their facility. The facility head will ensure that all food service staff members are thoroughly familiar with the emergency feeding plan.

1. When possible the emergency feeding plan will include the following:
 - a. Whenever varying from the approved menu, attempt to provide nutritionally sound meals that meet recommended dietary allowances.
 - b. Provide medical diets and religious diets.
 - c. Those responsible for preparing food do so 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.

- e. Meals shall be served under the supervision of staff members.
 - f. Three meals will be provided within a 24 hour period, except on the optional days when the two hot meals will serve the same nutritional adequacy as a normal three-meal day.
 - 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 and security purposes during an emergency situation. (4-4328)
2. When security, safety, natural disaster, riot, fire, physical plant disasters, or other justifiable conditions exist which require a facility to vary from normal operation procedures, the facility emergency feeding plan will be enacted.

VI. Staff Dining

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](#) "Food Service 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 a particular meal and, insofar as possible, be made from the same preparation.

C. Employee Meal Tickets

Meal tickets will be sold to employees who desire to have meals while on duty at a DOC facility. The meal tickets will be sold at the rate of one dollar per meal. The facility head will designate a staff member to be responsible for the sale of meal tickets.

VII. Requirements for Record Keeping (4-4315)

Accurate record 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" or a similar form developed by the facility.

In addition to the 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.

VIII. References

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

OP-070201 entitled "Food Service Inspection Standards"

57 O.S. § 504(b) (1)

57 O.S. § 533

IX. Action

The division head will be responsible for compliance with this procedure.

The associate director of Field Operations will be responsible for annual review and revisions.

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

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-070202 entitled "Food Preparation, Service and Delivery" dated January 31, 2006

Deleted: Operations Memorandum No. OP-070202 Addendum-01 dated June 1, 2006

Distribution: Policy and Operations Manual
Department Website

Referenced Forms	Title	Location
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DOC 070202A	"Oklahoma Department of Corrections Medical Diet Request"	Attached
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DOC 070202B	"Monthly Food Service Report"	Attached
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Referenced Attachments	Title	Location
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Attachment A	"Daily Work Production Schedule"	OP-070201
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