


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE**

	SUBJECT:	Food Services
	P & P #:	G-600
	TITLE:	General Food Procedures and Schedules
	EFFECTIVE DATE:	April 20, 2020
	REVIEWED BY:	<i>Kim Drennon</i> Kim Drennon, Dietary Contract Monitor
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

**POLICY:** It is the policy of the Department that there be established policy and procedure for the scheduling and handling of meal preparation. Strict adherence to food and meal procedures is necessary for the security of inmates/detainees and staff.

**REFERENCES:** Maryland Commission on Correctional Standards – Adult Detention Centers (MCCS-ADC) Standard .03 B, D, H, J, and Performance Based National Detention Standards 2011 (PBNS 2011) Section 4.1.

**DEFINITIONS:** None

**PROCEDURES:**

I. **Food Service Contractor Staff**

A. The scheduled times for meal **tray** and preparation to begin as shown below. Delivery of meals occurs approximately **20** minutes later:

- Breakfast - 6:00 a.m. (Hendricks Hall, Intake, and H-1 at 5:30 AM)
- Lunch - **Preparation time 11:10 a.m. Meal Service Time 11:30 a.m.**
- Dinner - **Preparation time 4:10 p.m. Meal Service Time 4:30 – 5:00 p.m.**

B. This schedule may be changed in advance and announced by the Deputy Director/ Designee or above. In the event the normal schedule must be changed during the shift, the Shift Leader shall notify the **Food Service Contractor Staff**. In the event the normal schedule must be changed due to a matter in the kitchen, the **Food Service Contractor Staff** shall notify the Shift Leader. These instances shall be documented in an Incident Report.

C. From time-to-time it may be necessary to alter the menu serving time between lunch and dinner (i.e. serve dinner at lunch time) to accommodate a holiday menu, cleaning, maintenance project, or staff schedule. This shall be approved by the Deputy Director / Designee or above. The change in schedule shall be announced in advance.

- II. All meals shall be prepared in the kitchen, assembled on insulated trays and served in the individual housing areas except meals for inmates who are out of the facility at the time the meal is served, meals for non-committed Central Booking Facility detainees and those under special restriction.
  - A. Contractor Staff shall advise the Housing Unit Officers by radio when trays are ready. The Housing Unit Officers shall pick-up the trays and distribute them to the inmates/detainees with assistance of inmate hallway sanitation workers.
  - B. Bagged meals of sandwiches and milk shall be assembled, marked with the date, and be ready for an officer to deliver to the Central Booking Facility. **Meals in bags or boxes can be kept for two (2) days.**
  - C. Special meals, to be eaten with special utensils shall be provided to inmates/detainees on suicide watch.
  - D. When an inmate is placed on special meal management loaf, a special container will be used (ICE and Federal Detainees are exempt).
  - E. In exigent circumstances, it may be necessary to alter the method of delivery of the meal, such as use of the bulk serving carts. This change shall be approved by the Deputy Director/ Designee and coordinated with custody.
  - F. Plastic eating utensil and cup shall be issued and documented during the time of intake in **SallyPort/JMS**, if inoperable on the C-200e Admission Record.
- III. Contractor Staff shall closely supervise assigned inmate workers to ensure all trays receive appropriate sized and equal portions.
- IV. All inmate workers and staff assigned to food service responsibilities are required to follow sanitation guidelines:
  - A. Clean clothing must be worn when handling food for others.
  - B. Hat or hairnet must be worn when handling food for others.
  - C. Beard net must be worn when handling food for others.
  - D. Plastic gloves must be worn when handling food for others.
- V. Assigned employees shall be responsible for the collection and accountability of food trays. These trays shall be returned to the kitchen as soon as possible.
- VI. Notification and Documentation

Each housing unit officer shall notify the Shift Leader as soon as the meal has been completed for their assigned units. The Shift Leader shall record the time that the tray delivery ended along with any unusual circumstances in the Shift Leader's Log Book.
- VII. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** None  
**RESCISSIONS:** HCDC Policy G-600 Feeding Procedures effective March 7, 2019, March 7, 2018, April 3, 2017, June 28, 2016.