

## 6-13/010.00 Inmate Meals

Inmates who are assigned to patrol stations as inmate workers shall be medically screened by PMB Classification and medical personnel prior to being assigned to food handling duties, coffee room areas, or clean-up in areas where food is prepared, served, or stored. A food handler is any person who works with food, food preparation or utensils, in a facility where food is prepared and/or distributed to inmates and/or staff.

The Department has developed a basic food handling training program for inmate workers assigned to food handling duties and staff whose duties include supervising the station jail operation. The Food Services Unit of Custody Services Division-Specialized Programs has produced a training digital versatile disc (DVD) which has been incorporated into this training program.

If the e-Gatebook application is unavailable, the following procedure is to be followed for the entry of records into the paper version of the Gatebook:

The training DVD contains two five-minute segments titled: "Station Feeding and Hygiene for Inmates" and "Station Feeding and Hygiene for Staff." There is a one-minute gap between segments. The training DVD provides step-by-step instructions in the areas of proper food handling procedures and personal hygiene.

The "Station Feeding and Hygiene for Inmates" training video shall be viewed by inmate workers assigned to food handling duties during their initial jail orientation. Written documentation indicating that the inmate workers viewed the training DVD shall be detailed in the Food Temperature and Food Handler Hygiene Log. On the first day of every month, all inmate workers assigned to food handling duties shall view the training DVD. Written documentation indicating the inmate workers viewed the training DVD shall be detailed on the Food Temperature and Food Handler Hygiene Log. This log shall be kept for two years.

Station jail personnel shall review the "Station Feeding and Hygiene for Staff" training DVD upon assignment to the station jail and annually thereafter. Written documentation shall be maintained in the employee's training records.

## INSPECTIONS

The Food Temperature and Food Handler and Hygiene Log will be reviewed by the Department of Public Health, Environmental Health Evaluator during the annual inspection of the station jail. Documentation practices will also be reviewed yearly by Custody Support Services as part of the Pre-Command Inspection process for all station jails.

To comply with general food handling procedures, station jailers shall ensure that food handlers:

- Wear clean clothes prior to serving food
- Wash hands and arms with soap and warm water immediately after using the toilet facilities, before commencing work, and whenever necessary to prevent contamination of food
- Wear hairnets, caps, or other suitable coverings to confine all hair when required to prevent the contamination of food or utensils
- Wear rubber gloves when serving food

- Refrain from using tobacco in any form where food is prepared, served, stored, or utensils are cleaned or stored
- Inform the station jailer of any health condition/illness which would preclude an inmate worker from safely handling food
- Maintain a clean, neat, and sanitized serving area
- Clean and maintain station food carts

## FOOD SERVICE

Food shall be inspected upon arrival to the station in conformity with procedures outlined on the Food Temperature and Food Handler Hygiene Daily Log. Food shall only be accepted if the inspection conducted upon receipt determines that the food satisfies all of the following:

- Was prepared by and received from approved sources
- Is received in a wholesome condition meeting proper temperature requirements
- Is in containers which are not contaminated or damaged in a manner as to permit contamination of the food

The retherm oven is pre-programmed to heat inmate meals. Inmate workers only need to load the oven with the number of meals needed and push the start button. When the heating cycle is complete, the food will reach 165° F or higher. Food shall be served as soon as possible or before the food temperature drops to 140° F. The retherm oven is capable of keeping food warm for up to two hours. The retherm oven must be cleaned after each meal.

To heat an individual tray a microwave oven may be used. Cooking times may differ depending on the number or size of the items on the tray. Heat single pre-portioned meals for three minutes in a commercial microwave oven, turn the tray around, and continue cooking for two more minutes. Food temperature must reach 165° F on all surfaces. A thermometer shall be utilized to take the temperature. Record the temperature in the temperature chart. Unconsumed food shall be collected no sooner than 30 minutes, and no later than 90 minutes after it is served.

The jailer shall supervise the inmate food handlers while portioning and delivering the food.

**The jailer shall test the temperature of food at the time of delivery and at the time of serving the meal.** The temperatures shall be recorded in the Food Temperature and Food Handler Hygiene Daily Log. This log shall be retained for a period of two years. Hot food shall be reasonably warm (**140° F or hotter**), and cold food reasonably cold (**41° F or cooler**), to curtail the growth of bacteria which could cause food borne illness.

The food thermometer must be cleaned and sanitized after each use. This is accomplished by cleaning the thermometer with hot water and dish soap prior to rinsing clean. Alcohol wipes may be utilized to sanitize. The thermometer must be calibrated at least weekly, or if dropped. To calibrate the thermometer:

- Fill a medium size glass with ice and cold water
- Place the thermometer in the glass of ice water and wait three minutes. Stir water occasionally
- After three minutes the thermometer should read 32° F

- If not, repeat the above process

If the thermometer does not read 32° F after three minutes:

- Leave the thermometer in the glass
- Adjust the nut on the back of the thermometer until the needle reads 32° F. It may be necessary to add more ice
- Wait three minutes and stir occasionally
- After three minutes the thermometer should read 32° F, if not, repeat the above process

The inmate worker refrigerator shall be equipped with a refrigeration thermometer. The temperature of the refrigerator shall be monitored daily, recorded on a temperature log, and retained for 30 days. The acceptable range for the refrigerator is no less than 33° F and no greater than 41° F.

## **HAND WASHING**

Employees and inmate workers shall wash their hands in all of the following instances:

- Immediately before engaging in food preparation, including working with non-prepackaged food, clean equipment and utensils, and unwrapped single-use food containers and utensils
- After touching bare human body parts other than clean hands and clean, exposed portions of arms
- After using the toilet room
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking
- After handling soiled equipment or utensils
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks
- When switching between working with raw food and working with ready-to-eat food
- Before initially donning gloves for working with food
- Before dispensing or serving food, or handling clean tableware and serving utensils in the food service area
- After engaging in other activities that contaminate the hands

The proper hand washing procedure is as follows:

- Wash hands (and any portion of the arm exposed to direct food contact) with soap from a dispenser (NOT bar soap) and warm water (at least 100° F)
- Rub hands together using friction for 20 seconds
- Rinse thoroughly under running water
- Dry hands using a clean paper towel
- Repeat this procedure as often as necessary to keep hands clean at all times

## **PROCEDURE FOR HANDLING LEFTOVER FOOD**

All hot and cold food shall be disposed of after serving. Refrigerate milk, and juice and dispose of when expired (always check expiration date before serving).

All sack breakfasts shall consist of non-potentially hazardous food (e.g. cereal, peanut butter, fruit, etc.) and do not require refrigeration. Each bag shall be sealed with a color coded tie indicating the packaging date. A Color Coded Sandwich Bag Ties chart shall be posted at all stations in the kitchen areas. The chart shall indicate the day the bag should be served, (e.g. Sunday-Red, Monday-Yellow, etc.) Sack breakfasts shall be utilized in the order they were received. Sack breakfasts shall not be kept for more than four days. All items must be disposed of on or before the expiration date.

## **STAGING AND TRANSPORTATION**

All food for inmate consumption is prepared at CRDF by the kitchen staff. Strict quality control measures are adhered to in order to ensure items are kept cold. All menu items are recorded on a check list.

Stations receive two deliveries per week:

- Mondays (for Tuesday, Wednesday and Thursday)
- Thursdays (for Friday, Saturday, Sunday and Monday)

The station jailer and inmate worker(s) shall meet the delivery truck driver and receive the food items. These items shall be brought to the station jail kitchen. The area shall be free of dirt, vermin, overhead leakage, or any other form of contamination.

All sealed food containers are then placed into bread racks which are readied for transportation and delivery. It is the responsibility of the jailer to inspect the food when it arrives to ensure packaging is intact and the food remains refrigerated.

## **MEDICAL DIETS**

Any inmate requiring a special diet shall be transferred to IRC/CRDF. Medical diets include but are not limited to: diabetics, inmates with wired jaws or on dialysis.

## **INMATE WORKER FOOD FROM OUTSIDE**

In order to prevent an outbreak of food-borne illness and vermin infestation resulting from home prepared foods brought in by visitors, inmate worker's shall be limited to that amount of food which can be eaten at a regular meal sitting. Leftover food shall be disposed of at the direction of the jailer in order to avoid the problem of storage, and spoilage. Commercially packaged foods will be allowed in reasonable quantities and in consideration of storage limitations.

## **EQUIPMENT AND SUPPLIES**

All equipment needs shall be requested through Facilities Services Bureau. All supplies (hairnets, gloves, etc.) are available for each station to purchase from Central Supply. Thermometers may be purchased through Grainger or:

Arrow Restaurant Equipment  
5061 Arrow Highway  
Montclair, CA, 91763

Telephone: (909) 621-7428

All questions related to the food service operation can be resolved by calling the on duty Food Services Unit manager at [REDACTED TEXT] or the Food Services Unit staff at [REDACTED TEXT].

## **EMERGENCY FEEDING**

In the event CRDF is unable to transport food to the station jails, or the station jail is unable to accept food deliveries, alternative feeding shall be required. The course of action shall be dictated by the nature of the emergency and its expected duration. Communication with the Food Services Unit headquarters shall be initiated to ensure food requirements for inmates are appropriately addressed.

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