

5-06-060 Correctional Treatment Center Kitchen Control Procedure

PURPOSE OF ORDER:

Since the inception of the inmate worker staffed TTCF Kitchen, various additions to and adoptions of policy regarding its operation have been established. This policy shall be directed specifically to the CTC. The need for a specific policy is mandated by the medical classifications of inmates housed there, many of whom are on diets based on their respective diagnosis/condition. Proper management of their diet and food distribution is critical to assist in maintaining their health.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

CTC Feeding Procedures

The CTC feeding procedures are decentralized. Inmates are fed in their respective housing areas. Therefore, food prepared in the kitchen must be transported to other levels by elevators.

Food carts shall be used to transport food trays. All preparation and distribution of food shall be supervised by dietary staff members. All food carts shall be plugged in and preheated to a proper temperature before food is placed in them. Prepared food shall be placed on food trays then placed into the food carts. The food carts are then pushed to the housing modules.

Dietary staff shall push carts from the kitchen to the appropriate floors at the following times:

Court Line Feeding	0330 hours
Breakfast	0530 hours
Lunch	1100 hours
Dinner	1630 hours

Dietary staff shall prepare medical diets as requested by the Medical Services Staff. These diets shall be served at the times indicated by the medical staff. Supplemental food must be served to inmates on medical diets that require more than three meals.

NOTE: If an inmate misses a regularly scheduled meal, they shall be provided with a sandwich, fruit, and beverage in lieu of that meal.

Dietary staff will supervise and monitor food preparation as well as deliver the food. Custody personnel shall coordinate with dietary staff the production of meals and clean up procedures, while maintaining security.

The food carts shall be delivered in the following order:

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- Module 322
- Module 331 and Module 332
- Module 342

After the dietary staff has delivered the assigned food carts to the floors, they shall assist the nursing staff, deputies and custody assistants with the distribution of the meal. The fourth floor (Module 342) being the exception, the mental health nurses and the deputies and custody assistants shall distribute the meal. After the meal is over, the dietary staff shall collect the food carts from the floors and return them to the kitchen.

Equipment and Utensil Control

All equipment and utensils shall be checked out from the CTC Control Custody Assistant. Whenever a checked out item cannot be located, the following steps shall be taken immediately:

- Notify Facility Control, immediate supervisor, the Watch Sergeant and the Watch Commander,
- Obtain sufficient personnel to assist in a search for the item,
- Conduct a search of inmate housing areas at the discretion of the Watch Commander,
- Advise the Facility Control Bonus Deputy, the Watch Sergeant and the Watch Commander of the results of the search.

Meal Count

At the beginning of each shift, the CTC Dietary Staff shall call each Module Nursing Station and receive an accurate meal count. The total number of inmates currently and physically housed within that area shall be listed on the Meal Count Form (Diet List) next to the housing area.

The dietary staff shall maintain the Meal Count Form (Diet List). The dietary staff shall make the phone calls by the following hours:

- 0200 hours for breakfast,
- 0700 hours for lunch,
- 1330 hours for dinner,

The dietary staff shall make the diets according to the diet lists.

Utensils

No serving utensils shall be left in the kitchen. All utensils shall be cleaned and returned after each meal to the CTC Control Booth. All utensils shall be accounted for by CTC Control Booth personnel at the beginning and end of each shift.

Inmate Workers

At approximately 0200 hrs, the Tower I Kitchen supervisor shall notify the CTC Kitchen Dietary Staff when the food carts are ready for pick up. The EM 330 G unit will pick up the inmate workers assigned to the CTC Kitchen from 272 at approximately 0230 hrs.

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The AM movement deputy shall return the inmate workers to Module 272 and pick up the PM inmate workers at approximately 1000 hrs. The inmate workers shall be escorted to the CTC Kitchen.

At approximately 1400 hrs. the Tower I Kitchen supervisor will notify the CTC Kitchen Dietary Staff when the food carts are ready for pick up. Personnel assigned to 322A or 322 F/1 shall pick up the CTC evening meal from the Tower I Kitchen using the CTC Kitchen inmate workers.
