

## 3-15-011 Food Poisoning



### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures at Men's Central Jail (MCJ) in the event of a food poisoning incident.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and/or working at MCJ.

### **ORDER:**

Personnel who become aware of a possible food poisoning incident shall notify the watch commander. The immediate concerns during a food poisoning incident shall be to stop serving all food items, seek medical care for all affected inmates and/or personnel, and initiate an investigation as to the cause. The watch commander shall coordinate with food services personnel as to the distribution of alternative meals for inmates awaiting meals.

### **WATCH SERGEANT**

The watch sergeant shall direct a deputy to write a comprehensive memorandum of the incident, which shall include the affected module/dorm, names and booking numbers of the affected inmates, and the names and

booking numbers of the inmate line servers. Each inmate shall be interviewed, which shall be video recorded and transcribed into the written report.

The watch sergeant shall be responsible for the overall coordination of the incident and the coordination of the investigation between all concerned agencies.

### **KITCHEN DEPUTY**

The kitchen deputies shall collect and refrigerate samples of all food and beverages being served.

They shall obtain all names and booking numbers of all kitchen inmate workers who prepared the food along with names of all persons seen in the kitchen prior to the incident. Those persons and inmates shall be interviewed on video. Their statements shall be transcribed into a supplemental report under the same file number as the first report.

If criminal activity is detected, the Department of Public Health, or handling detectives should be consulted to determine to what degree the affected area shall be preserved.

### **MEDICAL CARE**

The watch commander shall maintain contact with the Correctional Health Services personnel to assess the scope of the problem.

### **INVESTIGATION OF INCIDENT**

The Department of Public Health and Wholesale Food and Safety Department shall be notified if more than ten (10) persons are affected by food poisoning. The Jail Investigations Unit shall be notified if criminal activity is suspected. Questions regarding the collection or preservation of possible evidence shall be directed to the Scientific Services Bureau.

**NOTIFICATIONS**

The following notifications shall be made on large-scale food poisoning incidents:

- Watch commander
- Watch sergeant
- Director of food services via the chief cook
- Risk Management Bureau, Civil Litigation Unit
- Sheriff's Information Bureau re: Media Liaison and Departmental Notifications
- Department of Public Health and Wholesale Food and Safety Department

**TELEPHONE NUMBERS:**

**DIRECTOR OF FOOD SERVICES UNIT:**

Business Hours (323) 526-5558

MCJ Chief Cook (213) 974-0120

**DEPARTMENT OF PUBLIC HEALTH, WHOLESALE FOOD AND SAFETY DEPARTMENT:**

Business Hours (626) 430-5400 (Outbreak Investigation Unit)

(213) 240-7821 (Reporting of foodborne illnesses)

**JAIL INVESTIGATIONS UNIT:**

Business Hours (213) 893-6767

**SHERIFF'S TOXICOLOGY LAB:**

Business Hours (562) 940-0158

**POISON CONTROL CENTER:**

All Hours (800) 222-1222

**Revision Date 10/21/24**

**Revision Date 04/23/19**

**Revision Date 10/03/06**

