

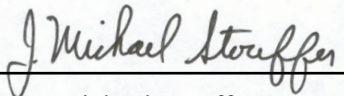



Department of Public Safety and Correctional Services

# OFFICE OF OPERATIONS



## FOOD SERVICES MANUAL DPSCSM.160.0001

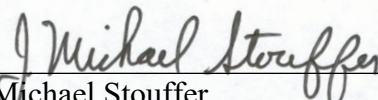
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## *Foreword*

The Food Services Manual represents a continuous effort on the part of the Department of Public Safety and Correctional Services to establish general policies and procedures in operating the Food Services program. The primary purpose of this manual is to present a Food Services program that monitors costs, provides cost effective, adequate meals that are healthy and nutritious in meeting health and safety codes at reasonable intervals in a secure environment.

DPSCS facilities with contracted food services shall bound to contract provisions, which may complement or supersede provisions of this manual. Staff is responsible for complying with guidelines and standards, as well as policies and procedures in this manual.



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J. Michael Stouffer  
DPSCS Deputy Secretary, Operations

## *REFERENCES*

### .01 American Correctional Association (ACA) Standards

4-4082; 4-4085; 4-4088; 4-4158-4-4161; 4-4159; 4-4160; 4-4313 – 4-4322; 4-4324 – 4-4328; and 4-4380

### .02 Maryland Commission on Correctional Standards (MCCS)

.03A.; .03B.; .03C.; .03D.; .03E.; .03G.; 03H.; .03I.

### .03 Code of Maryland Regulation (COMAR)

COMAR 10.06.01; COMAR 10.07.12; COMAR 10.15.03; COMAR 12.10.01; and COMAR 21.02.05.04

### .04 Annotated Code of Maryland

Correctional Services Article, §3-215, Annotated Code of Maryland  
Health General Article, §21-321, Annotated Code of Maryland

### .05 Other

Department of Public Safety and Correctional Services (DPSCS) Medical Diet Manual  
DPSCS Safety and Sanitation Manual  
DPSCS Tool and Utensil Inventory Control and Use  
DPSCS Infection Control Manual  
Department of General Services (DGS) Inventory Control Manual, Chapter IV  
U.S. Equal Employment Opportunity Commission

## *RESCISSIONS*

### .01 Department of Public Safety and Correctional Services Directives (DPSCSD)

160.0001 dated March 31, 2000

160.0003 dated July 1, 2000

160.0008 dated March 31, 2000

160.0009 dated March 31, 2000

### .02 Division of Correction Directives (DCD)

160.0002 dated November 21, 1994

160.0004 dated September 1, 1993

160.0005 dated October 1, 1981

160.0006 dated March 1, 1994

### .03 Division of Correction Manual (DCM)

160.0001 dated April 5, 2008

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## *Chapter I: General Policy and Procedures*

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### .01 Definitions.

A. In this section, the following terms have the meanings indicated.

B. Terms defined.

- (1) “Code of Maryland Regulations” means COMAR”.
- (2) “Controlled food” means food supplier, which could be used in the making of contraband, such as sugar or yeast.
- (3) “Department of Public Safety and Correctional Services” means DPSCS.
- (4) “Department of Health and Mental Hygiene” means DHMH.
- (5) “First in, First out” means FIFO.
- (6) “Hazard Analysis Critical Control Point” means HACCP, a systematic approach to identifying and controlling hazards such as microbiological, chemical, and physical that may pose a hazard to the preparation of safe food that involves what can go wrong and plans to prevent it.
- (7) “Licensed dietitian nutritionist” means LDN, a person registered to practice nutrition and dietetics in Maryland.
- (8) “Master Cycle Menu” means a planned menu to serve meals (regular, medical, diet religious, lacto-ovo, and vegetarian), usually in a five-week cycle of which a registered dietitian sets up to meet or exceed Dietary Reference Intake (DRI) for staff, inmates, and detainees. A registered dietitian may modify menu for seasonal food items for variety. Medical diet and lacto-ovo vegetarian menus are planned based on the master cycle menu.
- (9) “Maryland State Department of Agriculture” means MSDA.
- (10) “Maryland State Department of Education” means MSDE.
- (11) “Registered dietitian nutritionist” means a person, who meets requirements for membership in the American Dietetic Association, has successfully completed the examination for registration and maintains continuing education requirements.
- (12) “Safety Data Sheet” means SDS.
- (13) “United States Department of Agriculture” means USDA.

### .02 Policy.

The Department food services operation shall:

- (1) Comply with state standards and guidelines in serving nutritious, well-prepared, adequate three meals a day, at reasonable intervals in a secure environment.
- (2) Provide therapeutic and special diets when prescribed by a qualified health care provider, and as necessary as to meet the mandatory requirements of recognized faiths.

- (3) Provide work in the food services program for inmates and detainees.
- (4) Monitor training in food services skills and supervision for inmates and detainees.

.03 Procedure.

(A) Food Services Program.

- (1) Standards for inmates and detainees participating in the food services program:
  - (a) Good health and free from communicable disease;
  - (b) Free from open infected wounds, boils, etc.
  - (c) Result of TB test is negative; and
  - (d) Have clean hands and fingernails.
- (2) Inmates and detainees shall receive training in food services skills and work under the supervision of a dietary officer.

(B) May not use food as a disciplinary measure.

(C) General Population.

- (1) Prepare and serve meals to general population inmates or detainees under direct officer supervision, with an effort made to minimize regimentation of normal conversation, which is permitted.
- (2) How dining areas operate is determined by the physical structure, security concerns, facility schedule, and need for inmate and detainee supervision.
- (3) May serve beverages including drinking water.
- (4) Serve meals using cutlery, as necessary for the meal being served.
- (5) Except as otherwise justified for security or safety considerations, the warden or designee shall provide space for group dining.

(D) Special Confinement.

- (1) Except medical and religious diets, an inmate or detainee in special confinement such as administrative segregation, disciplinary segregation, or protective custody is served the same meals of general population and staff.
- (2) As prescribed by appropriate clinicians, provide medical diets in accordance with the Medical Diet manual.
- (3) Dietary staff may provide an alternative meal for an inmate or detainee in segregation, who uses food or food services equipment in a manner that is hazardous to self, staff, other inmate, or detainee.
- (4) The dietary manager, after consult with the warden and responsible health authority, may serve to an inmate or detainee an alternative meal with written approval of the warden. The dietary manager shall serve alternative meal on an individual basis, based on health or safety considerations while meeting basic nutritional requirements, but for a limited time not to exceed seven days. An alternative meal may take the form of a bag meal during the substitution period.

(E) Emergency.

- (1) The dietary manager shall establish emergency procedures and emergency menus (for a minimum of three days) to ensure continuity of service in case the facility's routine is disrupted.
- (2) Emergency conditions may include, but not be limited to water and steam, power outages, disturbances, and staff shortages.
- (3) Dietary staff shall coordinate emergency procedures with security operations to implement emergency procedures in food services.

(F) Infection Control.

- (1) Dietary manager shall monitor food handlers (staff, inmate, and detainee) daily for health and cleanliness.
- (2) Food handlers (staff, inmate, and detainee) may not work in the food services area or capacity when there is likelihood of transmitting a disease while afflicted with a communicable disease, boils, infected wounds, or with an acute respiratory infection. This includes transmission on direct contact, on contamination of food, and on food contact surfaces with pathogenic organisms.
- (3) Notify medical staff when a food handler is a suspect or known to have a communicable disease.
- (4) Food handlers (staff, inmate, and detainee) may not work in food without prior medical clearance.

.04 Procedures.

- (A) Adhere to regulations and policies in accordance with COMAR 10.15.03, *Food Services Facilities*, and other applicable health and safety regulation each facility food services.

(B) Food Quality.

(1) Meat.

- (a) Purchase solid cuts of meat, good or better, inspected and passed by USDA;
- (b) Provide a grading certificate, where required; and
- (c) May not purchase or serve pork and pork products to inmate and detainee food services.

(2) Fresh Fruits and Vegetables.

- (a) Purchase top grade fresh fruits and vegetables depending on a specific fruit and vegetable, and for use in preparation of the finished product; and
- (b) Purchase fresh fruits and vegetables free of mold, insects, and unpleasant odors, wilting and drying, and too soft and mushy.

(3) Frozen Foods.

- (a) Purchase frozen food grade AA or A, depending on specific food;



- (b) Purchase frozen food packed under continuous inspection of the USDA; and
- (c) Inspect frozen food package to ensure that no leaks, no water stains, or no accumulation of water is in the package.

(4) Eggs.

- (a) Purchase fresh eggs that are USDA Grade A medium or better;
- (b) Receive shell eggs transported under refrigeration at an internal temperature of 45° F or lower;
- (c) Maintain egg invoices, daily records, or other equivalent records for a minimum of 90 days;
- (d) Purchase fresh liquid or dried eggs processed and pasteurized under continuous supervision of the USDA;
- (e) Purchase eggs showing the date of inspection and use by date bearing the USDA inspection stamp on cans, cartons, and packages; and
- (f) Use frozen eggs, once thawed and do not refreeze.

(5) Poultry.

- (a) Purchase of poultry, fresh or frozen shall be grade A or better;
- (b) Purchase of poultry shall be inspected and passed for wholesomeness by USDA with a USDA inspection stamp; and
- (c) Purchase of poultry shall be free of discoloration (purple or green around the neck).

(6) Seafood.

- (a) Purchase fresh seafood of the best quality, fresh chilled or frozen.
- (b) Purchase of seafood shall conform to all standards and regulations of the health department or agency having jurisdiction over the processing, packing, selling, transporting, or distributing of seafood.

(7) Canned Food.

Purchase canned food inspected under USDA, no less than grade A or extra standard, except grade B canned food may be used for soup, stews, purees, and similar items.

(8) Milk.

- (a) Purchase of dairy products shall conform to DHMH standards;
- (b) Purchase pasteurized dairy;
- (c) Check for expiration dates; and
- (d) Do not use milk with a bitter taste – sour or smell.

(9) Baked Goods.

- (a) Receive bake goods at temperatures specified by vendor; and

(b) Accept bake goods free of pests, bugs, rodents, and mold infestation.

(C) Purchase Food.

(1) Purchase food and supplies through the following entities:

(a) Blanket State Purchasing Contract;

(b) Maryland Correctional Enterprises; or

(c) Facility procurement officer solicitation of competitive quotes.

(2) Estimate food services requirements on the facility projected population and consideration of any planned special events.

(D) Receive Food.

(1) Delivery of potentially hazardous foods shall conform to DHMH regulations on temperature maintenance during transportation.

(2) May not accept food items if they are:

(a) In leaking, swollen, or rusted cans;

(b) In torn bags, or

(c) Damaged, spoiled, discolored, infested, malodorous, moldy, freezer-burned, or over-ripe.

(3) Delivery of frozen and refrigerated food shall conform to DHMH regulations on transportation of frozen and refrigerated foods, and temperature maintenance during transportation.

(E) Food and Supply Storage.

(1) Place delivered food in secure storage immediately upon receipt.

(2) Lock controlled food in a secure area to permit monitored issuance.

(3) Store USDA donated food and inventory separately from other food.

(4) Keep storage areas locked at all times to prevent loss from theft, unless occupied by staff.

(5) Observe FIFO stock rotation.

(6) Store cleaning supplies and chemicals in a separate area from food.

(7) Use frozen food once thawed, and do not refreeze.

(8) Maintain frozen food at 0°F or below.

(9) Maintain refrigerated food at 39°F (unless other product-specific requirements apply, for example kept-cold) and dry storage at 50-70°F with no more than 50-60 percent humidity.

(10) Store food and supplies 6" from the wall and 6" from the floor (18 inches or higher for exposed food) with sufficient clearance to permit cleaning. At least 18 inches of clear space shall be maintained in all sprinkler areas.

(F) Receive and Issue.

An assigned correctional supply officer shall issue and receive food items from the storeroom, under the supervision of the fiscal officer, and guidance from the facility's dietary manager.

(G) Issue.

Assigned officer to storage is responsible for:

- (a) Removing only items needed for production;
- (b) Issuing items using FIFO method; and
- (c) Maintaining inventory of items removed from storage for inventory control.

(H) Menus.

(1) A state-wide standardized 5-week cycle menu shall be planned in advance by a committee of registered dietitians in corrections. The planning and preparation of all meals take into consideration the following:

- (a) Nutritional adequacy to include food flavor, texture, temperature, appearance, and palatability;
- (b) Cost;
- (c) Available production and service equipment;
- (d) Analyze the menu for nutritional adequacy;
- (e) Dietary Reference Intakes (DRI), as approved by the National Academy of Sciences;
- (f) USDA "My Plate" and
- (g) Physical plant characteristics and staffing.

(2) Certification.

A qualified dietitian shall:

- (a) Modify, review, or adjust master cycle menu annually for compliance with the DRI;
- (b) When the chief or deputy chief determines the master cycle menu does not meet DRI requirements, a meeting with the dietary manager occurs to make adjustments as necessary as to bring the proposed menu in compliance;
- (c) Certify menu on a fiscal year basis;
- (d) Prepare a medical diet spreadsheet based on the master cycle menu; and
- (e) Submit menu annually by June 15 to chief or deputy chief of food services. In addition, send a copy of the registered dietitian's Commission on Dietetic Registration (CDR) and license in Maryland.

- (3) The dietary manager may make periodic adjustments to the approved master cycle menu to take advantage of seasonal foods, and "good buys", as well as enhancing overall menu variety.
- (4) The dietary manager shall contact the chief or deputy chief for guidance, if assistance is required.
- (5) Distribute copies of menus to housing units in accordance with facility procedures.
- (6) The chief or deputy chief shall maintain copies of all master cycle menus and letters of certification on file for five years and then destroy per the retention schedule.
- (7) Alternate meal plans
  - (a) Serve medical diets to inmates and detainees who are prescribed them by qualified health care personnel and in accordance with the DPSCS *Medical Diet Manual*.
  - (b) May serve the lacto-ovo and vegetarian diet to inmates and detainees by request in accordance with the DPSCS *Medical Diet Manual*.
  - (c) May serve religious diet to inmates and detainees by request in accordance with DPSCS Religious Diet Program Directive, EmD.OPS.160.0002.
  - (d) Serve bagged meals for emergency procedures, road crews, and late visits.
  - (e) Serve management loaf in accordance with directive OPS.110.0018, Special Management Meal.

(I) Meal Service.

- (1) Dietary staff shall provide three meals – including two hot meals, provided at regular meal times during each 24-hour period, with no more than 14-hours between the evening meal and breakfast (unless a physician prescribes otherwise, for inmate or detainee, or when an emergency exists). Variations may be allowed based on weekend and holiday food service demands, provided nutritional goals are met.
- (2) Each inmate and detainee is provided at least 20 minutes of dining time for each meal.
- (3) Food handlers shall serve inmates and detainees equal portions of food. Accomplish these using appropriate utensils in accordance with the approved menu.
- (4) The dietary manager shall determine changes to an approved menu or substitution in meals served to be of equal nutritional value. Note substitutions in meals served on the *Meal Service Evaluation* form, Appendix 1.
- (5) Do not remove food or supplies from the food storage, preparation, or service area(s) without proper authorization.
- (6) When an inmate or detainee is transported from one facility to another and misses a meal, the transporting officer(s) shall inform the warden or designee of the receiving facility to provide a bag meal.
- (7) Special circumstances (such as a work detail, road crew, and court appearance, medical, or hospital appointments outside the facility) may be reason for the inmate or detainee to receive a bagged meal. The dietary manager shall provide a variety of

sandwiches, fruits, vegetables, drinks, and desserts that meets the criteria for nutritional adequacy.

(8) Criteria for bagged meals:

- (a) The dietary manager is encouraged to provide a variety of bagged meals nutritionally adequate and meeting at least one-third of the daily nutritional requirements. At a minimum, the bagged meal shall consist of an equivalent:
  - (i) Two sandwiches providing a total of 3 ounces of meat or an equivalent;
  - (ii) Four ounces of a vegetable or an equivalent;
  - (iii) Fruit or 4-ounces of fruit equivalent;
  - (iv) Beverages or fruit drinks that are not potentially hazardous;
  - (v) Dessert (preferably a baked good); and
  - (vi) Condiments, disposable flatware, and a napkin.
- (b) An alternate meal plan for bagged meals (lacto-ovo, religious, and medical diets) shall be provided when necessary.
- (c) Bagged meals shall be stored and transported in compliance with health and safety standards.
- (d) Bagged meals shall be made daily and labeled with the appropriate type of diet (e.g., diabetic, lacto-ovo, religious, medical, therapeutic, etc.).
- (e) A communication system in food services shall be established to allow for accurate count of the bagged meals, and to prevent waste and leftovers. Discard any leftover bagged meal from the previous day.
- (f) The dietary manager shall establish a monitoring system to provide accurate count and delivery of bagged meals for transport in accordance with nutritional adequacy and compliance with health and safety regulations. The dietary supervisor shall establish daily monitoring and the dietary manager shall monitor randomly, for compliance on a weekly basis.
- (g) Records of (e) and (f) above shall be retained until inspected by chief or designee of food services, a member of the Program Audit Review Team.

(J) Evaluation.

- (1) Complete a *Meal Service Evaluation* form, Appendix 1 for each meal served from facility with a receptor kitchen. The ranking senior dietary officer or staff shall fill out the top portion of the form, and a correctional officer shall fill out the bottom of the form. Dietary supervisor shall conduct menu evaluations at least quarterly to verify adherence to the established basic daily servings.
- (2) In a facility where meals are sent on individual trays to remote locations, document meals delivered on a *Meal Verification Log*, Appendix 2. Use one sheet (with continuation as necessary) for each housing unit served.

- (3) In a facility where meals are sent to remote locations in bulk, document data from the sending facility to the receiving facility on a *Bulk Food-Temperature Control Log*, Appendix 3.

(K) Monitoring and Inspection.

- (1) The dietary manager is responsible for:
  - (a) Managing food services operations;
  - (b) Supervising dietary employees; and
  - (c) Maintaining documented job descriptions and work schedules of employees for compliance.

(2) Refrigerator-Freezer Temperature Log.

The dietary supervisor shall:

- (a) Monitor and record temperatures three times daily on the *Refrigerator-Freezer Temperature Log*, Appendix 4. Where automatic recording devices with alarms are in use, Appendix 4 need not be maintained. Automatic recording records shall be accessible for at least the last 12 months;
- (b) Retain records for three years until inspected by the chief, deputy chief, or designee of the Program Audit Review Team; and
- (c) If temperatures are noted as deviating from standard, remove food items to a protected storage and then initiate a call for maintenance.

(3) Dishwasher Temperature-Pressure Log.

The dietary supervisor shall:

- (a) Monitor and record dish machine temperatures, pressure, and sanitizer strength on a *Dishwasher Temperature-Pressure Log*, Appendix 5;
- (b) Use appropriate temperature strips for hot water and chemical sanitizing each meal, and affix strip on Appendix 5;
- (c) Hot water sanitization of equipment food-contact surfaces and utensils may be verified by achieving a utensil surface temperature of 160° F as measured by an irreversible registering temperature indicator;
- (d) Retain records for three years until inspected by chief or deputy chief of food services, a member of the Program Audit Review Team; and
- (e) Apply alternate methods of washing and sanitizing, and initiate a call for maintenance if records are noted as deviating from standard.

(L) Inspection

- (1) The dietary manager shall monitor continuously and inspect weekly areas in food preparation, storage, service, and dining for cleanliness, waste or drainage, theft, safety and security of food and supplies.

- (2) The chief or deputy chief of food services, as a member of the Program Audit Review Team, shall conduct announced inspections and unannounced follow-up compliance audit as necessary.
- (3) The dietary manager shall establish a tickler system to ensure health department inspections are conducted at least annually by the licensing health agency. The records of the health department inspections and corrective action shall be maintained for three years, until re-inspected, or for audit purposes.
- (4) A contract with a professional pest control provider is required to ensure that effective and approved control measures are being used to eliminate the presence of rodents, flies, roaches, and other vermin. The maintenance office shall maintain pest control provider reports and submit copies of report to the dietary manager and the audit office.

(M) Emergency Food and Supply Storage

- (1) All facilities with minimum production capabilities (as determined by the warden) shall maintain at least a three-day supply of food and supply inventory.
- (2) Where conditions permit, store food and supplies designated for emergency use separately from other food and supplies.
- (3) Label and date clearly emergency food and supplies.
- (4) Rotate items at least every six months.
- (5) Inventory emergency food and supplies monthly to track rotation and adequacy of supply.

(N) Infection Control

- (1) Inmates and detainees shall be medically cleared for food handling duties prior to being placed in the dietary program, in accordance with DPSCSD 130-200, *Infection Control Manual*. Retain completed *Inmate and Detainee Education-Food Services Kitchen Detail* forms in the food services records for audit purposes.
- (2) Dietary officers or dietary supervisors shall conduct a daily visual inspection of inmate or detainee food services handlers to ensure that skin is clean and free from signs of communicable disease or affliction with boils, infected wounds, or acute respiratory infection. In cases where the visual inspection indicates potential health problems, the food services supervisor shall notify the medical provider and complete a *Food Services Handler Interview and Evaluation* form in accordance with DPSCSD 130-200, *Infection Control Manual*.
- (3) Dietary staff engaged in food handling duties shall obtain medical clearance and TB test annually, before working in the dietary department. This is to be documented on *Employee Medical Clearance for Food Handling*, Appendix 6. Retain documentation in the employee personnel file.
- (4) The personnel office of the hiring facility shall maintain initial hiring physicals (complete), and send a memo to the dietary department indicating the initial physical clearance of dietary personnel.

- (5) Food handlers (dietary staff, inmates and detainees) shall wear hair restraints and clean, washable clothing in food services.
- (6) Practice hygienic food-handling techniques.
- (7) Supply officers assigned to the dietary department are not required to have a medical screening for dietary clearance.

(O) Searches

An officer shall conduct a search of food handlers - inmate and detainee upon leaving their dietary assignment.

(P) Hazardous Materials

- (1) DPSCS facility food services office shall provide, update, and maintain a binder as to include all Safety Data Sheets (SDS).
- (2) The SDS binder shall detail information prepared by the manufacturer or importer of a chemical used in the food services area. Data sheets shall describe:
  - (a) Physical and chemical properties;
  - (b) Health hazards;
  - (c) Routes of entry;
  - (d) Precaution for handling and use;
  - (e) Emergency and first aid procedures; and
  - (f) Control measures.
- (3) Keep SDS binder in an area accessible to staff, inmates, and detainees for informational purposes.



## *Chapter II: Food Samples*

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### .01 Definitions.

A. In this section, the following terms have the meanings indicated.

B. Terms defined.

- (1) “National Sanitation Foundation” means a not-for-profit, non-governmental organization that develops standards and certifies products for public health and safety.
- (2) Potentially Hazardous Food.
  - (a) “Potentially Hazardous Food” means any natural or synthetic food that requires temperature control because the food is in a form capable of supporting:
    - (i) Rapid and progressive growth of infectious or toxigenic micro-organisms;
    - (ii) Growth and production of *Clostridium Botulinum*; or
    - (iii) Production of pathogenic microbial toxins.
  - (b) “Potentially hazardous food” includes:
    - (i) Food of animal origin that is raw or heat-treated;
    - (ii) Food of plant origin that is heat-treated;
    - (iii) Raw seed sprouts; and
    - (iv) Cut melons, cut raw tomatoes and cut leafy greens.
  - (c) “Potentially hazardous food” may include, but not limited to:
    - (i) Meat and poultry;
    - (ii) Eggs (except as noted) and fish;
    - (iii) Cream-filled baked goods, custards, meat salads, potato salads;
    - (iv) Gravy and meat sauce.
  - (d) “Potentially hazardous food” may not include:
    - (i) Clean, whole, uncracked, odor-free, uncooked shell egg;
    - (ii) Hard-boiled uncracked shell egg that air-cools with the shell intact;
    - (ii) Food with a water activity (aw value of 0.85 or lower); or
    - (iii) Food with a pH of 4.6 or lower when measured at 75 ° F.
- (3) “Sample” means a cooked portion of a prepared food item served to the inmate and detainee population and staff. The portion must be a minimum of eight ounces of the food item or a portion of meat with bone in for example a chicken quarter, turkey wing, etc., or a chicken wing.

.02 Policy.

The Department food services operation shall promote the health and well-being of employees, inmates, and detainees with a system that provides the ability to test the safety of potentially hazardous food items served.

.03 Purpose.

The Department food services operation shall provide food samples for laboratory analysis in the event of illness suspected to be food-related.

.04 Procedures.

(A) Dietary designee is responsible for:

- (1) Collecting, dating, labeling, and covering a serving portion or an eight-ounce portion of potentially hazardous food individually, before meal (breakfast, lunch, and dinner).
- (2) Retaining food samples in a refrigerator from regular, medical, and religious diets in a designated area at all times for a 72-hour period.
- (3) Discarding food samples after 72 hours.
- (4) Identifying menu items for which samples are to be saved by a bracketed pound sign [#] next to the potentially hazardous item(s) on the master menu; use for administrative purposes only and not for general distribution.
- (5) Recording daily meal food sample on the *Food Sample* form Appendix 7.

(B) Ranking food services supervisor shall:

- (1) Review forms daily for accuracy.
- (2) Retain forms for audit purposes.

### *Chapter III: Staff and Official Visit Meals*

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#### .01 Definitions.

(A) In this section, the following terms have the meanings indicated.

(B) Terms defined.

- (1) "Employee" means a worker assigned to a DPSCS institution or agency providing the meal.
- (2) "Gratuitous Meal" means a meal provided to an employee for whom a DPSCS facility receives no compensation from the employee.
- (3) "Officers Dining Room" means ODR, an area that serves as a cafeteria or dining room for all employees and visitors of a facility.
- (4) "Subsidized Meal" means a meal provided to an employee or visitor to a DPSCS facility for which the state covers a portion of the total cost of a meal.

#### .02 Policy.

(A) The Department food services operation may authorize one gratuitous meal for an employee working 40 hours or more per week in a normal 8-hour shift.

(B) The Department food services operation may authorize an additional gratuitous meal for an employee working 12 hours or more in one day in the facility.

(C) The Department food services operation may require guests, such as volunteers, visitors, contractual staff, and non-DPSCS employees to pay for an ODR meal unless authorized by the warden or designee.

#### .03 Procedures.

(A) Gratuitous Meals.

- (1) Each employee shall record its signature and agency on the *Meal Log, Appendix 8* upon receipt of a gratuitous meal.
- (2) With the warden or designee approval, an on-site employee may obtain a meal for a visiting employee in presenting a completed off-premise *Meal Log, Appendix 8* for each employee who receives a meal.

(B) Purchased Meals.

(1) Officers' Dining Room (ODR)

- (a) A facility maintaining a self-operated food services unit shall sell pre-numbered meal tickets. Food services employee shall cancel meal tickets upon receipt of the meal and shall cancel the ticket on return to the fiscal office;
- (b) Each guest, upon receipt of a purchased meal, shall sign and record agency on the *Meal Log, Appendix 8*;

- (c) Dietary staff maintaining contracted food services unit shall establish a system for guests to purchase meals from the contractor;
- (d) The Deputy Secretary for Operations shall establish price of meals based on prevailing food costs and any contractual requirements that may be in force; and
- (e) Notify staff of changes in meal costs via facility information bulletins.

(2) Catering Services

The warden, dietary manager, etc. shall adhere to the *Standardized Meal and Event Guidelines*, Appendix 20 in preparation of catered meals for official functions.

(C) Dining Room Privileges.

An employee who chooses to bring a prepared meal into the facility shall eat in a designated area authorized by the warden or designee.

(D) Retention of Documents.

Food services employee shall retain files of logs and other documents associated with this manual for three years or until completion of a State audit and then destroyed.

(E) Meal Hours.

A dietary manager shall establish meal hours consistent with the facility daily routine. Meal hours are subject to change per facility requirements.

## *Chapter IV: Food Services Evaluation and Inspection*

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### .01 Definitions.

(A) In this section, the following terms have the meanings indicated.

(B) Terms defined.

(1) Equipment.

(a) "Equipment" means an item, other than a serving or eating utensil, used in the storage, preparation, display, ware washing, and transportation of food;

(b) May include, but not limited to a stove, oven, hood, slicer, grinder, mixer, scale, meat block, table, food shelf, refrigerator, freezer, sink, icemaker, and other similar item used in the operation of a food services facility; and

(c) Does not include a forklift truck, or a dolly.

(2) Food contact surface means a surface of equipment and utensil with which food comes in contact; or from which food may drain, drip, or splash onto food or surface normally in contact with food.

(3) "Hazard Analysis Critical Control Point" means "HACCP"; a systematic approach to identifying and controlling hazards such as microbiological, chemical, and physical that could pose a danger to the preparation of safe food. HACCP identifies corrective action and prevention.

(4) "Maryland Commission on Correctional Standards" means MCCS; an administrative agency responsible to advise the Secretary of the Department regarding standards for State and local correctional facilities, which the Secretary is authorized to adopt.

(5) "Program Audit Review Team" means PART that consists of a supervisor or designee auditing a specific program.

(6) "Reviewer in Charge" means RIC.

### .02 Policy.

(A) The Department food services operation shall conduct and document scheduled environmental food services inspections weekly.

(B) The Department food services operation shall inspect food storage, food preparation, food services, and dining areas.

### .03 Procedures.

(A) Dietary staff (designated) responsibility:

(1) Maintaining all applicable sanitary standards.

(2) Instructing and training applicable standards to inmate and detainee workers.

- (B) The senior ranking dietary officer at the opening shift is responsible for:
- (1) Completing the *Opening Checklist*, Appendix 10.
  - (2) Forwarding the completed checklist to the facility dietary manager.
- (C) The senior ranking dietary officer at the last shift is responsible for:
- (1) Completing the *Closing Checklist*, Appendix 11.
  - (2) Forwarding the completed checklist to the facility dietary manager.
- (D) Environmental Inspections and Program Audits.
- (1) Inspection Kit  
Food services headquarters staff inspection kit shall include:
    - (a) Thermo anemometer;
    - (b) Triple range light meter;
    - (c) Flashlight; and
    - (d) Food thermometer.
  - (2) Entrance Interview  
Before inspection, the headquarters chief, deputy chief, or designee and the PART team shall meet with the warden and key facility staff at an entrance interview to inform of the program areas being evaluated and audited.
  - (3) Evaluation  
Evaluate food services area to assess compliance with COMAR, HACCP, MCCS, and any other regulatory requirements.
  - (4) Exit Interview  
After the audit and evaluation, the Reviewer-in-Charge (RIC) and the entire team shall notify the warden or designee at an exit interview of audit findings.
  - (5) Corrective Action Plan
    - (a) The warden or designee shall develop a corrective action plan for the areas inspected and not compliant with regulatory requirements; and
    - (b) The warden or designee shall submit the plan to the director of security operations within specified time, 40 working days and include the audit and evaluation findings for the food services operation as well as the anticipated completion dates for the specified corrective actions.
  - (6) Compliance visits shall be unannounced.
- (E) Dietary staff shall conduct weekly environmental inspections of food services assets to include food storage, preparation service and dining area, as well as utensils and equipment.
- (F) Designated staff shall prepare a follow-up and compliance plan to ensure that identified deficiencies are corrected or in the process of correction.

(G) Dietary manager or designee shall ensure licenses and permits posted are current, or otherwise made available.

(H) Environmental Inspections.

(1) Facility staff such as duty officer, chief, assistant managing officer shall conduct inspections weekly with a dietary officer in the following food services areas:

- (a) Dish wash of pots and pans;
- (b) Food services administrative office;
- (c) Food services area;
- (d) Food services preparation area;
- (e) Floor, trash and garbage area
- (f) Inmate and detainee dining room;
- (g) ODR;
- (h) Receive and storage area; and
- (i) Staff, inmate, and detainee toilet rooms;

(2) Dietary staff shall inspect daily food services equipment for sanitary condition and maintenance. Food services equipment includes, but is not limited to:

- (a) Cold holding and pass-through cold units;
- (b) Deep fat fryer;
- (c) Grill, griddle, and similar cooking equipment;
- (d) Hot holding and pass-through warmers;
- (e) Kettle, braising or tilting pan;
- (f) Mixer, chopper, and blender;
- (g) Mobile food services equipment;
- (h) Oven to include microwave oven
- (i) Refrigerator and freezer
- (j) Serving line unit and counter
- (k) Shelf, cupboard, rack, pallet;
- (l) Ventilation hoods and exhaust units; and
- (m) Waste management units, trash compactors, and dumpsters.

(3) Dietary staff shall conduct weekly environmental inspections and document findings of inspection on the *Food Services Weekly Sanitation* form, Appendix 9.

## *Chapter V: Monthly Food Services Report*

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### .01 Policy:

The Department food services operation shall endow a monthly report of food costs when general funds are used to serve food to inmates and detainees.

### .02 Procedures:

See attached instructions on page 2.



## ***Instructions for Completing Monthly Food Services Report***

- Line 1 Enter the opening inventory amount in column D, column E is a formula – do not modify the formula.
- Line 2 Enter the value of food actually received for the month in column D, Column E is a formula – do not modify the formula.  
Note: This is not the amount recorded in FMIS for the month. The FMIS amount includes items that were received in the prior month.
- Line 3 Enter any amounts for items that were transferred to other agencies. Column E is a formula – do not modify the formula.
- Line 4 If you cannot accurately determine employee food used, divide total appropriation for aobj 9200 by 12; enter that figure in column D. Column E is a formula – do not modify the formula.
- Line 5 Enter any amounts for items that were written off as spoiled. Column E is a formula – do not modify the formula.
- Line 6 **This line is calculated by a formula. No entry necessary.**
- Line 7 Enter your closing inventory amount in column D. Column E is a formula – do not modify the formula.
- Line 8 **This line is calculated by a formula. No entry necessary.**
- Line 9 Enter your opening inventory amount in column D. Column E is a formula – do not modify the formula.
- Line 10 Chief, Correctional Food Services will provide this information by the 20<sup>th</sup> of each month. If no information is provided, enter 0. Column E is a formula – do not modify the formula.
- Line 11 Enter any amounts for donable items that were transferred out. Column E is a formula – do not modify the formula.
- Line 12 Enter any amounts for donable items that were written off as spoiled. Column E is a formula do not modify the formula.
- Line 13 **This line is calculated by a formula. No entry necessary.**
- Line 14 Enter your closing donable inventory amount in Column D. Column E is a formula – do not modify the formula.
- Line 15 **This line is calculated by a formula. No entry necessary.**

Line 16 Enter the budgeted inmate or detainee population (ADP) in column D. Column E is a formula – do not modify the formula.

Line 17 Enter the actual inmate or detainee population (ADP) into the Inmate and Detainee Population table on the top of the report (example – July is entered in cell G3 of Appendix 13).

Line 18 **This line is calculated by a formula. No entry necessary.**

Line 19 **This line is calculated by a formula. No entry necessary.**

Line 20 **This line is calculated by a formula. No entry necessary.**

Line 21 **This line is calculated by a formula. No entry necessary.**

Line 22 Enter the budgeted daily cost per inmate or detainee in Column D. This amount can be found in the approved Budget Request. Column E is a formula – do not modify the formula.

Line 23 **This line is calculated by a formula. No entry necessary.**

## *Chapter VI: Bulk Food Inventory*

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### .01 Policy.

The Department food services operation shall control bulk food inventory adequately using a perpetual inventory and records system.

The Department food services operation shall provide temperature-control units for all food.

### .02 Procedures.

#### (A) Bulk Food Storeroom.

(1) Except in a facility where the physical layout or staffing prohibits, a correctional supply officer, under the direction of the fiscal officer shall receive and issue bulk food items with operational guidance from the dietary manager.

(2) Staff may not draw food from bulk storage:

- (a) During meal hours;
- (b) While preparing food; or
- (c) Serving food.

#### (B) Storage.

(1) Maintain.

- (a) Frozen food below or at 0°F or below;
- (b) Refrigerated food at 39°F; and
- (c) Dry storage at 50-70°F, with no more than 50-60 percent humidity.

(2) Except in a facility where the physical layout or staffing prohibits, the responsibility for the security and accountability of bulk food supplies rest with the facility fiscal officer. In cases where this is not practical, the warden shall designate responsible staff.

(3) Keep food secure with an approved locking device.

#### (C) Inventory Levels.

(1) Maintain bulk food inventory at minimum levels consistent with food services with at least a 7-day supply. Maintain a 35-day supply, at maximum level.

(2) Record monthly inventory records of emergency food and supplies.

#### (D) Perpetual Inventory.

The fiscal officer shall maintain perpetual inventory records of the major classes of food:

- (1) Meats, poultry, seafood and eggs;
- (2) Meat analogues or alternates;

- (3) Fresh fruits and vegetables;
- (4) Dairy, milk, and ice cream;
- (5) Bakery, baked goods;
- (6) Groceries;
- (7) USDA donated commodities; and
- (8) Religious diet food items (Passover meals, etc.).

(E) Physical Inventory.

- (1) A correctional supply officer shall conduct physical inventories monthly, where conditions permit, under the supervision of the finance officer, other than supply officers involved in maintaining inventory records.
- (2) Staff shall use the *Physical Inventory* form, Appendix 12 and may modify form to accommodate the facility needs.
- (3) Staff shall report differences between the actual count and the perpetual inventory to the warden or designee of the facility no later than 10 days after the monthly physical inventory.
- (4) The warden or designee shall approve adjustment of inventory records before submission of the *Monthly Food Services Report*, Appendix 13 to headquarters. The warden or designee shall forward the report of adjustment to the chief or deputy chief of food services.

## *Chapter VII: Training*

---

### .01 Policy.

The Department shall ensure that in-service training is provided for dietary staff, inmates, and its detainees.

### .02 Definitions.

- (A) “Field training program” means FTO
- (B) “Maryland Occupational Safety and Health” means MOSH.
- (C) “Occupational Safety and Health Agency” means OSHA.
- (D) “Temperature controlled facility” means TCF.

### .03 Procedures.

#### (A) Training

The dietary manager shall ensure that training is conducted annually (or as specified) on the following topics for:

#### (1) Staff

- (a) Emergency procedures;
- (b) Food services management such as budgeting, purchasing, dietary allowance, and menu planning;
- (c) General food services sanitation and inspections;
- (d) HACCP;
- (e) Health and safety;
- (f) Medical diets;
- (g) OSHA or MOSHA requirements to include SDS, TCF
- (h) Other topics as determined by the dietary manager;
- (i) Personal hygiene;
- (j) Review of pertinent regulations such as Department directives, COMAR, other pertinent standards;
- (k) ServSafe; and
- (l) Staff, inmate, and detainee monthly meal count reports.

#### (2) Inmate and Detainee Workers

- (a) Care and maintenance of food services equipment;
- (b) Foodborne illness;
- (c) Food receiving and storage;

- (d) Food preparation and service;
- (e) SDS;
- (f) Other topics as determined by the facility dietary manager;
- (g) Personal hygiene;
- (h) Review of general orientation handout (quarterly);
- (i) Health and safety;
- (j) Sanitation and hygiene; and
- (k) ServSafe.

(B) A FTO for a newly hired correctional dietary officer shall be established to:

- (1) Aid in the probationary officer appraisal system;
- (2) Improve the new officer training process; and
- (3) Comply with requirements of regulatory standards.

(C) The dietary manager shall:

- (1) Retain original training records in the dietary unit until inspected; and
- (2) Send copies of employee training records to the training office.

## ***Chapter VIII: Food Services Equipment: Purchase, Replacement, and Disposal of Excess Property***

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### .01 Definitions.

- (A) In this section, the following terms have the meanings indicated.
- (B) Terms defined.
  - (1) “Equipment” means an item, other than a serving or eating utensil, used in the storage, preparation, display, washing, and transportation of food. This includes a stove, oven, hood, slicer, grinder, mixer, scale, meat block, food shelf, refrigerator, freezer, sink, icemaker, and other similar items used in the operation of a food services facility.
  - (2) “Excess Property” means all food services equipment, small wares, and utensils that are no longer of use to the food services program.
  - (3) “Small Wares” means any item included, but not limited to serving utensils, gram scales, scoops, small ladles, tongs, dippers, spoons, knives, and trays used in the preparation, display and service of food.

### .02 Policy.

- (A) The Department facility shall purchase food services equipment (to include the replacement of existing equipment) in accordance with the Department of General Services and the Department of Health and Mental Hygiene regulations.
- (B) The Department facility shall prevent risk or challenge of the DPSCS existing license.

### .03 Procedures.

#### (A) Purchase of Food Services Equipment.

The local (licensing) health department and food services headquarters shall approve requests for the purchase of food services equipment.

- (1) A request for purchasing shall include:
  - (a) An indication whether the request is for additional equipment or replacement;
  - (b) Model, size, height, weight, and length, as applicable;
  - (c) A statement of the electrical configuration of the equipment and an assessment of its adaptability to the facility presented in an electrical configuration;
  - (d) A generic specification sheet based on the desired manufacturers equipment; and
  - (e) Removal and disposal of existing equipment in cases where the new equipment is a replacement complete DGS Form 950-9, *Excess Property Declaration*, Appendix 21 in conjunction with replacement.
- (2) If guidance is required, staff of food services headquarters office shall provide assistance.

- (3) The dietary manager shall forward approve request from the local (licensing) health department and the food services headquarters office to the appropriate procurement office.

(B) Delivery of Equipment.

A dietary manager or supervisor shall coordinate delivery of new equipment from the successful vendor.

(C) Requests for Disposal.

- (1) The facility property officer shall submit initial *Request for Disposal of Excess Equipment*, DGS Form 950-9, Appendix 21, to the property manager at headquarters.
- (2) The property manager at headquarters shall provide a copy of the form to the chief or deputy chief of food services at headquarters office.
- (3) The property manager at headquarters shall submit disposal request to the Department of General Services (DGS) for approval.
- (4) On approval, disposal form shall follow DGS policies and procedures regarding property accountability and excess personal property disposition.

(D) Facility staff shall:

- (1) Prepare and implement a preventive maintenance schedule.
- (2) Establish and implement a cleaning schedule for food services equipment according to manufacturer's instructions.



## *Chapter IX: General Orientation for Inmate and Detainee Food Handlers*

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### .01 Definition.

(A) In this section, the following terms have the meanings indicated.

(B) Terms defined.

“Food Handler” means dietary staff, inmate, or detainee worker who prepares or touches food and drink (to include wrapped or packaged food and drink) or one who touches food contact surfaces. Examples of dietary inmate or detainee job classifications include cooks, salad makers, food servers, sanitation workers, pots and pans washers.

### .02 Policy.

The Department food services operation shall ensure guidelines for orienting food handlers are adhered to strictly.

### .03 Procedures.

(A) Inmate and detainee food handlers shall receive sanitation instructions upon initial hiring.

(1) A correctional dietary officer or supervisor verbally shall review the material in the *General Orientation Handout for Inmate and Detainee Food Handlers*, Appendix 14.

(2) Dietary officer or supervisor shall provide inmate and detainee with a copy of the *General Orientation Handout for Inmate and Detainee Food Handlers*, Appendix 14 and a handout *General Inmate and Detainee Food Handlers Orientation Handout Acknowledgement* form, Appendix 15.

(3) Maintain a copy of the signed form in the inmate and detainee permanent dietary file.

(B) Designated dietary staff shall review handout with inmate and detainee food handlers quarterly and document as part of the facility in-service training.

(C) Food handlers shall wash their hands upon reporting to work and after using toilet rooms.

## *Chapter X: Daily Meal Count*

---

### .01 Definitions.

(A) In this section, the following terms have the meanings indicated.

(B) Terms defined.

- (1) “Daily Inmate or Detainee Meal Count” means a monthly inmate or detainee report completed by the dietary manager or supervisor each day of the week (Sunday to Saturday) for breakfast, lunch and dinner. The report captures average daily population (ADP); actual cafeteria or dining room and thumb-actuated tally count; tray count; hospital; protective custody, and segregation trays.
- (2) “Daily Staff Meal Count” means a monthly staff report completed by the dietary manager or supervisor each day of the week for breakfast, lunch, and dinner. The report captures a count of logbook officers the number of staff signing the logbook in the officers’ dining room (ODR), the number of staff eating, tray count, and other information.
- (3) “Dual system of taking count” means a procedure utilized by security or dietary staff to document the actual number of meals consumed by inmates, detainees, and staff per meal on a daily.
- (4) “Meal count” means the actual number of meals consumed by inmates, detainees, and staff per meal on a daily.
- (5) “Thumb-Actuated Tally Counter” means a mechanism utilized by security staff to count the number of inmates and detainees participating in meals at the facility.

### .02 Scope.

This chapter is for a facility located in the north, south, and central regions without a food services contract.

### .03 Policy.

- (A) The Department food services operation shall utilize statewide-standardized dietary menus based on a five -week cycle menu for inmate and detainee meals.
- (B) The Department food services operation shall contain costs and reduce waste in preparing meals for inmates and detainees based on documented consumption percentages and participation.
- (C) The Department food services operation shall establish a dual system of taking counts at each facility to establish the number of inmates, detainees, and staff participating in a facility meal.

### .04 Procedures.

(A) Dual System of Taking Counts.

- (1) Dietary staff (managers, supervisors, or regional dietary managers), wardens or designee shall track inmate, detainee, and staff meal attendance (per meal) daily.

- (2) Track attendance rate allows for forecasting and preparing only the quantity of food necessary to feed the number of inmates, detainees, and staff who participates in the meal.

(B) Inmate and Detainee Counts.

- (1) Dietary manager or supervisor is responsible for:

- (a) Maintaining an actual daily population (ADP) count;
- (b) Recording the actual daily population (ADP) daily when submitted by the Traffic office on the *Daily Inmate and Detainee Meal Count Monthly Report*, Appendix 16;
- (c) Recording the cafeteria or dining room count and thumb-actuated tally count onto Appendix 16; and
- (d) Generating monthly report to the chief or deputy chief of food services.

- (2) Dietary staff is responsible for:

Maintaining a count of pre-plated, bulk-delivered, or bagged meal sent to the following before regular meal service:

- (a) Hospital;
- (b) Infirmary;
- (c) Meals-on-wheels;
- (d) Protective custody;
- (e) Road crews;
- (f) Segregation;
- (g) Shop areas;
- (h) Sick cell;
- (i) Special programs; and
- (j) Transportation.

- (3) A custody supervisor shall assign staff in cafeteria or dining room to count inmates and detainees entering the cafeteria or dining room or serving line.
- (4) Assigned custody staff shall utilize a thumb-actuated tally counter to count inmates and detainees entering the cafeteria or dining room, or serving line to control doubling back or consuming an additional meal.
- (5) Custody staff shall submit count information to the dietary manager or supervisor at the end of each meal.
- (6) The dietary manager or supervisor shall enter *Daily Inmate and Detainee Meal Count Monthly Report*, Appendix 16.

- (7) The dietary manager or supervisor shall instruct dietary staff to count trays and plates when serving inmates and detainees to achieve an accurate count at the conclusion of the meal.
- (8) Dietary staff assigned to count trays and plates shall submit to the dietary supervisor a *Daily Inmate and Detainee Meal Count Monthly Report*, Appendix 16, at the end of each meal.

(C) Staff Meal Count.

- (1) The staff meal count shall consist of recording the number of staff signing the *Meal Log*, Appendix 8, counting the number of staff eating in the ODR and counting the number of trays and plates served.
- (2) As staff enters the ODR, dietary staff shall instruct them to sign the *Meal Log*, Appendix 8.
- (3) The dietary manager or supervisor shall instruct dietary staff to count trays and plates being served to ensure that an accurate count is achieved at the conclusion of the meal.
- (4) Dietary staff assigned to count trays or plates being served shall enter this information on the *Daily Staff Meal Count Monthly Report*, Appendix 17 at the conclusion of each meal.
- (5) Dietary staff also shall enter meal log information onto the *Daily Staff Meal Count Monthly Report*, Appendix 17.

(D) Meal Count Monthly Report.

- (1) Dietary staff shall record inmate, detainee, and staff participation in meals on the *Daily Inmate and Detainee Meal Count Monthly Report* and the *Daily Staff Meal Count Monthly Report*, inclusive:
  - (a) A dietary manager or supervisor shall generate and maintain this report;
  - (b) As entries are posted daily from the dual system of taking counts (for ADP; cafeteria or dining room, thumb-actuated tally count, tray and hospital, etc. counts), the variance between the cafeteria or dining room and thumb-actuated tally counter and tray counts shall be noted; and
  - (c) If a variance between cafeteria or dining room and tray counts exceeds twenty, the dietary manager or supervisor, and security chief shall review procedures to determine whether changes in procedures should be implemented.
- (2) Once entries for the number of days in a month are recorded and reviewed, the dietary manager or supervisor shall forward the *Daily Inmate and Detainee Meal Count Monthly Report* and the *Daily Staff Meal Count Monthly Report* to the warden or designee by day four of the following month.
- (3) After the warden or designee reviews the report, the *Daily Inmate and Detainee Meal Count Monthly Report* and the *Daily Staff Meal Count Monthly Report*, the dietary manager or supervisor shall forward report electronically to the regional dietary manager.
- (4) A regional dietary manager shall:

- (a) Compile a monthly report of inmate, detainee, and staff of the facility in its region; and
  - (b) Submit both reports to regional executive director, director of administrative services, and chief or deputy chief of food services by day ten of the following month.
- (5) The chief of food services shall notify the regional executive director and copy the Deputy Secretary Operations if the monthly reports are not received.
- (E) Preparing Meals Based on the Meal Count Number.
- (1) In an effort to control waste of food, dietary managers or supervisors shall prepare the necessary and proper amounts of food products served to employees, inmates, and detainees who participate in the meal in the following:
    - (a) The number of meals prepared is determined by the number of staff , inmates, and detainees participating in that type of meal as identified in the documented daily (inmate, detainees, and staff) meal count monthly reports;
    - (b) Prepare meals with no more than a 10 percent overage within a month;
    - (c) Unprepared food shall be available (in the event of underestimating the number of inmates, detainees, or staff participating in the meal) and ready for quick preparation; and
    - (d) Regional dietary managers, wardens or designee shall manage dietary operations based on meal count procedures.

## *Chapter XI: U.S. Department of Agriculture Donated Commodities*

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### .01 Definitions.

(A) In this section, the following terms have the meanings indicated.

(B) Terms defined:

(1) “Charitable Institution” means CI.

(2) “Food Service Management Company” means FSMC.

(3) “State Agency” for this purpose means the Maryland State Department of Education (MSDE).

(4) “United States Department of Agriculture” means USDA.

### .02 Policy.

The Department food services facility shall participate in the USDA Charitable Institution Donated Commodities Program to serve inmates and detainees nutritious meals, but in a cost-effective manner.

### .03 Procedure.

(A) Agreement.

The chief of food services shall complete a new permanent agreement and application annually, effective October 1 through September 30 of the following year.

(B) Use of Donated Food.

The food services manager of the charitable institution shall use donated foods received from the State agency solely for inmates and detainees of the CI.

(C) Responsibility.

(1) Designated employees, such as correctional dietary regional manager, correctional dietary manager and correctional dietary supervisor are responsible for the operation of the program for a facility that receives donated commodities.

(2) Supervise the storage, distribution, and utilization of all donated foods received to ensure that compliance with the terms and conditions set forth and any additional instructions provided by the State agency.

(D) Records.

- (1) Keep accurate records and maintain records for a period of no less than three (3) years in storage, distribution, use, and disposal of donated foods.
- (2) Make records and storage areas available upon demand to representatives of the State Agency (MSDE), USDA, and other authorized personnel when they audit, review and inspect donated foods, facilities, records, procedures and methods used in carrying out the requirements of this program.

(E) Complaints.

- (1) Investigate complaints received promptly in connection with the receipt, storage, utilization, and distribution of donated foods.
- (2) Correct any irregularities, and promptly report each instance to the State agency.
- (3) Maintain on file evidence of such investigations and actions, agree to the State agency and USDA reserve the right to make investigations and determinations of properly handling a complaint.

(F) Reporting Food Loss.

- (1) Complete a report to the State agency outlining the circumstances that led to the loss.
- (2) Agree if improper distribution, use, loss, or damage to donated foods is through the CI failure to provide storage properly, care, or handle foods, (including lack of required records to demonstrate proper use or distribution) the State agency will claim determination.
- (3) Dispose of damaged donated foods in accordance with instructions received from the State agency.

(G) Safeguard of Donated Food.

- (1) Store food at proper temperatures, under sanitary conditions, in a well-ventilated area on pallets, shelves, or racks at 6" off the floor and 6" from the walls.
- (2) Safeguard food against theft, spoilage, and other losses.
- (3) Organize food to provide access.
- (4) Rotate food using the FIFO method.
- (5) Check temperature of freezers and coolers daily and record findings on the *Refrigerator or Freezer Temperature Log* (Appendix 4).
- (6) Maintain

- (a) Temperature logs for a minimum of three months; and
  - (b) Maintain storage facilities to ensure that requirements are met.
- (7) Review storage facilities annually to ensure that requirements and maintenance on records of review are compliant using *Food Distribution Program Facility/Site Review* form -Rev. 10/09mh, Appendix 19 (completed by the CDRM no later than Dec. 31<sup>st</sup>), including deficiencies noted and corrective actions taken.

(H) Ownership of Donated Food.

- (1) Accept ownership immediately upon notice that allocated commodities are stored and available for pick-up or delivery.
- (2) Arrange transport of the commodities to a site from the State warehouse at the CI expense.
- (3) Pay all costs associated to commodities left in storage.
- (4) Agree to pay to the State Agency its proportionate share of all administrative costs, incidental to the distribution of donated foods including the cost of storage, handling and packaging of commodities, or other miscellaneous costs incurred on behalf of the CI.
- (5) Accept the fees established by the State Agency.

(I) Regulation.

- (1) Comply with the Food and Nutrition Services (FNS) Department nondiscrimination regulations and the FNS civil rights instructions to ensure that in the operation of the program prohibited practices are enforced by EEOC; no person is discriminated against because of race or color, national origin, religion, age (40 years old or older), sex (including pregnancy), disability, etc., or genetic information.
- (2) Compile data, maintain records, and submit reports as required to permit effective enforcement of nondiscrimination laws, regulations, policies, instructions and guidelines.
- (3) Permit authorized USDA personnel to review records, books, and accounts as needed during hours of program operation as to ascertain compliance.



# Appendix









**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

**REFRIGERATOR/FREEZER TEMPERATURE LOG**

FACILITY or UNIT

Location of Refrigerator/Freezer

Month/Year

DAY	OPENING	RECORDED BY	MID-DAY	RECORDED BY	CLOSING	RECORDED BY	COMMENTS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

**Standards:**

- (A) Refrigerator temperature may range from 35° F to 41° F.
- (B) Freezer temperature is to be 0° F or below.
- (C) In the case of deviations, remove food to protected storage and notify maintenance immediately, and then record action taken in the comments column.



**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DISHWASHER TEMPERATURE or PRESSURE LOG**

\_\_\_\_\_  
FACILITY or UNIT

\_\_\_\_\_  
Location of Dishwasher

\_\_\_\_\_  
Day/Month/Year

MEAL	WASH TEMP #1	WASH TEMP #2	RINSE TEMP	PRESSURE	RECORDED BY	COMMENTS
<b>Breakfast</b>						
<b>Lunch</b>						
<b>Dinner</b>						

**Standards:**

- (A) Minimum Wash Temperature (Hot Water Sanitizing), Double Tank Machines: 140° F
- (B) Minimum Wash Temperature (Hot Water Sanitizing), Single Tank Machines: 160° F
- (C) Minimum Wash Temperature (Chemical Sanitizing), 75° F
- (D) Minimum Rinse Temperature (Hot Water Sanitizing), 180° F
- (E) Minimum Rinse Temperature (Chemical Sanitizing), 120° F
- (F) Rinse Pressure – minimum 15 psi to maximum 25 psi
- (G) Chemical sanitizers shall provide the equivalent bactericidal effect of a solution containing at least 50 ppm of available chlorine
- (H) In the case of deviations, establish alternative washing and sanitizing procedures.
- (I) Notify maintenance immediately; and then record action taken in the Comments column.
- (J) Temperatures for chemical sanitizer work best between 55° F to 120° F. Higher temperatures can cause evaporation, and lower temperatures fail to activate the sanitizer.



**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL  
SERVICES**

**EMPLOYEE MEDICAL CLEARANCE FOR FOOD HANDLING**

---

FACILITY or UNIT

TO: Correctional Dietary Manager

FROM: Medical Provider

SUBJECT: Employee Medical Clearance for Food Handling Duties

RE: \_\_\_\_\_  
Employee Name

The above-named individual:

- HAS been medically cleared for food handling duties.**
- HAS NOT** been medically cleared for food handling duties.

---

Medical Provider

---

Date



**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

**DIETARY DEPARTMENT  
FOOD SAMPLE FORM**

\_\_\_\_\_  
FACILITY or UNIT

In accordance with Food Samples, Chapter II of the Food Service Manual label, date, and store potentially hazardous foods for 72 hours.

**POTENTIALLY HAZARDOUS FOODS**

Date Served \_\_\_\_\_

Meal: \_\_\_\_\_

Meal: \_\_\_\_\_

Meal: \_\_\_\_\_




Person Taking Samples

Person Taking Samples

Person Taking Samples

\_\_\_\_\_  
Shift Supervisor

\_\_\_\_\_  
Shift Supervisor

\_\_\_\_\_  
Shift Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

MEAL LOG

\_\_\_\_\_  
FACILITY or UNIT

Date \_\_\_\_\_

Meal: B      L      D

SIGNATURE	UNIT/AGENCY	GRATUITOUS	*OFF PREMISES	PURCHASED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

\*Off Premises - indicate in the column the person authorizing meal.



**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
FOOD SERVICE  
WEEKLY SANITATION REPORT**

FACILITY or UNIT

<b>Date:</b>		<b>Time:</b>		<b>Dietary Supervisor:</b>		
<b>AREA</b>	<b>SAT</b>	<b>UNSAT</b>	<b>AREA</b>	<b>SAT</b>	<b>UNSAT</b>	
Receiving & Storage Areas:			Food Service Areas:			
1. Dock			Hot Holding & Pass-through Warmers			
Grounds			All Mobile Food Service Equipment			
Compactor			Shelves, Cupboards, Racks			
Food Preparation Area			Serving Line Units & Counters			
Ventilation & Exhaust Hoods			Walls, Floors, Ceilings (including lights)			
Grills, Griddles			Inmate/Resident Dining Rooms			
Deep Fat Fryers			Tables, Chairs			
Kettles, Braising Pans			Walls, Floors, Ceilings (including lights)			
Ovens			Staff Dining Rooms			
Refrigerators/Freezers			Tables, Chairs			
Mixers, Choppers, Blenders			Walls, Floors, Ceilings (including lights)			
Mobile Food Service Equipment			Staff & Inmate/Toilet Rooms			
Work Tables			Food Service Administrative Offices			
Walls, Floors, Ceilings (including lights)						

**PLEASE USE REVERSE SIDE FOR COMMENTS**





**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

\_\_\_\_\_  
Facility or UNIT

***OPENING CHECKLIST***

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

AREA	YES	NO	COMMENTS
1. All inmates reported on time, clean clothing and shoes, no open sores, skin infections or intestinal diseases; good personal hygiene			
2. Freezer secured and clean; freezer temperature recorded			
3. Cooler secured and clean; cooler temperature recorded			
4. Office secured and clean			
5. Kitchen secured and clean			
6. Storeroom secured and clean			
7. All equipment operational and clean			
8. All drains operational and clean			
9. No evidence of pilferage or vandalism			
10. Sharps inventoried and secured			
11. Production records ready for use			
12. Diet orders ready to be processed			
13. Food on hand for early meal preparation			
14. Inmate job assignments posted			
15. Logbook opened, dated, read, and initialed			
16. Dish machine filled and ready			
17. Cleaning products and equipment available			
18. Adequate supply of hand towels, hand soap, and toilet paper for all areas			

\_\_\_\_\_  
AM Supervisor's Signature


**DEPARTMENT OF PUBLIC SAFETY CORRECTIONAL SERVICES**


---

 FACILITY or UNIT

***CLOSING CHECKLIST***

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

AREA	YES	NO	COMMENTS
1. All inmates reported on time, clean clothing and shoes; no open sores, skin infections or intestinal diseases; good personal hygiene			
2. Freezer secured and clean; all food covered and dated; no food on floor; freezer temperature recorded			
3. Cooler secured and clean; all food covered and dated; no food on floor; cooler temperature recorded			
4. Office secured and clean			
5. Kitchen secured and clean			
6. Storeroom secured and clean			
7. All equipment operational, cleaned and turned off			
8. All drains operational and clean			
9. No evidence of pilferage or vandalism			
10. Sharps inventoried and secured			
11. Production records and other paperwork completed and secured			
12. Food on hand for early meal preparation			
13. Logbook completed, dated, read, and initialed			
14. Dish machine cleaned and turned off; doors open			
15. All trash emptied, cans clean with new bags, rubbish taken out, boxes broken down and out			
16. All sinks, tables, counters cleaned and sanitized			
17. Adequate supply of hand towels, hand soap, and toilet paper for all areas and in place			
18. All food and cleaning supplies secured; nothing left out to pilfer			
19. All freezer pulls completed and in cooler to thaw			
20. Prep work assigned for next day is completed; breakfast items checked and ready for AM production			
21. Keys secured			
22. Exits locked and kitchen secured			

---

 PM Supervisor's Signature



**DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES**

\_\_\_\_\_  
Facility or Unit

**PHYSICAL INVENTORY REPORT**

Date Conducted: \_\_\_\_\_

<b>COMMODITY ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>UNIT OF ISSUE</b>	<b>COUNT</b>	<b>RECOUNT</b>	<b>ADJUSTMENTS</b>
<b><i>SPICES and BAKED GOODS</i></b>					
39332-0202XX	Baking Powder	4/ 10 lb box			
39399-0204XX	Baking Soda	24/ 1 lb box			
39380-130015	Basil	5 lb			
39399-0065XA	Bay Leaves, Whole	5 lb			
39352-105005	Bread, Paste White	50 lb			
39399-2223XX	Brownie Mix	6/ 5 lb box			
39346-2229XX	Cake Mix, Yellow	6/ 5 lb			
39399-2224XX	Cake Mix, Chocolate	6/ 5 lb			
39346-2228XX	Cakes, Mix White	10 lb bag#			
39350-0216AX	Flavor, Vanilla Imitation	Gallon			
39399-0080XX	Celery Seed	12-1#			
39342-0211XX	Cornstarch, Edible	24/1# box			
39399-0090XX	Chili Powder	12-1#			
39310-PL060	Chips, Potato	60/ 1 oz case			
39310-805757	Chips, Tortilla Plain	6 pkg/case			
39399-0110AX	Cinnamon, Ground	12-1#s			
39380-012001	Cloves, Ground	12-1#			
39343-000000	Cookies, Oatmeal	345 ct/cs			
39343-000000	Cookies, Sugar	345 ct/cs			
37560-01R/CA	Taco Shells	Case			
<b><i>CONDIMENTS, SEASONINGS and</i></b>					

<b>COMMODITY ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>UNIT OF ISSUE</b>	<b>COUNT</b>	<b>RECOUNT</b>	<b>ADJUSTMENTS</b>
<b><i>SPICES</i></b>					
39378-2201AX	BASE; Beef Flavor Salted	25#			
393992036XX	Catsup	6#10			
39399-1698XX	Catsup, PC Pkts	2000 pc			
39348-580330	Chili Mix Tex Pro	6#10			
39348-0013XX	Dressing, Creamy Italian	4/1 gallon			
39348-0013XX	Dressing, French	4/1 gallon			
39399-53601X	Dressing, Ranch	4/1 gallon			
39348-0016XX	Dressing, 1000 Island	4/1 gallon			
39348-0024XX	Mayonnaise, Pure	4/1 gallon			
12345-XXXXX	Mustard	4/1 gallon			
39381-631805	Sugar, Granulated	50# bag			
39381-131604	Sugar, Brown, Light or Medium	25# Bag			
39380-730180	Taco, Dry Seasoning Mix	5# case			
39348-0027XX	Soy Sauce	4/1 gallon			
39348-0028XX	Vinegar, Cider	4/1 gallon			
39348-0029XX	Worcestershire Sauce	4/1 gallon			
<b><i>BEVERAGES/JUICE</i></b>					
39333-000001	Beverage Base, Apple	case			
39333-000001	Beverage Base, Cherry	case			
39333-000001	Beverage Base, Grapefruit	case			
39333-000001	Beverage Base, Lemonade	case			
39333-000001	Beverage Base, Orange	case			
39333-000001	Beverage Base, Punch	case			
39360-122004	Beverage, Apple Juice, Clear	12/46 OZ			
39360-323206	Beverage, Cranberry Juice	12/46 OZ			
39333-541224	Beverage, Grapefruit Juice	case			
39333-541224	Beverage, Orange Juice	case			
39341-0315XX	Coffee, Freeze Dried	24/4 OZ/case			

COMMODITY ITEM NUMBER	DESCRIPTION	UNIT OF ISSUE	COUNT	RECOUNT	ADJUSTMENTS
39385-25005	Beverage Base, Tea	case			
<b>CEREAL, BREAKFAST FOOD</b>					
39359-510508	Apple Butter, can	7#/8 oz can			
38547-170045	Breakfast Links, Ckd., Meatless, Frozen	Case			
38547-170060	Breakfast Patty, Ckd. Meatless, Frozen	Case			
<b>Dairy/DAIRY SUBSTITUTES</b>					
39007-0025XX	Cheese American, Processed Yellow, Sliced	Case			
12345-XXXXXX	Cheese, Cheddar	Case			
39007-0086XX	Cheese, Parmesan, Grated	12/1#			
39021-0005XX	Eggs, Shell, Chicken, Fresh Medium	30 doz case			
39056-0015XX	Margerine, 1#	30#/case			
39399-1111XX	Milk Powder, Non-Fat Dry, Skim	50# bag			
<b>FRUITS and VEGETABLES</b>					
39354-114009	Apple Slices (for pies) Water Pk.	6/#10 case			
39354-201905	Applesauce, Unsweetened	6/#10/case			
39386-141001	Beans, Snap Green 1- 1½ in.cut	6/#10/case			
39386-141608	Beans, Snap Wax	6/#10/case			
39386-180606	Beans, Lima, Med. US Gr.B	6/#10/case			
39386-1021XX	Beans, Baked Vegetarian with Molasses	6/#10/case			
39386-180024	Beans, Lt. Red,	6/#10/case			



COMMODITY ITEM NUMBER	DESCRIPTION	UNIT OF ISSUE	COUNT	RECOUNT	ADJUSTMENTS
	Kidney				
39387-0710XX	Beans, Dried Michigan Pea	100# bag			
39387-0712XX	Beans, Dried, Red Kidney	100# bag			
39386-207400	Beets, Diced	6/#10/case			
39386-220857	Carrots, Diced	6/#10/case			
12345-XXXXXX	Collard Greens	6/#10/case			
39386-242158	Corn, Whole Kernel	6/#10/case			
39354-521203	Fruit Cocktail, Juice Pk	6/#10/case			
39386-2078XX	Tomato Paste, Fine Tex, Med. Concentrate	6/#10/case			
39386-824005	Tomato Puree, Pulp Med. Concentrate	6/#10/case			
39386-8112XX	Tomatoes, Crushed US G.B.	6/#10/case			
<b><i>MEAT, POULTRY and SEAFOOD</i></b>					
39049-125001	Beef Cubes for Stew				
39049-125030	Beef Liver, sliced	40 lb			
39049-125118	Bologna, Turkey	10 lb Roll			
38547-160070	Bologna Roll, Meatless TVP Cooked	lb			
38547-184025	Burger Crumbles, Meatless	Case			
39049-701XXX	Chicken Quarters, Marinated, Cut	lb			
38544000001	Chicken Patty	lb			
39049-125077	Chuck Wagon Steak	lb			
39049-125128A	Turkey Roast, Boneless Rolled and Netted	lb			
39374-671005	Tuna, Lt. Meat Solid Packed in Water	6/Case			
39049-125074	Veal Steak, Breaded	40/Case			



**Instructions for Completing the Monthly Food Report**

Line 1

Enter the opening inventory amount in column D, column E is a formula - do not modify the formula.

Line 2

Enter the value of **food actually received** for the month in column D, column E is a formula - do not modify the formula.

Note: This is not the amount recorded in FMIS for the month. The FMIS amount includes items that were received in the prior month.

Line 3

Enter any amounts for items that were transferred to other agencies. Column E is a formula - do not modify the formula.

Line 4

If you cannot accurately determine employee food used, divide total appropriation for aobj 9200 by 12; enter that figure in column D. Column E is a formula - do not modify the formula.

Line 5

Enter any amounts for items that were written off as spoiled. Column E is a formula - do not modify the formula.

Line 6

**This line is calculated by a formula. No entry necessary.**

Line 7

Enter your closing inventory amount in column D, column E is a formula - do not modify the formula.

Line 8

**This line is calculated by a formula. No entry necessary.**

Line 9

Enter the opening inventory amount in column D, column E is a formula - do not modify the formula.

Line 10

Richard West will provide this information by the 20th of each month. If no information is provided, enter 0. Column E is a formula - do not modify the formula.

Line 11

Enter any amounts for donable items that were transferred out. Column E is a formula - do not modify the formula.

Line 12

Enter any amounts for donable items that were written off as spoiled. Column E is a formula - do not modify the formula.

Line 13

**This line is calculated by a formula. No entry necessary.**

Line 14

Enter your closing donable inventory amount in column D, column E is a formula - do not modify the formula.

Line 15

**This line is calculated by a formula. No entry necessary.**

Line 16

Enter the budgeted inmate population (ADP) in column D. Column E is a formula - do not modify the formula.

Line 17

Enter the actual inmate population (ADP) into the Inmate Population table on the top of the report (example-July is entered in cell G1).

Line 18

**This line is calculated by a formula. No entry necessary.**

Line 19

**This line is calculated by a formula. No entry necessary.**

Line 20

**This line is calculated by a formula. No entry necessary.**

Line 21

**This line is calculated by a formula. No entry necessary.**

Line 22

Enter the budgeted daily cost per inmate in column D. This amount can be found in the approved Budget Request. Column E is a formula - do not modify the formula.

Line 23

**This line is calculated by a formula. No entry necessary.**



## **GENERAL ORIENTATION HANDOUT FOR INMATE or DETAINEE FOOD HANDLERS**

### I. GENERAL APPEARANCE

#### (A) Food handlers shall:

- (1) Maintain the highest standards of personal hygiene. This includes clean clothing, daily bathing, free of body odor, and trimmed, clean nails.
- (2) Wash hands frequently to include before starting work and after **EACH** visit to the restroom.
- (3) Wear effective hair restraints and disposable gloves when working around food. Except as provided as religious headgear, which is permitted for wear with a hair restraint that covers the religious headgear.
- (4) Wear long sleeve shirt or long pants. Sleeveless shirts and shorts that expose underarms and legs are strictly prohibited.

#### (B) Food handler may not:

- (1) Wear excess jewelry when working as a food handler.
- (2) Wear clothing exposing underarms and legs; for example sleeveless shirts or shorts

### II. POINTS OF EMPHASIS

#### (A) Food handlers shall:

- (1) Report illness or injury, for instance cuts, sores, burns, or any on-the-job injury to the housing officer prior to the inmate assuming duties in the food service area.
- (2) Report on the job injury **IMMEDIATELY** to the dietary officer or supervisor on duty.
- (3) Eat at assigned mealtime. A missed meal by a food service handler or worker shall eat after serving the population.

#### (B) Food handlers may not:

- (1) Eat and drink in the food preparation area or at the serving line.
- (2) Consume any meal while serving population.

### III. WORK AREAS

(A) Food handlers shall:

- (1) Carry their identification card(s) (ID) and meal cards (vegetarian and medical diet) in their possession and display when required.
- (2) Report to the dietary officer or kitchen officer when arriving to work and when leaving work at the end of their workday.
- (3) Stay in their assigned work area. Leaving the assigned work area or job assignment without permission from the immediate supervisor is not permitted and will be grounds for disciplinary action.

D. Possession of unauthorized food in the food service area is strictly forbidden.

E. Leaving the work area with any unauthorized food, soap, detergent, cleaning agents, dietary supplies, or any other item is strictly forbidden. The officer on duty will check all bags in the possession of any inmate worker.

F. If a dietary worker is suspected of stealing or any wrongdoing, he/she will be frisked. Anyone caught stealing will be given a disciplinary ticket and be subject to removal from food service.

G. Kitchen utensil(s) never shall leave the kitchen or dining room. Only uniformed staff/supervisors will sign out utensils to dietary workers. Inmate workers are not to transfer equipment among each other. Inmates issued a utensil will wash and sanitize the utensil before returning it to the issuing supervisor.

H. Staff, inmates, and detainees may not bring in or take out bags or excess clothing in the food service area.

I. Sitting on tabletops, counters, trashcans, milk crates, or propping feet on tables and chairs is strictly prohibited.

J. Yelling out at other inmates, staff, along with horseplay, disorderly conduct and rowdiness is strictly prohibited. Cursing or foul language is also prohibited.

K. Officers, supervisors and civilian staff shall be addressed by their proper titles and not by an alias or nickname.

L. In addition to their assigned job(s), any worker may be called upon to work in any area as required by the supervisor. Dietary workers can be moved from one area of assignment to another without loss of pay. Workers will perform duties as assigned to them by a supervisor.

M. Workers may be called upon to work on their days off, if necessary, and be paid or given an alternate day off.

- N. Material Safety Data Sheets are available in the dietary manager's office.
- O. The dietary supervisor's office, the officers' dining room, and kitchen are out of bounds and off limits unless assigned to work in these areas. Dietary workers who are on their days off will be considered out-of-bounds when found loitering in the kitchen and officers dining room areas.
- P. Questions about pay or job assignments are to be directed to the supervisor in charge of the area.
- Q. No inmate will be provided food as a reward or as punishment.
- R. Each dietary worker shall keep all work areas clean, to include utensils and food service equipment.



**DEPARTMENT of PUBLIC SAFETY  
and CORRECTIONAL SERVICES**

**GENERAL INMATE or DETAINEE FOOD HANDLERS'  
ORIENTATION  
HANDOUT**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, Operations# \_\_\_\_\_,  
(Print Last Name, First Name)

has read and received the General Orientation Handout for Inmate or Detainee Food  
Handlers.

\_\_\_\_\_  
Inmate or Detainee Signature

\_\_\_\_\_  
Date

cc: Inmate/Detainee Dietary File



## DAILY INMATE MEAL COUNT MONTHLY REPORT

**Institution:** \_\_\_\_\_

MONTH/YEAR		BREAKFAST			LUNCH		DINNER				
DATE	ADP	Cafeteria Tally Count	Tray Count	Hospital PC, Seg. etc. Trays	Cafeteria Tally Count	Tray Count	Hospital PC, Seg. etc. Trays	Cafeteria Tally Count	Tray Count	Hospital PC, Seg. etc. Trays	
1											
2											
3											
4											
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30											
31											
<b>TOTALS</b>	0	0	0	0	0	0	0	0	0	0	
	Total Breakfast Served		0		Total Lunches Served		0		Total Dinners Served		0
Percent of Breakfast Served		#DIV/0!		Percent Lunches Served		#DIV/0!		Percent Dinners Served		#DIV/0!	
<b>Total Potential Meals Per Month</b>				0							
<b>Total Actual Meals Served</b>				0							
<b>Avg. Daily Percent of Meals Served</b>				#DIV/0!							
<b>Comments:</b>											
(Rev. 9/2012)											







|

Maryland State Department of Education  
**FOOD DISTRIBUTION PROGRAM**  
**Facility/Site Review**

Local Educational Agency: \_\_\_\_\_

Site Name: \_\_\_\_\_

Type of storage: Frozen      Dry      Refrigerated

Type of site:     Warehouse    Preparation Site

**A. STORAGE-** Explain all "NO" answers

- |  |  |
|--|--|
| 1. Is there a regular inspection schedule used for the storage area?         | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Has the storage area been inspected by a sanitarian in the past year?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Is the storage area free of dust, dirt, excess moisture, and debris?      | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Is the storage are free of infestation by rodents, insects, or birds?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Write the date of the last pest control service. ____/____/____           |  |
| 6. Are items stored at least 6 inches away from floor/walls?                 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Are proper storage temperatures monitored in all storage areas            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Are damaged goods segregated?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Are there any USDA commodities that were received more than 6 months ago? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**COMMENTS**

\_\_\_\_\_

**B. POLICIES AND RECORD MAINTENANCE**

- |   |  |
|---|--|
| 1. Is the FIFO (First In, First Out) inventory model in practice? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Is there a policy for disposition of damaged USDA commodities? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ➤ Is it being followed?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Are temperature monitoring records maintained for 3 months?    | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Are theft prevention practices in use?                         | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**List practices:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- |  |  |
|--|--|
| 5. Is there a HACCP program in place?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Does the facility/site have disaster provisions available?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. <b>LEAs with FSMC:</b> is there a reconciliation of records to show that the FSMC, has credited food service operations the value of all donated foods received in the current school year? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Does the LEA have backup documentation of credit received from the FSMC?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**C. COMPLIANCE DETERMINATION**

- |   |  |
|---|--|
| 1. Based on this review, is the site/facility operating in compliance?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ➤ If "NO", explain in detail the action to be taken for compliance and give date by which corrections must be made. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**COMMENTS**

\_\_\_\_\_

Signature of Program Representative: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Reviewer: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FDP Facility/Site review



## Standardized Inmate and Staff Meal/Events' Guidelines

### Inmate Events:

Holy Days with Food: Each inmate religious group may select a meal from the dinner choices offered on our Regular Menu. The Dietary Manager in each facility may change the date of a Regular Menu dinner meal to correspond to the day in which the group will celebrate their event. This will then become the meal provided to the remainder of the population.

Family Day or other special inmate event (Walk – A – Thon, etc.): At the discretion of the Warden, given the identified costs and budget constraints, use the following menu:

<u>Option #1</u>		<u>Option #2</u>	
BBQ Chicken	.64	Hamburger w/Bun	.54
Coleslaw	.18	Hot Dog w/Bun	.37
Macaroni Salad	.22	Coleslaw	.18
Cookies	.16	Macaroni Salad	.22
Soda	.49	Cookies	.16
	\$1.69	Soda	.49
			\$ 1.96

Graduation: At the discretion of the Warden, given the identified costs and budget constraints, use the following menu:

Punch	.06
Cookies or Cake	.16
	\$0.22

### Staff Events:

Warden Meeting or Quarterly Departmental Manager Meeting: At the discretion of the Warden, given the identified costs and budget constraints, use the following menu to provide for meetings in the AM:

Coffee or Tea	.06
Juice	.32
One Danish or Bakery item	.32
	\$0.70

If the group is staying through the lunch meal, serve lunch in the ODR. The Warden or designee shall contact the Dietary Manager ahead of time. Early contact helps in planning for the additional production needed to accommodate the group as well as to establish a time to eat lunch.

Employee Appreciation Day: Use the following menu for Employee Appreciation Day celebrations. Provide one meal per employee.

Grilled Steak	3.68
Baked Potato	.28
Tossed Salad	.18
Dinner Roll	.37
Strawberry Shortcake	.32
Soda	<u>.49</u>
	\$5.32

Change of Leadership Ceremony: Use the following menu for Change of Leadership events.

Assorted Cheese	.75
Assorted Crackers	.35
Vegetable Tray to include carrot/celery sticks, broccoli, cucumbers, and tomatoes w/dressing.	.40
Fruit bowl to include watermelon, honeydew, cantaloupe, red/green grapes, and strawberries	1.25
Assorted cookies/bakery items	.20
Bottled water	<u>.40</u>
335/100 or approximately \$3.25 – \$4.00/person	

Off Site Administrative – Management Meetings: As these special events arise, the Correctional Dietary Regional Manager or Correctional Dietary Manager shall provide costs to the Executive Regional Director, who shall identify funding and approve the special event.

Event Guidelines:

Document each event fully with food costing and submit to the Fiscal office of your facility/region so Finance can make adjustments between inmate meals and gratuitous meals. Submit a copy of this documentation to the Warden.

Warden or designee shall request an event to the Food Service Manager at a minimum of three weeks before the event to make menu adjustments or to order necessary items.

<p><b>EXCESS PROPERTY DECLARATION</b></p> <p>STATE OF MARYLAND          DEPARTMENT OF GENERAL SERVICES          301 W. PRESTON STREET, ROOM 1009A          BALTIMORE, MARYLAND 21201          410-767-0587</p>	<p>Instructions:</p> <ol style="list-style-type: none"> <li>1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.</li> <li>2. See preparation instructions on reverse side.</li> <li>3. Send two copies of completed form to:  <div style="text-align: right; margin-left: 200px;">                     Department of General Services                      Inventory Standards &amp; Support Services Div.                      301 W. Preston Street                      Baltimore, Maryland 21201                 </div> </li> </ol>	<p>Page 1 of 1          DGS Control No:</p>
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Agency:		Forwarded by:	
Sub-Unit:		Property Officer:	
Sub-Unit Code:		Signature:	Date:
Address:		E-mail Address:	
Contact Person:		Agency Head or Designee:	
E-mail Address:			
Phone No:		Date:	Signature:
			Date:

Items listed below are certified to be in excess of this agency=s needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty	Property Tag No.	Description	Acquisition Cost	Acquisition Date mo/yr	G O O D	F A I R	P O I R	U S O R	D E S C R I B E D	Description of needed repairs

Appendix 21 to DPSCS.160.0001

TOTAL				\$								