Department of Public Safety and Correctional Services
Food Service Operations

# FOOD SERVICES MANUAL
# OPS.160.0001

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# FOOD SERVICES MANUAL
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This manual supersedes any prior existing Department communication, policy, directive, or information bulletin with which it conflicts.

This manual supersedes:

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# Definitions

A. In this manual, the following terms have the meanings defined.

B. Terms Defined.

(1) "Alternative meal" means a specially prepared, nutritionally adequate meal provided to an incarcerated individual in place of the standard general population menu when health or safety considerations require a temporary substitution.

(2) "Communicable disease" means an illness caused by infectious agents that can be transmitted directly or indirectly from an infected person, animal, or reservoir to a susceptible host.

(3) "Controlled food" means any food item, ingredient, or other substance that has been identified as having the potential to be used in the creation of contraband.

(4) "Correctional dietary officer (CDO)" means a Department employee whose work involves the custody, security, and supervision of incarcerated individuals in food preparation and serving of meals at correctional facilities.

(5) "Daily incarcerated individual meal count" means a report completed by the dietary manager, or supervisor each day of the week for breakfast, lunch, and dinner.

(6) "Daily staff meal count" means a report completed by the dietary manager, or supervisor each day of the week for breakfast, lunch, and dinner.

(7) "Dietary reference intake (DRI)" means a comprehensive set of scientifically developed, nutrient-based reference values used to plan and assess nutrient intakes for healthy individuals and population.

(8) "Dual system of taking count" means a procedure utilized by dietary and custody staff to document the actual number of meals consumed daily by incarcerated individuals and correctional facility employees.

(9) "Employee" means an individual employed by the Department, including an intern, paid worker, or service provider whose work within the Department is controlled by the Department, including but not limited to:

(a) When, where, and how the individual performs a job;

(b) What resources, tools, materials, and equipment are made available; and

(c) Whether compensation or a benefit is conferred based on job performance (e.g. academic credit, stipend, future employment).

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

(11) "Excess property" means all equipment and utensils that are no longer of use to the food services program.

(12) "First in, first out (FIFO)" means a method used in foodservice to ensure food products are rotated according to their expiration or use-by date to reduce the risk of consuming an expired product and to decrease food waste.

(13) "Food contact surface" means the surface of equipment or utensils with which food comes in contact.

(14) "Food service worker" means a trained incarcerated individual who prepares, touches, or serves food and beverages.

(15) "Free meal" means a meal provided in a correctional facility cafeteria at no charge to the employee.

(16) "Hazard analysis critical control point (HACCP)" means a systematic, preventive approach to food safety that identified and controls biological, chemical, and physical hazards from production to consumption.

(17) "Licensed dietitian nutritionist (LDN)" means a person registered to practice nutrition and dietetics in the state of Maryland.

(18) "Master cycle menu" means a planned statewide cycle menu to serve meals (e.g., regular, medical, diet, religious, lacto-ovo, and vegetarian).

(19) "Meal count" means the actual number of meals consumed by incarcerated individuals and correctional facility employees.

(20) "Officers dining room (ODR)" means a designated area that serves as a cafeteria or dining room for all employees and official visitors of a correctional facility.

(21) "Potentially hazardous food" means any food that requires time and temperature control to keep it safe from pathogens that cause foodborne illness.

(22) "Registered dietitian nutritionist (RDN)" means an employee who meets the requirements for membership in the American Dietetic Association.

(23) "Sample" means a portion of a prepared food item served to the incarcerated population and Department employees that is retained to allow for testing of the portion in the event of a suspected food related illness.

(24) "ServSafe" means a nationally recognized food and beverage safety training and certification program, developed by the National Restaurant Association, that is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

(25) “Special confinement housing” means an assignment of an incarcerated individual to administrative special confinement, disciplinary special confinement, or protective custody.

(26) “Thumb-activated tally counter” means a mechanism utilized by a security employee to count the number of incarcerated individuals participating in meals within a correctional facility.

# Chapter 1—General Policy and Procedures

## .01 Policy.

A. Food service operations shall:

(1) Ensure that 3 nutritious meals a day are served;

(2) Provide a therapeutic and special diet when prescribed by a qualified healthcare provider;

(3) Provide a religious diet as necessary to adhere to the mandatory requirements of an incarcerated individual's recognized faith;

(4) Provide work in the food services program for trained incarcerated individuals; and

(5) Monitor training in food services skills and supervision for employees and incarcerated individuals.

B. Food service operations may not use food as a disciplinary measure or reward.

## .02 Procedures.

A. Food Services Program.

(1) Food service operation shall adhere to regulations and policies in accordance with COMAR 10.15.03 and other applicable health and safety regulations.

(2) An employee or incarcerated individual involved in food preparation or handling of food shall receive an initial and annual medical screening by a qualified healthcare provider before assignment to food service operation.

(3) An employee or incarcerated individual involved in food preparation or handling of food is required to:

(a) Be in good health;

(b) Be free from communicable disease and open wounds; and

(c) Maintain proper hygiene.

(4) A correctional dietary officer (CDO) shall provide food service training and supervision to each food service worker assigned to the food services program.

(5) Food service operations shall retain files, logs, and other documents associated with this manual as required under the Department approved Food Services Records Retention and Disposal Schedule No. 2424-11.

B. General Population Meal Service.

(1) The facility managing official, or designee shall provide space for group dining, except as justified for security or safety considerations.

(2) Dining area operations are determined by the physical plant structure, security concerns, facility schedule, and need for incarcerated individual supervision.

(3) A food service worker shall prepare and serve meals and beverages under the direct supervision of a CDO; and

(4) A CDO shall supervise the issuance and collection of cutlery.

C. Special Confinement Meal Service.

(1) An incarcerated individual in special confinement shall be served the same meals served to the general population.

(2) An incarcerated individual in special confinement with a medical or special dietary restriction shall be served an approved meal as prescribed by a qualified healthcare provider.

(3) An incarcerated individual in special confinement who is participating in the religious dietary program shall be served the approved religious diet as necessary to adhere to the mandatory requirements of their recognized faith.

D. Alternative and Emergency Meal Service.

(1) Alternative Meals.

(a) The facility dietary manager, in consultation with the facility managing official and the Department's Chief Medical Officer when clinically indicated, may serve an alternative meal with written approval from the facility managing official.

(b) The facility dietary manager shall authorize and serve an alternative meal only when:

(i) Health or safety considerations require modification of the standard meal service; or

(ii) An incarcerated individual in special confinement uses food or eating utensils in a manner that poses a hazard to self, employees, or other incarcerated individuals.

(c) The facility dietary manager shall ensure that any alternative meal meets basic nutritional requirements and is provided for no longer than 7 consecutive days.

(d) An alternative meal may take the form of a bag meal during the substitution period.

(2) Emergency Meal Service.

(a) The facility managing official shall declare an emergency condition requiring the implementation of emergency food service procedures with authorization from the Deputy Commissioner, or Director of the Patuxent Institution, as applicable.

(b) The facility managing official shall document the declaration and the Deputy Commissioner or Director's authorization in writing.

(c) The facility dietary manager shall establish written emergency food service procedures and menus to ensure continuity of food service for a minimum of 72 hours during declared emergency conditions.

(d) Emergency conditions include, but are not limited to:

(i) Disruption of water or steam service;

(ii) Power outage;

(iii) Facility disturbance or lockdown;

(iv) Staff shortage; or

(v) Weather-related emergency.

(e) The facility dietary manager, in consultation with the facility managing official may implement an emergency meal plan with written approval from the facility managing official.

(f) The facility dietary manager shall coordinate all emergency food service procedures with facility security operations.

E. Infection Control.

(1) In accordance with § .02A(2) of this manual, dietary employees and food service workers may not work in food services without prior medical clearance.

(2) The facility dietary manager shall monitor employees and food service workers daily for health and personal cleanliness.

(3) A dietary employee and food service worker may not serve or handle food in accordance with COMAR 10.06.01.06E.

(4) The facility dietary manager shall immediately notify the healthcare vendor when a food service worker is suspected of or known to have a communicable disease.

F. Food Quality.

(1) Meat.

(a) The Department shall purchase solid cuts of meat rated good or better quality and inspected and passed by the United Stated Department of Agriculture (USDA).

(b) The Department shall provide a grading certificate when required.

(c) The Department may not purchase or serve pork or pork products to incarcerated individuals.

(2) Fresh Fruit and Vegetables.

(a) The Department shall purchase top-grade fresh fruits and vegetables for use in and preparation of finished food products.

(b) The Department may not purchase fresh fruits or vegetables that contain mold or insects, have unpleasant odors, are wilting, or are overly soft.

(3) Frozen Foods.

(a) The Department shall purchase frozen foods grade AA or A, as appropriate for the specific product.

(b) The Department shall purchase frozen foods packed under continuous inspection by the USDA.

(c) The Department shall inspect all received frozen food packages to ensure that the packages:

(i) Do not leak;

(ii) Do not contain water stains; and

(iii) Do not contain accumulated water or ice.

(4) Eggs.

(a) The Department shall purchase fresh eggs that are USDA grade A medium or better;

(b) The Department shall receive shell eggs transported under refrigeration at an internal temperature of 45°F or lower;

(c) The Department shall purchase liquid or dried eggs processed and pasteurized under continuous supervision of the USDA; and

(d) The Department shall immediately use thawed (from frozen) eggs.

(e) The Department may not refreeze thawed eggs for later use.

(5) Poultry. The Department shall:

(a) Purchase fresh or frozen poultry that is grade A or better;

(b) Purchase poultry inspected and passed by the USDA with a USDA inspection stamp; and

(c) Purchase poultry free of discoloration.

(6) Seafood. The Department shall:

(a) Purchase fresh seafood of the best quality, fresh chilled or frozen; and

(b) Purchase seafood that conforms to all standards and regulations of the local health department, or agency having jurisdiction over the processing, packing, selling, transporting, or distribution of seafood.

(7) Canned Food.

(a) The Department shall purchase canned food inspected under USDA, no less than grade A or extra standard.

(b) The Department may use Grade B canned food for soup, stews, purees, and similar items.

(8) Milk.

(a) The Department shall:

(i) Purchase dairy products according to Maryland Department of Health (MDH) standards.

(ii) Purchase pasteurized dairy; and

(iii) Ensure milk has not expired.

(b) The Department may not use milk with a bitter or sour taste or smell.

(9) Baked Goods. The Department shall accept baked goods free of pests and mold infestation.

G. Purchased Food. The Department shall:

(1) Purchase food and supplies using the following methods in accordance with procurement requirements:

(a) Maryland Correctional Enterprises;

(b) Blanket State purchasing contract; or

(c) Facility procurement officer solicitation of competitive quotes.

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

H. Received Food.

(1) The Department shall ensure potentially hazardous foods conform to MDH regulations for temperature maintenance during transportation.

(2) The Department may not accept food items if they are:

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

(b) In damaged containers; or

(c) Not proper for consumption.

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

I. Food and Supply Storage. The Department shall:

(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 41°F unless other product-specific requirements apply (e.g., kept-cold);

(10) Maintain dry storage at 50-70°F with no more than 50-60% humidity;

(11) Store food and supplies 6" from the wall and 6" from the floor, or 18" or higher from the floor for exposed food, with sufficient clearance to permit cleaning; and

(12) Maintain food and supplies with at least 18" of clear space from a sprinkler device.

J. Receive and Issue.

(1) An assigned correctional supply officer shall issue and receive food items from the storeroom, under supervision from the facility's dietary manager.

(2) An assigned correctional supply officer shall inventory food items under the supervision from the facility' dietary manager.

(3) The assigned dietary officer responsible for food storage shall:

(a) Remove only items needed for production;

(b) Issue items using FIFO method; and

(c) Maintain inventory of items removed from storage for inventory control.

K. Menus.

(1) A Department registered dietitian shall approve a statewide standardized master cycle menu. The planning and preparation of all meals shall take into consideration the following:

(a) Nutritional adequacy;

(b) Available production service equipment;

(c) Cost;

(d) DRI, as approved by the National Academy of Science;

(e) Food flavor, texture, temperature, appearance, and palatability;

(f) Physical plant characteristics and staffing; and

(g) USDA "My Plate".

L. Menu Certification.

(1) A qualified dietitian shall:

(a) Modify, review, or adjust a master cycle menu annually for compliance with the DRI;

(b) Certify menu on a fiscal year basis;

(c) Prepare a medical diet spreadsheet based on the master cycle menu;

(d) Complete menu certification annually by June 15th;

(e) Submit the certified menu to the Director of Food Services; and

(f) Maintain current Commission on Dietetic Registration (CDR) and Maryland license on file.

(2) The dietary manager shall:

(a) Distribute copies of the certified master cycle menu to each housing unit in accordance with facility procedure; and

(b) Contact the Director of Food Services for guidance if assistance is required.

(3) The Director of Food Services shall:

(a) Make adjustments to the master cycle menu if it is determined to not meet DRI compliance requirements; and

(b) Maintain copies of all master cycle menus and letters or certification on file as required under the Department approved Food Services Records Retention and Disposal Schedule No. 2424-11.

M. Alternate Meal Plans.

(1) Incarcerated individuals who have prescribed medical diets shall be served a prescribed medical diet in accordance with OPS.130.0012 – Medical Diets Manual.

(2) Incarcerated individuals may be served the lacto-ovo vegetarian diet by request in accordance with OPS.130.0012 – Medical Diets Manual.

(3) Incarcerated individuals may be served a religious diet by request in accordance with OPS.160.0002 – Religious Diet Program.

(4) Incarcerated individuals may be served a bagged meal in lieu of a regular meal during a work assignment, following a late visit, or at another time a regular meal is not available.

N. Meal Service.

(1) Dietary staff shall provide 3 meals, including 2 hot meals, 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, or when an emergency exists.

(2) Incarcerated individuals shall be provided at least 20 minutes of dining time for each meal.

(3) Food service workers shall serve incarcerated individuals equal portions of food 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 and note substitutions using *OPS.160-1aR – Meal Service Evaluation form* (Appendix A).

(5) Food and supplies from the food storage, preparation, or service area may not be removed from the food service area without proper authorization.

(6) When an incarcerated individual is transported from one facility to another and misses a meal the transporting officer shall inform the managing official or managing official's designee of the receiving facility to provide a bagged meal.

(7) An incarcerated individual shall receive a bagged meal in special circumstances such as work detail, road crew, court appearance, medical, or hospital appointments outside of the facility. The dietary manager shall provide a variety of sandwiches, fruits, vegetables, drinks, and desserts that meet the criteria for nutritional adequacy.

O. Criteria for Bagged Meals:

(1) The dietary manager is encouraged to provide a variety of bagged meals that are nutritionally adequate and meet at least 1/3 of the daily nutritional requirements. At a minimum, the bagged meal shall consist of:

(a) 2 sandwiches providing a total of 3 ounces of meat or an equivalent;

(b) 4 ounces of a vegetable or an equivalent;

(c) 4 ounces of fruit or an equivalent;

(d) Beverages of fruit drinks that are not potentially hazardous;

(e) Dessert (preferable a baked good); and

(f) Condiments, disposable flatware, and a napkin.

(2) An alternate meal plan for lacto-ovo, religious, and medical diet bagged meals shall be provided when necessary;

(3) Bagged meals shall be stored and transported in compliance with health and safety standards.

(4) Bagged meals shall be made daily, dated, and labeled with the appropriate type of diet (e.g., diabetic, lacto-ovo, religious, medical, therapeutic, etc.).

(5) The dietary manager shall establish a communication system within food services to allow for accurate count of bagged meals to prevent waste and leftovers. Leftover bagged meals from the previous days shall be discarded.

(6) The dietary manager shall:

(a) Establish a daily monitoring system to provide an accurate count and delivery of bagged meals in accordance with nutritional adequacy and compliance with health and safety regulations; and

(b) Randomly monitor the established system on a weekly basis for compliance.

P. Evaluation.

(1) *OPS.160-1aR – Meal Service Evaluation form* (Appendix A) shall be completed for each meal served from a facility with a receptor kitchen.

(a) The ranking senior dietary officer, or designee shall complete the top portion of OPS.160-1aR – *Meal Service Evaluation form* (Appendix A).

(b) A correctional officer shall complete the bottom portion of OPS.160-1aR – *Meal Service Evaluation form* (Appendix A).

(2) The dietary supervisor shall conduct quarterly menu evaluations to verify adherence to the established basic daily servings.

(3) Correctional dietary staff shall document meal delivery on *OPS.160-1bR – Meal Verification Log* (Appendix B) when meals are delivered on an individual tray to a remote facility location. Correctional dietary staff shall complete separate *OPS.160-1bR – Meal Verification Log* (Appendix B) for each housing unit.

(4) Correctional dietary staff shall document meal delivery on *OPS.160-1cR – Bulk Food—Temperature Control Log* (Appendix C) when meals are delivered to a remote facility location in bulk.

Q. Monitoring and Inspection.

(1) The dietary manager shall:

(a) Manage food services operations;

(b) Supervise correctional dietary employees; and

(c) Maintain documented job descriptions and work schedules of correctional dietary employees.

(2) Refrigerator-Freezer Temperature Log.

(a) The dietary supervisor shall:

(i) Monitor and record temperatures 3 times daily on *OPS.160-1dR – Refrigerator/Freezer Temperature Log* (Appendix D). In locations where automatic recording devices with alarms are in use, *OPS.160-1dR – Refrigerator/Freezer Temperature Log* (Appendix D) need not be maintained. Automated recordings shall remain accessible for 12 months.

(ii) Remove food items to a protected storage area and initiate a call for maintenance if temperatures are noted as deviating from food safety standards.

(iii) Retain records as required under the Department approved Food Services Records Retention and Disposal Schedule No. 2424-11.

(3) Dishwasher Temperature-Pressure Log.

(a) The dietary supervisor shall:

(i) Monitor and record dishwasher machine temperatures, pressure, and sanitizer strength on *OPS.160-1eR – Dishwasher Temperature and Pressure Log* (Appendix E);

(ii) Use appropriate temperature strips for hot water and chemical sanitizing each meal, and affix strips on *OPS.160-1eR – Dishwasher Temperature—Pressure Log* (Appendix E);

(iii) Verify hot water sanitation of equipment, food contact surfaces, and utensils by achieving a surface temperature of 160°F as measured by an irreversible registering temperature indicator;

(iv) Apply alternate methods of washing and sanitizing, and initiate a call for maintenance if records are noted as deviating from standard; and

(v) Retain records as required under the Department approved Food Services Records Retention and Disposal Schedule No. 2424-11.

R. Inspections.

(1) The dietary manager shall:

(a) Continuously monitor and conduct weekly inspections in areas of food preparation, storage, service, and dining for cleanliness, waste or drainage, theft, safety, and security of food supplies;

(b) Establish a tickler system to ensure health department inspections are conducted annually by the licensing health agency; and

(c) Contract with a professional pest control provider to ensure that effective and approved control measures are being used to eliminate the presence of rodents, flies, roaches, and other vermin.

(2) The maintenance office shall maintain pest control provider reports and submit copies of reports to the dietary manager and audit office.

(3) The dietary manager shall retain records as required under the Department approved Food Services Records Retention and Disposal Schedule No. 2424-11.

S. Emergency Food Supply and Storage.

(1) As determined by the managing official, a facility with minimum production capabilities shall:

(a) Maintain a minimum 3-day supply of food and supply inventory;

(b) Store food and supplies designated for emergency use separately from other food and supplies as conditions permit;

(c) Label and date emergency food and supplies clearly; and

(d) Rotate emergency food and supplies every 6 months.

(2) The dietary supervisor, or designee shall:

(a) Conduct monthly inventory of emergency food and supplies;

(b) Track rotation of emergency food and supplies; and

(c) Ensure adequate minimum levels of emergency food and supplies.

T. Infection Control.

(1) In accordance with OPS.130.0007 – Infection Control Manual:

(a) An incarcerated individual shall be medically cleared for food handling duties prior to being placed in the dietary program.

(b) The dietary supervisor shall retain completed Incarcerated Individual Education Food Services Kitchen Detail forms in the food services records for audit purposes.

(c) The dietary supervisor, or designated dietary officer shall:

(i) Conduct daily visual inspection of food service workers to ensure their skin is clean and they are free from signs of communicable disease or affliction with boils, infected wounds, or acute respiratory infection;

(ii) Notify the medical provider in cases when the visual inspection indicates a potential health problem; and

(iii) Complete a Food Service Worker Interview and Evaluation form.

(2) Dietary staff engaged in food handling duties shall obtain medical clearance and Tuberculous test annually and prior to working in the dietary department. Medical clearance and testing shall be documented on *OPS.160-1fR – Employee Medical Clearance for Food Handling form* (Appendix F) and retained in the employee's personnel file.

(3) The personnel office of the hiring facility shall maintain complete initial hiring physicals and send a memo to the dietary department indicating the initial physical clearance of dietary personnel.

(4) Food handlers shall wear hair restraints and clean, washable clothing in food services.

(5) Food handlers shall practice hygienic food handling techniques.

(6) Supply officers assigned to the dietary department are not required to have a medical screening for dietary clearance.

U. The assigned dietary officer shall conduct a search of food service workers prior to exiting their dietary assignment.

V. Hazardous Materials.

(1) The facility food services office shall provide, update, and maintain a binder 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. Safety 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) The SDS binder shall be kept in an area accessible to staff and food service workers for informational purposes.

# Chapter 2—Food Samples

**.01 Policy.**

A. Food service operations shall promote the health and well-being of employees and incarcerated individuals with a system that provides the ability to test the safety of potentially hazardous food items served.

B. Food service operations shall provide food samples for laboratory analysis in the event of suspected food related illness.

**.02 Procedures.**

A. The dietary supervisor, or designee shall be responsible for:

(1) Collecting, dating, labeling, and covering and individual serving portion or an 8-ounce portion of potentially hazardous food prior to meal service for breakfast, lunch, and dinner;

(2) Retaining food samples in a designated refrigerator separate from regular, medical, and religious diets for a 72-hour period;

(3) Discard food samples after 72 hours;

(4) Identifying menu items for which samples are to be served by a bracketed pound sign [#] next to the potentially hazardous item on the master menu for administrative purposes and not for general distribution; and

(5) Recording daily meal food samples on *OPS.160-1gR – Food Sample form* (Appendix G).

B. The dietary supervisor shall:

(1) Review OPS.160-1gR – *Food Sample form* (Appendix G) daily for accuracy; and

(2) Retain OPS.160-1gR – *Food Sample form* (Appendix G) for audit purposes.

# Chapter 3—Staff Meals, Official Visit Meals, and Events

## .01 Policy.

A. Food service operations shall provide one free meal for a full time employee working a normal 8-hour shift.

B. Food service operations shall provide 1 additional free meal for a full-time employee working 12 hours or more in a 24-hour period.

C. Food service operations shall provide a free meal to a State official, elected official, or judicial representative in connection with an official visit or tour of a correctional facility.

## .02 Procedures.

A. Free Meals.

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

(2) A visiting employee may receive a free meal with approval from the facility managing official, or designee.

(3) An employee, or official visitor authorized under § .01C of this chapter to receive a free meal, or approved visiting employee shall record their signature and agency on *OPS.160-1hR – Meal Log* (Appendix H) upon receipt of a free meal.

(4) An employee who chooses not to eat a free meal and chooses to instead bring a prepared meal into the facility shall eat the prepared meal in the designated area authorized by the managing official.

B. Official Events, Training, and Meetings.

(1) Catered meal requests require prior approval from the Deputy Secretary of Administration and regional budget office.

(2) The managing official or appointing authority, and dietary manager shall adhere to *OPS.160-1iR – Standardized Meal and Event Guidelines* (Appendix I) in preparation of catered meals for an official event, training, or meeting.

(3) The managing official or appointing authority seeking to provide a catered meal during an official event, training, or meeting shall submit a memorandum to the Deputy Secretary of Administration requesting permission to provide a catered meal at

least 60 calendar days prior to the official event, training, or meeting. The memorandum shall include:

(a) Meeting description and purpose;

(b) Meeting location and length;

(c) A list of attendees;

(d) A list of the proposed refreshments to be served;

(e) If the refreshments will be provided by Food Service Operations or an outside entity;

(f) An estimate of the cost and what budget code is to be used; and

(g) A justification for why refreshments are necessary.

(4) Following approval from the Deputy Secretary of Administration and regional budget office, the managing official or appointing authority shall submit the catered meal request to the food services manager 30 days prior to the scheduled event in order to make menu adjustments or to order necessary items.

(5) The purchase and preparation of meals not authorized by prior approval from the Deputy Secretary of Administration, regional budget office, and in adherence to *OPS.160-1iR – Standardized Meal and Event Guidelines* (Appendix I) is prohibited.

# Chapter 4—Food Service Evaluation and Inspection

**.01 Policy.**

A. Food service operations shall schedule, conduct, and document weekly environmental food services inspections.

B. Food service operations shall inspect food storage, food preparation, food services, and dining areas.

**.02 Procedures.**

A. General Facility Inspection Procedures.

(1) Dietary staff shall:

(a) Maintain all applicable sanitary standards; and

(b) Instruct and train food service workers on applicable standards.

(2) The senior ranking dietary officer of the opening shift shall:

(a) Complete *OPS.160-1jR – Opening Checklist* (Appendix J); and

(b) Submit completed *OPS.160-1jR – Opening Checklist* (Appendix J) to the facility dietary manager.

(3) The senior ranking dietary officer of the last shift shall:

(a) Complete OPS.160-1kR – *Closing Checklist* (Appendix K); and

(b) Submit completed OPS.160-1kR – *Closing Checklist* (Appendix K) to the facility dietary manager.

B. Environmental Inspections and Program Audits.

(1) The food services headquarters staff inspection kit shall include:

(a) Thermo anemometer;

(b) Triple range light meter;

(c) Flashlight; and

(d) Food thermometer.

(2) Prior to inspection the dietary manager of food services, or the dietary manager's designee, and MCCS audit team shall meet with the facility's managing official and key facility employees for an entrance interview to review the program areas being evaluated and audited.

(3) MCCS shall evaluate the food services area to assess compliance with MCCS, and other regulatory requirements.

(4) MCCS shall notify the facility managing official, or designee of audit findings following the environmental inspection and program audit.

(5) The facility managing official, or designee shall:

(a) Develop a corrective action plan for the areas inspected and not compliant with MCCS requirements; and

(b) Submit the corrective action plan to MCCS to include the audit and evaluation findings for the food service operations and the anticipated completion dates for the specified corrective actions.

(6) Correctional dietary staff shall prepare a follow-up compliance plan to ensure that identified deficiencies are corrected, or in the process of correction.

C. The dietary manager, or designee shall ensure licenses and permits posted are current, or otherwise made available.

D. Environmental Inspections.

(1) Facility staff such as duty officer, security chief, and assistant managing official shall conduct weekly inspection with a correctional 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) Incarcerated individual's dining room;

(g) Officers dining room;

(h) Receive and storage area; and

(i) Staff and incarcerated individual's toilet rooms.

(2) Dietary staff shall inspect daily food services equipment for sanitary condition and maintenance. Food services equipment include, 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) Oven to include microwave oven;

(h) Refrigerator and freezer;

(i) Serving line unit and counter;

(j) Shelf, cupboard, rack, and pallet;

(k) Ventilation hoods and exhaust units; and

(l) Waste management units, trash compactors, and dumpsters.

(3) Dietary staff shall conduct a weekly environmental inspection and document findings of the inspection on *OPS.160-1lR – Food Services Weekly Sanitation Report* (Appendix L).

# Chapter 5—Bulk Food Inventory

**.01 Policy.**

A. Food service operations shall control bulk food inventory using a perpetual inventory system.

B. Food service operations shall document bulk food inventory using a perpetual records system.

**.02 Procedures.**

A. Bulk Food Storeroom.

(1) The correctional dietary supply officer shall receive bulk food items under the direction of the fiscal officer and with operational guidance from the dietary manager except where prohibited by physical layout or staffing level.

(2) Correctional dietary staff may not draw food from bulk storage:

(a) During meal hours;

(b) While preparing food; or

(c) While serving food.

B. Storage.

(1) Temperature of a food storage area shall be maintained as follows:

(a) Frozen food below or at 0°F;

(b) Refrigerated food at 41°F; and

(c) Dry storage between 50°F -70°F with no more than 50%-60% humidity.

(2) Food service operations shall maintain temperature records of all food storage areas using *OPS.160-1cR – Bulk Food Temperature Control Log* (Appendix C).

(3) A food storage area shall be secured with an approved locking device.

C. Inventory Levels.

(1) Bulk food inventory shall be maintained at levels between a minimum 7-day supply and a maximum 35-day supply.

(2) A correctional dietary supply officer, or correctional dietary supervisor shall record monthly inventory records of emergency food and supplies.

D. Physical Inventory.

(1) A correctional supply officer, or correctional dietary supervisor shall conduct a monthly food service report that includes the results of a physical inventory and be responsible for maintaining inventory records.

(2) Correctional dietary staff shall use OPS.160-1mR – *Physical Inventory form* (Appendix M) to document physical inventory and may modify the form to accommodate the facility's needs.

(3) The correctional dietary supervisor shall report discrepancies between the actual count and the perpetual inventory to the dietary manager no later than the end of the current shift.

# Chapter 6—Training

**.01 Policy.**

A. The Department shall ensure in-service training is provided for dietary employees and food service workers.

B. Food service operations shall ensure guidelines for the orientation of food service workers are adhered to strictly.

**.02 Procedures.**

A. A dietary manager shall ensure training is conducted annually, or as specified for the following topics:

(1) Correctional Dietary Staff.

(a) Emergency procedures;

(b) Food services management such as budgeting, purchasing, dietary allowance, and menu planning;

(c) General food services sanitation and inspection;

(d) HACCP;

(e) Health and safety;

(f) Maryland Occupational Safety and Health (MOSH) requirements;

(g) Medical diets;

(h) Religious diets;

(i) Occupational Safety and Health Agency (OSHA) requirements;

(j) Personal hygiene;

(k) Review of pertinent regulations and standards;

(l) Safety Data Sheets (SDS);

(m) ServSafe;

(n) Staff and incarcerated individual monthly meal count reports; and

(o) Other topics as determined by the dietary manager.

(2) Food Service Workers.

(a) Care and maintenance of food service equipment;

(b) Foodborne illness;

(c) Food receiving and storage;

(d) Food preparation and service;

(e) Health and safety;

(f) Safety Data Sheets (SDS);

(g) Sanitation and hygiene;

(h) ServSafe; and

(i) Other topics as determined by the facility dietary manager.

B. A field training program for 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 and regulatory standards.

C. General Orientation for Food Service Workers.

(1) Food service workers shall receive sanitation instruction upon initial hiring.

(2) A correctional dietary officer, or supervisor shall:

(a) Provide and verbally review a copy of *OPS.160-1oR – General Orientation Handout for Food Service Workers* (Appendix O); and

(b) Obtain a signed *OPS.160-1oR – General Orientation Handout for Food Service Workers Acknowledgement form* (Appendix P).

(3) The dietary supervisor shall maintain a copy of the signed *OPS.160-1pR – General Orientation Handout for Food Service Workers Acknowledgement form* (Appendix P) in the incarcerated individual's permanent dietary file.

(4) Designated correctional dietary employees shall review OPS.160-1oR – *General Orientation Handout for Food Service Workers* (Appendix O) with food service workers quarterly and document this review as part of the facility in-service training.

(5) Food service workers shall wash their hands upon reporting to work and after using the restrooms.

D. The dietary manager shall:

(1) Send all original employee training records to the training office; and

(2) Maintain copies of employee training records in the dietary unit.

# Chapter 7—Purchase, Replacement, and Disposal of Excess Property

**.01 Policy.**

Food service operations shall purchase food service equipment and replace existing food service equipment in accordance with the Department of General Services and the Maryland Department of Health regulations.

**.02 Procedures.**

A. The facility dietary manager may seek the guidance of the local health department when evaluating and determining specific physical plant food equipment needs.

B. The facility managing official shall submit a signed requisition form through SmartSheet for approval from finance. The requisition form shall include a description of food service equipment to be purchased or replaced, with required justification.

C. A request for purchasing shall include:

(1) An indication whether the request is for additional equipment or replacement;

(2) Model, size, height, weight, and length, as applicable;

(3) A statement of the electrical configuration of the equipment and an assessment of its adaptability to the facility presented in an electrical configuration;

(4) A generic specification sheet for the requested equipment; and

(5) *OPS.160nR – DGS form 950-9 – Excess Property Declaration* (Appendix N), in conjunction with a replacement request.

D. Food service headquarters staff shall provide assistance completing the requisition process.

E. The dietary manager shall:

(1) Prepare a requisition that includes the approved request from the Director of Food Services; and

(2) Submit the requisition with the approved request to the facility managing official.

F. After receiving approval from the facility managing official, the dietary manager shall submit the requisition through the procurement SmartSheet portal for finance and procurement approval.

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

H. Request for Disposal.

(1) The facility property officer shall submit *OPS.160nR – DGS form 950-9 – Excess Property Declaration* (Appendix N) to the Department's property manager at headquarters.

(2) The Department's property manager shall provide a copy of *OPS.160nR – DGS form 950-9 – Excess Property Declaration* (Appendix N).

(3) The Department's property manager shall submit disposal requests to the Department of General Services (DGS) for approval.

I. Facility dietary staff shall:

(1) Prepare and implement a preventative maintenance schedule; and

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

# Chapter 8—Daily Meal Count

**.01 Policy.**

A. Food service operations shall contain costs and reduce waste in preparing meals for incarcerated individuals and employees based on documented consumption percentages and participation.

B. Food service operations shall establish a dual system of tracking daily meal counts at each correctional facility to establish the number of incarcerated individuals and employees participating in each meal.

**.02 Procedures.**

A. Dual System of Tracking Daily Meal Counts.

(1) The regional dietary manager, facility dietary manager and supervisor, or designee shall track the daily attendance of each incarcerated individual and employee participating in each meal.

(2) The dietary manger shall use meal counts to forecast and prepare the quantity of food necessary to feed the number of incarcerated individuals and employees who participate in each meal.

B. Incarcerated Individual Count.

(1) The dietary manager, or correctional dietary supervisor shall:

(a) Obtain the correctional facility's actual daily population (ADP) count from the Traffic office;

(b) Record the ADP onto *OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q).

(c) Record the cafeteria, dining room count, and thumb-actuated tally count onto *OPS.160-1qR Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q); and

(d) Submit the completed OPS.160-1qR – *Daily Incarcerated Individual Meal Count Monthly Report (*Appendix Q) to the Director of Food Services.

(2) Correctional dietary staff shall maintain a count of pre-plated, bulk-delivered, or bagged meals sent to the listed remote locations before regular meal service:

(a) Hospital;

(b) Infirmary;

(c) Housing unit;

(d) Protective custody housing;

(e) Road crews;

(f) Special confinement housing unit;

(g) Shop area;

(h) Special program area; and

(i) Transportation unit.

(3) A dietary supervisor shall:

(a) Assign staff in the cafeteria or dining room to count each incarcerated individual entering the cafeteria, dining room, and serving line; and

(b) Instruct dietary staff to count each tray and plate when serving a meal.

(4) Assigned custody staff shall:

(a) Utilize a thumb-actuated tally counter to count each incarcerated individual entering the cafeteria, dining room, and serving line; and

(b) Submit count information to the dietary manager, or dietary supervisor at the end of each meal.

(5) Assigned correctional dietary staff shall:

(a) Count each tray and plate when serving a meal; and

(b) Submit count information to the dietary manager, or dietary supervisor at the end of each meal.

C. Employee Meal Count.

(1) Each employee receiving a meal shall complete and sign *OPS.160-1hR – Meal Log* (Appendix H) before receiving a meal.

(2) Dietary staff shall instruct all employees entering the Officers Dining Room to sign *OPS.160-1hR – Meal Log* (Appendix H) before providing an employee a meal;

(3) The dietary manager, or dietary supervisor shall instruct dietary staff to count each tray and plate when serving a meal;

(4) Dietary staff assigned to count trays or plates being served shall submit count information to the dietary manager, or dietary supervisor at the end of each meal.

D. Meal Count Monthly Report.

(1) The dietary supervisor shall record incarcerated individual and staff participation of meals on *OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q) and *OPS.160-1rR – Daily Employee Meal Count Monthly Report* (Appendix R).

(2) The facility dietary manager, or designee shall:

(a) Generate and maintain *OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q) and *OPS.160-1rR – Daily Employee Meal Count Monthly Report* (Appendix R).

(b) For meals served to incarcerated individuals, note daily discrepancies between the cafeteria, dining room, and thumb-actuated tally count;

(c) For meals served to employees, note daily discrepancies between the ODR meal log and ODR tray count.

(d) Forward completed *OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q) and *OPS.160-1rR – Daily Employee Meal Count Monthly Report* (Appendix R) to the facility managing official, or designee for review by the 4th day of the following month.

(e) Submit reviewed *OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report* (Appendix Q) and *OPS.160-1rR – Daily Employee Meal Count Monthly Report* (Appendix R) electronically to the regional dietary manager.

(3) If a discrepancy between incarcerated individual or employee count and tray count exceeds 10, the dietary manager, or designee in cooperation with the facility security chief shall review procedures to determine whether changes should be implemented.

(4) The regional dietary manager shall:

(a) Compile a monthly report of incarcerated individual and employee meal counts of each facility in their assigned region; and

(b) Submit the monthly report to the Director of Food Services by the 10th day of the following month.

(5) The Director of Food Services shall notify the Deputy Secretary of Operations if the monthly reports are not received.

E. Preparing Meals Based on the Meal Count Number.

(1) The facility dietary manager or dietary supervisor shall prepare the necessary and proper amounts of food products served to incarcerated individuals and employees who participate in a meal as follows:

(a) Determine the number of meals prepared by the number of incarcerated individuals and employees participating in that type of meal as documented on the daily meal count monthly reports.

(b) Prepare meals with no more than a 10% overage within a month;

(c) Keep unprepared food available in the event of underestimating the number of incarcerated individuals and employees participating in the meal, and ready for quick preparation; and

(2) Regional dietary managers, managing officials, or designees shall manage dietary operations based on meal count procedures.

# References and Standards

## American Correctional Association (ACA) 5th Edition Standards:

- 5-ACI-1D-10
- 5-ACI-1D-11
- 5-ACI-1D-14
- 5-ACI-1D-15
- 5-ACI-1D-17
- 5-ACI-2E-05
- 5-ACI-2E-06
- 5-ACI-2E-07
- 5-ACI-2A-23 (M)
- 5-ACI-3B-05 (M)
- 5-ACI-4A-18
- 5-ACI-4B-18
- 5-ACI-5C-01
- 5-ACI-5C-02
- 5-ACI-5C-03
- 5-ACI-5C-04 (M)
- 5-ACI-5C-05
- 5-ACI-5C-06
- 5-ACI-5C-07
- 5-ACI-5C-08
- 5-ACI-5C-09 (M)
- 5-ACI-5C-10
- 5-ACI-5C-11 (11)
- 5-ACI-5C-12
- 5-ACI-5D-01
- 5-ACI-5D-03
- 5-ACI-5D-04
- 5-ACI-5D-05
- 5-ACI-5D-09
- 5-ACI-6B-01
- 5-ACI-7F-05
- 5-ACI-5C-05

## Maryland Commission on Correctional Standards (MCCS):

- MCCS .03A
- MCCS .03B
- MCCS .03C
- MCCS .03D
- MCCS .03E
- MCCS .03F
- MCCS .03H
- MCCS .03I
- MCCS .03J

## Code of Maryland Regulation (COMAR):

- COMAR 10.06.01
- COMAR 10.07.12
- COMAR 10.15.03
- COMAR 12.10.01
- COMAR 21.02.05.04

## Annotated Code of Maryland:

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

## Other:

- OPS.130.0012 – Medical Diets Manual
- OPS.130.0007 – Infection Control Manual
- DOC.110.0020 – Tool Control and Use
- Department of General Services (DGS) Inventory Control Manual

# Appendix

A. OPS.160-1aR – Meal Service Evaluation Form
B. OPS.160-1bR – Meal Verification Log
C. OPS.160-1cR – Bulk Food Temperature Log
D. OPS.160-1dR – Refrigeration/Freezer Temperature Log
E. OPS.160-1eR – Dishwasher Temperature and Pressure Log
F. OPS.160-1fR – Employee Medical Clearance for Food Handling Form
G. OPS.160-1gR – Food Sample Form
H. OPS.160-1hR – Meal Log
I. OPS.160-1iR – Standardized Meal and Event Guidelines
J. OPS.160-1jR – Opening Checklist
K. OPS.160-1kR – Closing Checklist
L. OPS.160-1lR – Food Services Weekly Sanitation Report
M. OPS.160-1mR – Physical Inventory Report
N. OPS.160-1nR – DGS Form 950-9 Excess Property Declaration Form
O. OPS.160-1oR – General Orientation for Food Service Workers
P. OPS.160-1pR – General Orientation for Food Service Workers Acknowledgement Form
Q. OPS.160-1qR – Daily Incarcerated Individual Meal Count Monthly Report
R. OPS.160-1rR – Daily Employee Meal Count Monthly Report

# Department of Public Safety and Correctional Services
# Meal Service Evaluation Form

_____
Facility/Unit

Meal: _____ Day: _____ Month: _____ Year: _____

To Be Completed By Ranking Senior Dietary Officer/Staff:

| Menu Served | Temperature (°F) |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Substitutions (if any)

_____ for _____
_____ for _____
_____ for _____

_____
Signature of Ranking Dietary Officer/Staff

To Be Completed By Correctional Officer:

1. Was the meal on the menu the meal that was served? □ Yes □ No
2. Were the hot foods appropriately hot (140°F or above)? □ Yes □ No
3. Were the cold foods appropriately cold (40°F or below)? □ Yes □ No
4. Was the portion served equal to the portion on the menu? □ Yes □ No
5. Was the food placed neatly on the tray? □ Yes □ No
6. Did the meal look appetizing? □ Yes □ No
7. Was the meal palatable? □ Yes □ No
8. Your overall Impression of the meal/comments (Your own words).

Time Meal Began: _____ Time Meal Ended: _____ Total Meals Served: _____

_____
Signature of Correctional Officer

_____
Signature of Quarterly Reviewer

# Department of Public Safety and Correctional Services
# Meal Verification Log

_____
Facility Name

Meal: _____ Date: _____

Summary of total trays sent:

| Section | Regular Trays | Diet Trays | Total Trays | C.O. Signature | Time Delivered | Scheduled Time |
|---|---|---|---|---|---|---|
| | | | | | | |

## Detail of Medical Diet Trays Sent:

| Name | Bed # | Diet Type | C.O. Signature | Time Delivered |
|---|---|---|---|---|
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# Department of Public Safety and Correctional Services
# Bulk Food / Temperature Control Log

_____
Facility Name

Meal: _____ Date: _____

| | Sending Unit | | | Receiving Unit | | |
|---|---|---|---|---|---|---|
| Item | Amount | Temp (°F) | Signature | Amount | Temp (°F) | Signature |
| | | | | | | |
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Departure Time: _____ Arrival Time: _____

Comments: _____

_____

Cold food temperatures are to be below 40°F. Hot food temperatures are to be above 140°F.
If temperatures fall outside of this range, food shall be re-thermalized per HACCP procedure.

# Department of Public Safety and Correctional Services
# Refrigerator / Freezer Temperature Control Log

_____
Facility Name

_____ _____
Location of Refrigerator/Freezer Month/Year

| Day | Opening | Recorded By | Mid-Day | Recorded By | Closing | Recorded By | Comments |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
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| 31 | | | | | | | |

**Standards:**

- Refrigerator temperatures may range from 35°F to 41°F.
- Freezer temperatures are to be 0°F or below.
- In the case of deviations, remove food to protected storage and notify maintenance immediately. Record action taken in “Comments” column.

# Department of Public Safety and Correctional Services
# Dishwasher Temperature / Pressure Log

Facility Name

Location of Dishwasher

Day/Month/Year

| Meal | Wash Temp #1 | Wash Temp #2 | Rinse Temp | Pressure | Recorded By | Comments |
|---|---|---|---|---|---|---|
| Breakfast | | | | | | |
| Lunch | | | | | | |
| Dinner | | | | | | |

**Standards:**

- Minimum wash temperature (hot water sanitizing), double tank machines: 140°F.
- Minimum wash temperature (hot water sanitizing), single tank machines: 160°F.
- Minimum wash temperature (chemical sanitizing): 75°F.
- Minimum rinse temperature (hot water sanitizing): 180°F.
- Minimum rinse temperature (chemical sanitizing): 120°F.
- Rinse pressure – minimum 15 psi to maximum 25 psi.
- Chemical sanitizers shall provide the equivalent bactericidal effect of a solution containing at least 50 ppm of available chlorine. In the case of deviations, institute alternative washing and sanitizing procedures and notify maintenance immediately if minimum hot water sanitizing standards are not met. Record action taken in "Comments" column.

# Department of Public Safety and Correctional Services
# Employee Medical Clearance for Food Handling

_____
Facility

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

In accordance with Chapter 2 of the Food Services Manual, potentially hazardous foods shall be labeled, dated, and stored for a period of 72 hours.

Potentially Hazardous Foods

Date Served: _____

| Meal: _____ | Meal: _____ | Meal: _____ |
|---|---|---|
| | | |
| | | |
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| | | |

| Person Taking Sample | Person Taking Sample | Person Taking Sample |
|---|---|---|
| Shift Supervisor | Shift Supervisor | Shift Supervisor |
| Date | Date | Date |

# Department of Public Safety and Correctional Services
# Meal Log

_____
Facility

Meal: □ Breakfast
□ Lunch
□ Dinner

Date: _____

| Signature | Unit/Agency | Free | *Off Premises |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
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| 19. | | | |
| 20. | | | |

* Off Premises – indicate in the column who authorized.

# Department of Public Safety and Correctional Services
# Standardized Meal and Event Guidelines

## Incarcerated Individual Events:

### Holy Days with Food

The established guidelines shall be used for holy day events. The holy days with food calendar shall be followed with specific meals identified for some of these events. Other dates identified on the calendar are entitled to a meal, selected from the existing menu. Each incarcerated individual religious group may select a meal from the dinner choices offered on the regular menu for the week of the event. The dietary manager in each correctional 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 Incarcerated Individual Fundraising Event

At the discretion of the managing official, the following menu may be provided.

**Option #1**

| | |
|---|---|
| BBQ chicken (leg, quarter) | 1 ea. |
| Coleslaw | 4 oz. |
| Macaroni Salad | 8 oz. |
| Cookies | 2 ea. |
| Soda | 1 ea. |

**Option #2**

| | |
|---|---|
| * Hamburger w/Bun | 1 ea. |
| * Hot Dog w/Bun | 1 ea. |
| Coleslaw | 4 oz. |
| Macaroni Salad | 8 oz. |
| Cookies | 2 ea. |
| Soda | 1 ea. |

* All Beef Hamburger w/Bun and All Beef Hot Dog w/Bun.

### Incarcerated Individual Graduation Event

At the discretion of the managing official, given the identified costs and budget constraints, the following menu may be provided.

| | |
|---|---|
| Punch | 8 oz. |
| Cookies or Cake | 2 ea. or 1 piece |

## Staff Events:

### Managing Official/Appointing Authority's Meeting, Quarterly Departmental Manager's Meeting, and Audit Team:

At the discretion of the managing official/appointing authority, given the identified costs and budget constraints, the following menu may be provided for meetings that take place in the AM:

| | |
|---|---|
| Coffee or Tea | 8 oz. |
| Juice | 8 oz. |
| Two Danish or Bakery Item | 2 ea. or 1 serving |

If the group is staying through the lunch meal, lunch will be provided. The dietary manager should be contacted ahead of time to plan for the additional production needed to accommodate the group as well as to establish a time for their lunch.

### Employee Appreciation Day Event:

The following menu shall be used for employee appreciation day events. One meal per employee shall be provided. At the discretion of Department HQ Administration and the Director of Food Services an additional meal, budget permitting, may be authorized during the month that the employee appreciation day meal is served.

| | |
|---|---|
| Grilled Steak/equivalent | 1 ea. |
| Baked Potato/equivalent | 1 ea. |
| Tossed Salad/Vegetable | 1C/4 oz. |
| Dinner Roll | 1 ea. |
| Strawberry Shortcake/Fruit | 1 piece ea. |
| Soda | 1 ea. |

**Management Meetings:**

As these special events arise, the correctional dietary regional manager or correctional dietary manager will provide cost to the Director of Food Services. This includes meetings at a correctional facility or off-site for training, programming, and staffing events, or to enhance staff retention.

**Event Guidelines:**

When a food order contract is in place, these events will need to be approved by the Deputy Secretary of Administration. Each event must be fully documented with food cost submitted to the Director of Food Services and to the fiscal office of the facility/region so finance can make adjustments between incarcerated individual meals and free meals if no food order contract is in place. A copy of this documentation is to be provided to the managing official/appointing authority.

An event request must be made to the correctional food services manager a minimum of 30 days prior to the event in order to make menu adjustments or to order any necessary items.

# Department of Public Safety and Correctional Services
# Opening Checklist

_____
Facility Name

Date: _____ Time: _____

| Area | Yes | No | Comments |
|---|---|---|---|
| 1. All incarcerated individuals reported on time, clean clothing and shoes; no open sores, skin infections or intestinal disease; 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; freezer temperature recorded. | | | |
| 4. Office secured and clean. | | | |
| 5. Kitchen secured and clean. | | | |
| 6. Storeroom secured and clean. | | | |
| 7. All equipment operational, clean 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 taken 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. | | | |

_____
AM Supervisor's Signature

# Department of Public Safety and Correctional Services
## Closing Checklist

_____
Facility Name

Date: _____ Time: _____

| Area | Yes | No | Comments |
|---|---|---|---|
| 1. All incarcerated individuals reported on time, clean clothing and shoes; no open sores, skin infections or intestinal disease; 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; freezer temperature recorded. | | | |
| 4. Office secured and clean. | | | |
| 5. Kitchen secured and clean. | | | |
| 6. Storeroom secured and clean. | | | |
| 7. All equipment operational, clean 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 taken 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
# Weekly Sanitation Report

_____

**Facility**

| **Date:** | **Time:** | **Dietary Supervisor:** | | | |
|---|---|---|---|---|---|
| **Area** | **Sat.** | **Unsat.** | **Area** | **Sat.** | **Unsat.** |
| **Receiving & Storage Areas:** | | | **Food Service Areas** | | |
| Dock | | | Hot Holding & Pass-through Warmers | | |
| Grounds | | | All Mobile Food Service Equipment | | |
| Compactor | | | Shelves, Cupboards, Racks | | |
| **Food Preparation Area:** | | | Serving Line Units & Counters<br>Walls, Floors, Ceilings (including lights) | | |
| Ventilation & Exhaust Hoods | | | | | |
| Grills, Griddles | | | **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 & Resident Toilet Rooms | | |
| Work Tables | | | Food Services Administrative Offices | | |
| Walls, Floors, Ceilings (including lights) | | | | | |

****Please Use Reverse Side for Comments****

**Department of Public Safety and Correctional Services**
**Weekly Sanitation Report**

## Comments

# Department of Public Safety and Correctional Services
# Physical Inventory Report

_____
Facility Name

Date Conducted: _____

| Commodity Item Number | Description | Use of Issue | Count | Recount | Adjustments |
|---|---|---|---|---|---|
| ***Spices and Baked Goods*** | | | | | |
| 39332-0202XX | Baking Powder | 4/ 10lb box | | | |
| 39399-0204XX | Baking Soda | 24/ 1lb box | | | |
| 39380-130015 | Basil | 5lb | | | |
| 39399-0065XA | Bay Leaves, Whole | 5lb | | | |
| 39352-105005 | Bread, Paste White | 50lb | | | |
| 39399-2223XX | Brownie Mix | 6/ 5lb box | | | |
| 39346-2229XX | Cake Mix, Yellow | 6/ 5lb | | | |
| 39399-2224XX | Cake Mix, Chocolate | 6/ 5lb | | | |
| 39346-2228XX | Cake Mix, White | 10lb bag# | | | |
| 39350-0216AX | Flavor, Vanilla Imitation | Gallon | | | |
| 39399-0080XX | Celery Seed | 12-1# | | | |
| 39342-0211XX | Cornstarch, Edible | 21/ 1 box | | | |
| 39399-0090XX | Chili Powder | 12-1# | | | |
| 39310-PL060 | Chips, Potato | 60/ 1oz case | | | |
| 39399-011OAX | 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 | | | |
| ***Condiments, Seasonings, and Spices*** | | | | | |
| 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 | | | |

# Department of Public Safety and Correctional Services
## Physical Inventory Report

| Commodity Item Number | Description | Use of Issue | Count | Recount | Adjustments |
|---|---|---|---|---|---|
| ***Condiments, Seasonings, and Spices (cont.)*** | | | | | |
| 39381-131604 | Sugar, Brown, Light 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 | | | |
| ***Beverages/Juices*** | | | | | |
| 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/ 46oz | | | |
| 39360-323206 | Beverage, Cranberry Juice | 12/ 46oz | | | |
| 39333-541224 | Beverage, Grapefruit Juice | Case | | | |
| 39333-541224 | Beverage, Orange Juice | Case | | | |
| 39341-0315XX | Coffee, Freeze Dried | 24/ 4oz case | | | |
| 39385-25005 | Beverage Base, Tea | Case | | | |
| ***Cereal, Breakfast Food*** | | | | | |
| 39359-510508 | Apple Butter, Can | 7#/ 8oz can | | | |
| 38547-170045 | Breakfast Links, Ckd., Meatless, Frozen | Case | | | |
| 38547-170060 | Breakfast Patty, Ckd., Meatless, Frozen | Case | | | |
| ***Dairy/Dairy Substitutes*** | | | | | |
| 39007-0025XX | Cheese, American, Processed Yellow, Sliced | Case | | | |
| 12345-XXXXXX | Cheese, Cheddar | Case | | | |
| 39007-0086XX | Cheese, Parmesan, Grated | 12/ 1# | | | |

# Department of Public Safety and Correctional Services
## Physical Inventory Report

| Commodity Item Number | Description | Use of Issue | Count | Recount | Adjustments |
|---|---|---|---|---|---|
| ***Dairy/Dairy Substitutes (Cont.)*** | | | | | |
| 39021-0005XX | Eggs, Shell, Chicken, Fresh, Medium | 30doz case | | | |
| 39056-0015XX | Margarine, 1# | 30#/ case | | | |
| 39399-1111XX | Milk Powder, Non-Fat Dry, Skim | 50# bag | | | |
| ***Fruits and Vegetables*** | | | | | |
| 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” 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, Kidney | 6/ #10 case | | | |
| 39387-0710XX | Beans, Dried Michigan Pea | 100# bag | | | |
| 39386-207400 | Beets, Diced | 6/ #10/ case | | | |
| 39386-20857 | 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, Pulp Med. Concentrate | 6/ #10/ case | | | |
| 39386-8112XX | Tomatoes, Crushed US G.B. | 6/ #10/ case | | | |
| ***Meat, Poultry, and Seafood*** | | | | | |
| 39049-125001 | Beef Cubes for Stew | | | | |
| 39049-125030 | Beef Liver, Sliced | 40lb | | | |
| 39049-125118 | Bologna, Turkey | 10lb roll | | | |
| 38547-160070 | Bologna Roll, Meatless TVP Cooked | lb. | | | |
| 38547-184025 | Burger Crumbles, Meatless | Case | | | |

# Department of Public Safety and Correctional Services
# Physical Inventory Report

| Commodity Item Number | Description | Use of Issue | Count | Recount | Adjustments |
|---|---|---|---|---|---|
| ***Meat, Poultry, and Seafood (Cont.)*** | | | | | |
| 39049-701XXX | Chicken Quarters, Marinated, Cut | lb. | | | |
| 38544-000001 | Chicken Patty | lb. | | | |
| 39049-125077 | Chick 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 | | | |

**EXCESS PROPERTY DECLARATION**
**STATE OF MARYLAND**
**DEPARTMENT OF GENERAL SERVICES**
**301 W. PRESTON STREET, ROOM 1514**
**BALTIMORE, MARYLAND 21201**
**410-767-0587**

Instructions:
Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.

DGS Control No.

dgs.statewidepropertydisposals@maryland.gov

| | | | |
|---|---|---|---|
| Agency: | | Forwarded By: | |
| Sub-Unit: | | Property Officer: | |
| Sub-Unit Code: | | | |
| Address: | | Signature: | Date: |
| City/State/Zip: | | E-mail Address: | |
| Contact Person: | | Agency Head: | |
| 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 (Incl. Make Model & Serial Number) | Acquisition Cost | Acquisition Mo/yr. | Good | Fair | Poor | USRV | Description Of Needed Repairs / Comments |
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# Department of Public Safety and Correctional Services
# General Orientation Handout For Food Service Workers

## .01 General Appearance.

A. The highest standards of personal hygiene will be maintained. This included clean clothing, daily bathing, frequent hand washing, and trimmed nails. Incarcerated food handlers shall be free from body odor.

B. Hands are to be washed frequently to include before starting work and after each visit to the restroom.

C. All food service workers will wear effective hair restraints and disposable gloves when working around food. No other headgear will be permitted except for religious headgear. An effective hair restraint shall cover the religious headgear.

D. Sleeveless shirts and shorts that expose underarms and legs are strictly prohibited.

E. Excess jewelry is not allowed when working as a food service worker.

## .02 Points of Emphasis.

A. Illness must be reported to the housing officer prior to a food service worker assumes duties in the food service area. Cuts, sores, burns, or any on-the-job injury shall be reported immediately to the dietary officer/supervisors on duty.

B. Eating and drinking in the food preparation area or at the serving line is not allowed.

C. All food service workers shall eat at their assigned mealtime. No meal is to be consumed while population feed is conducted. A missed meal by a food service worker will be provided after the population.

## .03 Work Areas.

A. All food service workers shall have their identification card(s) (ID's) and meal cards (vegetarian and medical diet) in their possession and displayed when required.

B. All food service workers are to report to the dietary officer/kitchen officer when reporting to work and when leaving work at the end of their workday.

**Department of Public Safety and Correctional Services**
**General Orientation Handout For Food Service Workers**

C. All food service workers shall 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 incarcerated food handler.

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

G. No kitchen utensil(s) shall leave the kitchen or dining room. Only uniformed staff/supervisors will sign out utensils to food service workers. Food service workers are not to transfer equipment among each other. Food service workers issued a utensil will wash and sanitize the utensil before returning it to the issuing supervisor.

H. No bags or excess clothing will be brought in or out of the food service area.

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

J. Yelling out at other incarcerated individuals, 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 food service worker may be called upon to work in any area as required by the supervisor. Food service workers can be moved from one area of assignment to another without loss of pay. Food service workers will perform duties as assigned to them by a supervisor.

M. Food service 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.

**Department of Public Safety and Correctional Services**
**General Orientation Handout For Food Service Workers**

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. Food service 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 incarcerated individual will be provided food as a reward or punishment.

R. Each food service worker shall keep all work areas clean, to include utensils and food service equipment.

# Department of Public Safety and Correctional Services
# General Orientation Handout For Food Service Workers Acknowledgement Form

I, _____ , SID # _____ ,
(Print Last Name, First Name)

have read and received the General Orientation Handout for food service workers

_____
Incarcerated Individual's Signature

_____
Date

cc: Incarcerated Individual's Dietary File

# Department of Public Safety and Correctional Services
# Daily Incarcerated Individual Meal Count Monthly Report

Facility: _____

| Month/Year | | Breakfast | | | Lunch | | | Dinner | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Date | ADP | Cafeteria Tally Count | Tray Count | Hospital PC, Seg. Trays | Cafeteria Tally Count | Tray Count | Hospital PC, Seg. Trays | Cafeteria Tally Count | Tray Count | Hospital PC, Seg. Trays |
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| Totals: | | | | |
|---|---|---|---|---|
| | Total Breakfast Served: | | Total Lunches Served: | | Total Dinners Served: | |
| | % of Breakfast Served: | | % of Lunches Served: | | % of Dinners Served: | |

| | |
|---|---|
| Total Potential Meals Per Month: | |
| Total Actual Meals Served: | |
| Average Daily % of Meals Served: | |

Comments: _____

_____

# Department of Public Safety and Correctional Services
# Daily Staff Meal Count Monthly Report

Facility: _____

| Month/Year | Shift #1 | | | Shift #2 | | | Shift #3 | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | ODR Count | Tray Count | Other | ODR Count | Tray Count | Other | ODR Count | Tray Count | Other |
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| Totals: | Total Breakfast Served | | | Total Lunches Served | | | Total Dinners Served | | |
| | # of Staff Signing Logbook | | | # of Staff Signing Logbook | | | # of Staff Signing Logbook | | |

Comments: _____

_____