



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 5

Food Preparation and Service of Meals

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Signature Copy on File

4/14/2025

Signature

Date

REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Food Production Worksheet - A document with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served.

Foodborne Outbreak - Two or more cases of the same disease, attributable to exposure to contaminated food, with that same exposure occurring within one incubation period of each other (Virginia Department of Agriculture and Consumer Services).

PURPOSE

This Chapter of the Food Service Manual provides protocols to ensure that food preparation and the service of meals to staff, inmates, and CCAP probationers/parolees meet the standards set for the Department of Corrections (DOC). (2-CO-4C-01)

PROCEDURE

- I. Food Preparation
 - A. Nutritionally adequate meals for staff, inmates, and CCAP probationers/parolees, which take into consideration flavor, texture, temperature, appearance, and palatability will be prepared in accordance with the master menu and in compliance with established safety and sanitation requirements. (5-ACI-5C-05)
 - B. Recipes furnished by the DOC Registered Dietitian must be used for preparing items or substitutions for items on the master menus.
 - C. *Food Production Worksheets*, which provide food preparation instructions for cooks and food service staff, will be posted daily in the kitchen. This is to ensure that enough foods are prepared to correspond with menu portions and the number of meals served.
 - D. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. (5-ACI-2E-06; 4-ACRS-4A-05)
 - E. All staff, inmates, and CCAP probationers/parolees must comply with the safety and sanitation conditions as stated in other Chapters of the Food Service Manual.
 - F. For each meal prepared, a serving portion of all menu items (including Common Fare) is to be trayed up, dated, and held frozen for seven days. After that time, the trays may be discarded. If there is a pending investigation due to the possibility of a foodborne outbreak, the facility Health Authority or designee may request a hold on the serving items.
 - G. A *Temperature Control Sheet* FSM_F1 must be completed for all potentially hazardous food items prepared.
 - H. See Attachment 1, *Food Production Worksheet Instructions*, for guidance on completing a *Food Production Worksheet* and a *Temperature Control Sheet*.
 - I. Attachment 2, *Staff Dining Time/Temperature Control Sheet*, must be completed for potentially hazardous food during operation hours of staff dining.
- II. Meal Service
 - A. Service of meals will be designed to enhance the enjoyment of meal periods by making the meals as attractive as possible in the atmosphere of a facility dining room.
 - B. At least three meals (including two hot meals, with the exception for Common Fare) are provided at regular mealtimes during a 24-hour period, with no more than 14 hours between the end of the evening meal and the beginning of the breakfast meal. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met. (5-ACI-5C-16)
 - C. One tray per meal service will be provided to each inmate or CCAP probationer/parolee.
 - D. All food will be served at the appropriate temperature to maintain quality, taste, appeal, and texture. All serving lines will be designed to provide sections for hot food and chilled food. Serving temperatures of food must be checked and recorded on the *Temperature Control Sheet* FSM_F1.
 - E. Meals will be served under conditions that minimize regimentation, although there will be direct supervision by staff. (5-ACI-5C-15)

- F. All facilities will provide space for group dining, usually utilizing four, six, or eight person tables, except when security or other considerations justify otherwise. Dining space will be large enough to allow for meals to be served, affording each inmate or CCAP probationer/parolee the opportunity to have at least 20 minutes of dining time for each meal. (5-ACI-2E-05; 4-ACRS-4A-05)
- G. Plastic bowls, tumblers, or cups will be used, along with the standard plastic compartment trays. All inmates or CCAP probationers/parolees in the general population will be provided a spork.
- H. Adequate supervision will ensure that meals are served in pleasant surroundings without favoritism, carelessness, or waste.
- I. Food must not be used as a disciplinary measure. (5-ACI-5C-08)
- J. Inmates on prescribed medical diets will remain on the diet until the order expires or the inmate is removed from the diet by health services staff.
- K. In accordance with the signed *Agreement*, any inmate on a religious diet menu, who is observed or detected picking up or eating from another meal tray, or trading or possessing unauthorized food items from the main line will be assessed the cost of the religious meal (currently \$.70 per meal for Common Fare or \$3.25 for a sealed religious diet).
- L. Inmates assigned to restorative housing will receive the same meal and service utensils as general population, unless such items are abused or pose a security risk as determined on an individual basis at the facility.
 - 1. Inmates on an approved religious diet menu are expected to remain on the religious diet menu while in restorative housing.

An inmate in restorative housing who wishes to voluntarily withdraw from an approved religious diet must submit a written request in accordance with Food Service Manual Chapter 4, *Religious Diets and Special Menus*.
 - 2. Non-nutritive beverages may be substituted per facility need.
 - 3. With administrative approval in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*, alternative meal service may be provided to an inmate in restorative housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates.
- M. One salt and one pepper packet will be served at each meal. Salt and pepper shakers can be used if feeding in the dining hall in place of packets. One sweetener packet will be served at the breakfast meal.

III. Meals Provided to Staff, Guests, and Volunteers

- A. One meal per shift may be provided without charge to on-duty staff as defined in this Chapter, volunteers, and official visitors at each facility.
- B. The Facility Unit Head may authorize additional free meals provided the meals are consumed on premises and are solely for the convenience of the Commonwealth.
- C. Each meal provided to a staff member, guest, and volunteer must be documented on a *Staff Meal Log* or by a collection of meal coupons.
 - 1. The Assistant Facility Unit Head and Business Manager/Fiscal Technician must review and sign off on the *Staff Meal Log* to ensure accuracy.
 - 2. The Food Operations Director/Manager maintains documentation of such meals as required for audits.
- D. All meals must be consumed on premises or at the staff member's official workstation, i.e., transportation or work gangs.
 - 1. No food or other items may be removed from the dining hall or area where food is consumed by inmates. Inmates found with unauthorized items from the dining hall or area where food is provided

may receive a Category II Offense, Possession of contraband; refer to Operating Procedure 861.1, *Inmate Discipline Attachment 3, Category II Code of Offenses*.

2. No items from the kitchen are allowed in the inmates living area (i.e., food, napkins, utensils, etc.) except on Service Day/lockdown or other times deemed necessary by administrative staff. Inmates found with unauthorized items from the kitchen may receive a Category II Offense, Possession of contraband.
- E. The Food Service Director, with Facility Unit Head or Assistant Facility Unit Head approval, will design a cost-effective menu from the meals available on the regular menu for inmates and CCAP probationers/parolees. The meals must be prepared from the same food items and in the same kitchen as inmate and CCAP probationer/parolee meals.
1. Night shift meals must be freshly prepared each night from the staff menu.
 2. Soup and salad or potato bars may be provided in addition to the regular staff menu.
 3. Leftovers, “spot buys”, and other food items that are not available in sufficient quantity for the inmate or CCAP probationer/parolee population may be substituted for regular staff menu items.
 4. All facilities will offer seasonal snacks during mealtimes, i.e., fruit, salad, etc.
- F. All facilities must develop a plan to ensure ServSafe® certified security or food service staff, inmates, and CCAP probationers/parolees cook night shift meals at specific times designated by the Facility Unit Head or designee.

REFERENCES

Food Service Manual Chapter 4, *Religious Diets and Special Menus*

Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*

Operating Procedure 861.1, *Inmate Discipline*

ATTACHMENTS

Attachment 1, *Food Production Worksheet Instructions*

Attachment 2, *Staff Dining Time/Temperature Control Sheet*

FORM CITATIONS

Temperature Control Sheet FSM_F1