DEPARTMENT OF CORRECTIONS

Policy Number:	**302.030**
Title:	**Food Service**
Effective Date:	**11/15/24**

PURPOSE: To provide uniform procedures to direct essential food service operations at Minnesota correctional facilities.

APPLICABILITY: All state-run prison facilities

DEFINITIONS:

Alternative meal program – a different meal option, based on a vegetarian meal pattern that an incarcerated adult can self-select at standard adult facilities to accommodate personal preference, avoidance of common food allergies, or a desire for more healthful eating.

Menu group – a planning group consisting of food service supervisors and dietitians.

Vegetarian meal – a non-meat substitute meal using dairy products, eggs, nuts, and legumes, including soybeans, to provide adequate protein and health-focused nutrition.

PROCEDURES:

A. Management

1. An experienced full-time Minnesota state-certified food service supervisor manages food services at each facility, but exact titles may vary.

2. The facility food service supervisors must operate facility kitchens using management practices that adhere to governmental health, safety, and labor codes; follow appropriate budget, purchasing and accounting practices; and provide nutritionally-balanced meals using standard menu plans.

3. The food service supervisor must personally supervise state staff and ensure incarcerated individuals assigned to food service receive direct oversight during daily operations. This is done following the facility-established staffing ratio and job assignment placement procedures.

4. The agency food program director ensures that a source of current operating guidelines is maintained on iShare (see the Food and Nutrition iShare page, link attached) and made available for staff reference to outline core food service procedures. The food service supervisor maintains onsite procedures which are specific to the facility's food service process details.

5. Throughout the year, food service supervisor group meetings are arranged by the central office to support program discussions, guideline updates, and trainings.

6. Food service staff must keep documents on file at each facility according to the retention schedule, such as worker orientation, food service meetings and trainings, and logs of temperatures, production, and sanitation tracking.

7. The food service supervisor monitors the condition and adequacy of the physical spaces, water, appliances, and equipment needed to safely and effectively prepare and serve meals, placing work orders as needed.

8. The agency food program director audits each facility annually for adherence to food program standards, food safety processes, religious meal procedures, and routine inspections, and reviews documentation of related processes. The director/designee keeps the audit documents on file at the central office according to the retention schedule.

B. Training

1. New food service staff must attend the department pre-service academy training program, complete food service orientation training, and acquire a food safety certificate (manager's level). In addition, all food service staff must complete new equipment and food service relevant training on a regular basis that counts toward the annual training required by the facility and department. The food service supervisor must ensure this training is documented in the agency-approved electronic training system.

2. Food service staff must train and supervise incarcerated people who are assigned to the kitchen. Food service staff provide and document comprehensive food and personal safety training for food handlers assigned to the kitchen using established materials found in the agency's resources located on iShare.

3. The food service supervisor must ensure quarterly worker evaluations are conducted and maintained on work performance.

4. A worker food safety certification program is supported by designated food service units to enhance worker competence and job opportunities in the community.

C. Food service regulations

1. Approved menu software is used at all facilities to ensure compliance with nutritional goals. Standard production forms are used to meet federal, state, and local regulations regarding food safety.

2. Food service staff must reference the iShare Food and Nutrition site frequently to ensure adherence to current operational guidelines, forms, and processes.

3. Eating utensils are provided by the facility and regulated according to facility security needs.

4. A minimum of 20 minutes for dining time is scheduled for the population.

5. Disciplinary measures must not involve food.

6. There must be direct supervision by food service and/or security staff during scheduled adult dining. Staff members must supervise meals at all juvenile facilities.

7. Annual licensure for each food service operation is arranged by the facility food service supervisor directly through the applicable branch of the Minnesota Department of Health.

The food services supervisor must ensure the license is posted for easy viewing within the food service area.

8. At the Red Wing facility, kitchens are located in each living unit. Food preparation occurs both in the main kitchen and in the living unit kitchens. Living unit designees supervise food preparation and follow posted cooking and serving instructions.

D. Health and safety

1. Inspections
   a) Facility food operations must comply with all applicable health codes and regulations of the governing jurisdiction. The Minnesota Department of Health or local county health department conducts an annual inspection. Facility food operations staff must take corrective actions on any deficiencies identified, document these efforts, and send the documentation as a reply to that inspector.
   b) Food service inspections are conducted internally on a weekly, and quarterly schedule. The food service supervisor or designee must complete the weekly inspection of all food service areas. A safety administrator, a state dietitian, and the associate warden of administration (AWA)/designee function as auditors for the quarterly inspections. The associated forms can be found under the Internal Inspections Materials library of the Food and Nutrition iShare page. Auditors focus on previous areas of concern to verify successful solutions.
   c) The food service supervisor is responsible for addressing the non-compliant situations noted on these reports through the creation, completion, and communication of corrective action plans. The food services supervisor ensures these reports are kept on file at the facility, according to retention schedules.
   d) Distribution of completed inspection materials follow this path:
      (1) The food services supervisor shares weekly inspection results internally with facility management.
      (2) Quarterly and annual inspection results are sent to the food service supervisor, who completes forms as necessary and then provides the final response version to the auditor and both shared managers in a timely fashion.

2. Environmental Controls
   a) Food service staff must review and record all food storage area, refrigerator, freezer, and dish machine temperatures daily to ensure compliance with Minnesota food code parameters.
   b) Food service staff must record and maintain appropriate temperatures for all potentially hazardous foods in service and during the critical control points of preparation (thawing, cooking, cooling, holding, and reheating).
   c) Food service staff must ensure proper dilution and use of chemicals in the kitchen and dining areas, with regular testing results recorded.

3. The facility warden/designee may allow foods from onsite gardens to be used for menus if the produce is fresh and inspected by food service personnel prior to use. Food services staff quantify the types and amounts on the Garden Harvest tracking form found in the Food Service Operations Guidebook located on iShare.

4. Food expiration

a) Food services staff ensure that date marking is used for all refrigerated food to indicate the use-by date, if required by the Minnesota food code.

b) Foods sent out from the kitchen to living units and left over from people's meal trays and snack bags must be removed and discarded after 24-hours to discourage consumption of unsafe foods and the attraction of pests.

5. Restriction of ill food workers
The food service operation must have a program in place to regularly monitor the workforce for contagious symptoms per the current Minnesota Department of Health guidance. When the need to restrict an ill worker/staff person is identified, this must be documented and the food services supervisor/designee can reference established procedures from the agency's resources located on iShare.

6. Personal hygiene
All food services handlers involved in the preparation and serving of food must be monitored by designated staff to ensure they maintain a high standard of personal hygiene. All food handlers must comply with all regulations of the Department of Health, including such examples as: use of gloves; wearing masks; hair and beard restraints; coughing into elbow; clean uniforms; and washing of hands upon reporting to duty, when returning after using toilet facilities, after breaks; and after working with raw foods.

7. Water supply
The facility's water supply is approved by an independent, outside source to ensure it is in compliance with jurisdictional laws and regulations, whether owned by the public water department or the facility.

E. Menu

1. A licensed dietitian must review and approve in writing the agency's scheduled menus in advance of their use, either annually or when menus are formally changed, to ensure that they meet the nationally recommended allowances for basic nutrition and established menu goals. Facility food service supervisors must evaluate meals on an ongoing basis to ensure adherence to the DOC's standardized menus. The juvenile facility must follow the U.S. Department of Agriculture (USDA) school nutrition guidelines.

2. Menu planning must also take into consideration the taste preferences of the region, food texture combinations, tray presentation, and production capabilities when creating meals. The menu group must have representation from each adult facility at least annually. Facility food representative meetings regularly seek input and feedback from the housed population. Occasional special facility meals are permitted to incorporate popular food suggestions while following the associated guidance.

3. Food services staff must provide incarcerated adults at standard facilities the option to choose a meal from either the general menu or the alternative menu at all regularly-scheduled meals to support self-selection guidance and community-eating readiness. Boot camp and juvenile menus are designed differently and can accommodate special dietary needs while stressing appreciation of provisions.

4. Staff must follow the menu schedule and post general and alternative menus in serving areas, living units, and work areas at least one week in advance. Standardized recipes are

required for planning and preparing meals to ensure that the intended level of food service standards and menu goals are met. Food services staff make the basic nutritional analysis of the standard meals available to their facility population.

5. Maximum meal quality and safety is achieved through service of foods as soon as possible after preparation and tray waste observance to evaluate for issues.

6. Whenever possible, staff must notify the population in advance of any substantial menu substitutions. The replacement item offered must follow the Menu Substitutions Guide found in the agency's resources located on iShare. Food services staff must document menu substitutions on the associated form.

7. Three meals per day are provided for every incarcerated person and youth at regularly-scheduled meal times during each 24-hour period under normal circumstances; two are hot meals. Facility administration must ensure that an interval no greater than 14 hours is scheduled between the regular weekday evening meal period and the following day's breakfast meal period, not including holidays.

8. Holidays – enhanced meals are served to the general population in recognition of state holidays as indicated on the holiday menu schedule.
   a) Facility administration at St. Cloud, Stillwater, Rush City, Moose Lake, Lino Lakes, Faribault, and Shakopee may decide to provide two meals instead of three on the days that the facility recognizes a state holiday.
      (1) The two-meal menu for each holiday must meet established daily nutritional goals and follows a planned template.
      (2) In order to accommodate individual facility scheduling and programming needs, the facility administration selects the actual days on which the holiday menus are served.
   b) The facilities at Willow River, Togo, Red Wing, and Oak Park Heights serve three meals per day, including holidays. The Shakopee Challenge Incarceration Program (CIP) follows this meal structure as well.

9. Restrictive Housing
   The facility administration may require a meal substitution if a general population menu item cannot be served in locked units due to security concerns. Food services staff provide a nutritionally-equivalent substitution following the Restrictive Housing Meal Guideline found in the agency's resources located on iShare and in Procedure H, below. Adults at standard facilities are also provided with the option to select alternative meals, if applicable (See Procedure E.3, above).

10. The food service plan at the Red Wing facility provides a single menu for staff, incarcerated people, and youth.

F. Medical diets
   1. A Therapeutic Diet Resource Manual is available electronically to all facilities as a reference within the Food and Nutrition library found under the business unit tab on iShare for health and food services staff.

2. Medical and dental personnel may authorize therapeutic diets for incarcerated people and youth. Menus created by a dietitian for these purposes use simple production requirements and use foods as close as possible to those served to the general population.

3. Health services reviews specific individuals' dietary needs and concerns, including food allergies. When a person is identified as needing self-manageable diet restrictions, health services personnel must provide adequate education/direction on which foods to avoid. Incarcerated people and youth are responsible for controlling their own food consumption and following their modified diet plan by choosing wisely and self-selecting between menu options and commissary choices.

4. Food services staff provide individuals requiring medical diet accommodations with special diet food trays/bags in both dining areas and locked units if prescribed by health services.

5. Individuals with insulin-dependent diabetes may be designated by health services to receive a daily small evening snack. On two-meal holidays, health services staff may order a diabetic bag meal for blood sugar stability.

G. Religious diets

The incarcerated population and youth can generally meet most religious dietary restrictions through self-selection. Food services operations provide the following options to further accommodate religious diet restrictions:

1. Lacto-ovo vegetarian meals are available on a meal-by-meal basis to any adult through the alternative meal program at the standard facilities.

2. Pork-free meal options are available every Tuesday at the lunch meal (which is the only time pork is served in adult facilities) through the alternative and male CIP menu lines. Processes are in place to control the once-weekly handling of pork-containing foods (see the agency's resources located on iShare). The Red Wing facility does not serve pork on its menu.

3. Food service operations make reasonable meal accommodations if authorized by the facility religious coordinator for the observation of special fasts and dietary regulations. Religious-specific menus are planned under a consultant's guidance and contain foods if deemed necessary for meeting the dietary laws of the corresponding faith. Internal guidance documents are created for the appropriate provision and handling of religious meal accommodations.

4. Annual fellowship meals

Incarcerated people and youth may attend an annual faith group meal if they meet requirements specified in Policy 302.300, "Spiritual Care." The group's religious or volunteer coordinator must submit an Annual Special Meal Request form for Spiritual Care/Religious Coordinators (attached) to food services to apply for this meal, four to six weeks prior to the event date as indicated. The reference for religious coordinators, "Annual Meal Food Guidance Form," 302.030C.1," is also attached to this policy.

H. Monitoring of provisions for special diets and special units

1. The meals prepared for special diets (both medical and religious) and those sent to restrictive units must be inspected and supervised by staff. This includes monitoring and tracking contents for special meal accuracy and ensuring proper tray quantity counts.

2. Utensils must be appropriate, provided, and controlled in special units.

3. Staff must deliver/supervise the delivery of food via wrapped and labeled trays or designated carts to incarcerated persons in special units. Foods must be held appropriately as hot or cold meal components until served.

I. Temporary meal service

1. Food services staff may provide cold bag meals to individuals when specifically requested by behavioral health staff while monitoring for harmful or inappropriate use of food trays or tableware (see Policy 301.083, "Restrictive Housing Management," and Policy 500.300, “Mental Health Observation”).

2. Interim meals may be provided to individuals who are not able to attend the regular meal service or are in lock-up status, or when food operations are hindered, following internal guidelines for suitable meal contents (see the Program Standards within the agency’s resources located on iShare).

3. Food services staff may modify meals to basic components in the short-term or use the established emergency menu and procedures during a longer unforeseen facility event to support continuation of meal service. (Refer to printed or electronic Emergency Guidance documents for Food Services.)

J. Security

1. Security staff must be present to supervised incarcerated workers.

2. Tool control
   Food services staff must follow Policy 301.040, “Tool Control,” for checking controlled items in and out, tethering as required, and documenting broken tool replacement.

3. Sensitive product control
   a) Staff must store all food products identified as sensitive control substances, including yeast and flavor extract, in a secure area.
   b) The food service supervisor must follow established controls to ensure that workers and youth have no unauthorized access to these sensitive products.
   c) Processes such as pat searches, cart checks, and secure access points must be in place to control for smuggling of food and contraband.

4. Chemical storage and handling
   The food service supervisor must ensure:
   a) All chemicals used in the food service area are approved by the facility’s safety administrator and safety data sheets are available upon request to staff, workers, and youth;
   b) All chemicals are in properly-labeled containers in a secured storage area; and
   c) Adherence to safety standards from Occupational Safety and Health Administration (OSHA), Minnesota Department of Health, and DOC safety policies.

K. Unauthorized consumption and disposal of food

1. Food handlers must not take food from the food service area or throw out portions of food while working in the kitchen except with staff approval. Unauthorized or excess consumption, waste, or removal of food (by workers, youth, or staff) may be cause for disciplinary action.

2. Workers eat meals in designated dining areas at authorized meal times and may only keep on-duty beverages if covered and accessed in non-production areas.

3. Facility staff must purchase meals from the finance department before the food is taken from food service areas for personal consumption. Food service staff may eat the meal in service at no charge during their assigned work time to support quality control. Correctional officer staff at the Red Wing facility are provided meals at no charge when meals are served during the officers' active duty status.

L. Budget

1. The agency financial services director must establish the per diem for food provisions.

2. The operating budget is determined through the biennial budget process.

3. Special opportunity food buys are coordinated at a group level to maximize menu variety, cost savings, and product availability at all facilities. This is made possible through central office purchase arrangements and distributed through regular food deliveries by the contracted food vendor.

4. The food service supervisor must submit worker compensation reports for processing.

5. Purchasing
   The food service supervisor must follow DOC Policy 104.300, "Purchasing."

6. Staff meals
   a) Pricing is set at a rate determined by the finance department.
   b) The warden may approve complimentary meals to staff and visitors following the criteria defined in collective bargaining agreements or Policy 104.480 "Employee/Visitor Meals."
   c) The warden may order a provision of meals for staff in situations such as a disturbance or lock-up.

7. Staff and outside guest refreshments
   a) Facility funds may be used to purchase refreshments for staff consumption only under specific circumstances (refer to DOC Policy 104.460, "Special Expenses" for additional guidance).

   b) To obtain beverages and/or snacks from food services, the requestor must complete a Refreshment Request for Special Events form (attached) and a Request for Approval to Incur Special Expenses form (attached). Each form contains distribution and approval instructions.

8. Population refreshments

Refreshments for incarcerated individuals and youth recognition events may be ordered using the Refreshment Request for Special Events form. This request must be approved by the AWA/designee prior to the date of the event. A copy of the approved request form must be sent to finance.

9. Records
Food service staff must maintain:
   a) A food expenditure cost accounting, designed to determine cost of a meal per person;
   b) A daily count of meals served to the population, staff and visitors;
   c) A daily count of the number of complimentary meals;
   d) Records of all food purchases and all meals served, including supplements, for purposes of production, budget planning, accounting, and waste control; and
   e) Monthly inventories.

INTERNAL CONTROLS:

A. The food service supervisor maintains documentation of worker orientation/training and logs of temperatures, sanitation, production, food service inspections, and illness tracking per the retention schedule.

B. The food program director audits each facility annually for adherence to food program standards and food safety processes. Group documents are produced for meeting notes, quarterly reports, menu planning, nutritional analysis, and food-related memos. Records are maintained in central office per the retention schedule.

C. Current facility food licenses and staff food safety certificates are kept within the food service area. Completed inspection audits with corresponding corrective actions are kept in a tracking file per the retention schedule.

D. All staff training is documented in the agency-approved electronic training management system.

E. The food service supervisor at each site retains the food budget and cost related records.

SECURITY AUDIT STANDARDS: Facility Management/Food Services 3.05.01-17

REFERENCES:
Minnesota Department of Health Food Code (Minn. Rules 4626)
Policy 104.480, "Employee/Visitor Meals"
Policy 105.150, "Right to Know Program"
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 104.300, "Purchasing"
Policy 301.040, "Tool Control"
Policy 500.400, "Nutrition Services"
Policy 302.300 “Spiritual Care”
Policy 301.083, “Restrictive Housing Management”
Policy 500.300, “Mental Health Observation”
Policy 104.460, “Special Expenses”
Food Program Standards iShare page

REPLACES: Policy 302.030, “Food Service,” 11/19/19.

All facility policies, memos or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Referenced forms and documents known as "agency's resources" are found at the Food and Nutrition iShare page
Annual Meal Request form for Spiritual Care-Religious Services Groups (302.030C)
Annual Meal Food Guidance Form (302.030C.1)
Refreshment Request for Special Events form (302.030D)
Request for Approval to Incur Special Expenses form (104.460A)

APPROVED BY:
Commissioner of Corrections