

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-1
			Pages: 1
Policies and Procedures Manual	Topic: Food Supervision		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 230, 236: ACA 3JDF-4A01		
Authorization: Nicky Chavez, Director	Issue Date:		Effective Date:

I. Policy

To see that the Center's food service operation shall be supervised by a designated employee or individual who has experience and/or training in meal preparation, menu planning, staff supervision, ordering procedures, record keeping, health and safety policies, theft precautions and inventory control.

II. Procedures

- A. All meals for the 5-C Detention Center are prepared at the Center; the Food Service Supervisor will be responsible for setting and enforcing nutritional, health or sanitation standards applicable to juvenile detention facilities.
 - 1. The Food Service Supervisor of 5-County will be responsible for meal preparation, menu planning, food service staff supervision, ordering procedures, health and safety policies, theft precautions and inventory control.
 - 2. The 5-C Detention Center will also have staff trained and designated in health and safety procedures.

- B. If the meals for 5-C Juvenile Detention Center are prepared at any other establishment, that provider shall abide by all rules and regulations of the District Seven Health Department, and any other national, state and local organization or agency responsible for setting and enforcing nutritional, health or sanitation standards applicable to juvenile detention facilities.

- C. The current guidelines that govern the National School Lunch Program shall guide the preparation of menus to ensure a nutritionally balanced diet.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-2
			Pages: 1
Policies and Procedures Manual	Topic: Special Diets		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 432; ACA 3JDF-4A06, 08		
Authorization: Nicky Chavez, Director	Issue Date:		Effective Date:

I. Policy

Special Diets may be available for religious and medical reasons.

II. Procedure

A. Provisions shall be made for special diets prescribed by a physician or dentist. Treating physician or dentist's orders shall be followed according to the orders which the physician or dentist have requested

1. Notification of the need for a special diet shall be forwarded to the 5-County Food Service Staff in charge of the kitchen as soon as possible
 - a. Notification shall contain the request for the special diet and copy of the medical request from the physician or dentist.

B. Reasonable provisions may be made for special diets when a juvenile's religious beliefs require adherence to particular dietary practices.

1. Juvenile's parents and juvenile's pastor, rabbi, bishop, minister or other religious leader may be consulted for advice and direction.
2. Notification of the need for a special diet will be forwarded to the 5-County Food Service Staff in charge of the kitchen as soon as possible

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-3
			Pages: 1
Policies and Procedures Manual	Topic: Menus and Records		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 433; ACA 3JDF-4A02		
Authorization: Nicky Chavez, Director	Issue Date:		Effective Date:

I. Policy

To ensure that food service and RCCI records are available for review and auditing.

II. Procedures

- A. All menus, records, reports and documentation involving food service shall be kept and maintained by the Center for at least one year.
 - 1. The Food Service Supervisor shall be responsible to maintain all above mentioned documentation.
 - 2. Records shall be maintained for at least one year indicating the number of meals served daily for the Juvenile Detention Facility.
- B. All menus shall be planned, dated and available for review at least one (1) week in advance. Notations shall be made of any changes in the menu.
 - 1. Menus shall be kept at least one (1) year after use.
 - 2. Records of special diets shall also be kept for two (2) years.
 - 3. The Food Service Supervisor will be responsible for meeting above procedures as outlined.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-4
			Pages: 2
Policies and Procedures Manual	Topic: Meal Service		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 234; ACA 3JDF-4A05, 07, 12, 13		
Authorization: Nicky Chavez, Director	Issue Date: Revised		Effective Date:
	07-24-2012		

I. Policy

To see that meal service is within guidelines established by standards.

II. Procedures

- A. Meals shall be served generally at the same time each day and not more than fourteen (14) hours shall lapse between evening and breakfast meals without a snack being provided. Approved snacks will be provided in the evening to ensure this lapse does not occur
- B. At least two of the three meals per day shall be hot meals.
- C. Meals may be served in the residents' room or the dayroom, depending on the behavior of the juvenile, or any other factor that the supervisor may consider.
- D. Detention Center staff shall be responsible for the following on meals:
 1. Meal counts must be called into the food service personnel at least two (2) hours before each meal.
 2. Food Service Staff or Detention Staff must check to make sure all menu items are provided on each tray.
- E. All food, hot or cold, shall be served at appropriate temperatures.
 1. Complaints of food temperatures are to be taken seriously and corrections made when necessary.
- F. Each juvenile shall be issued a Spork, adequate napkins and a plastic glass at each meal.
- G. Withholding food as punishment or for any other reason will not be permitted.
- H. If a juvenile is ill, is confined due to a behavior problem, or due to level status, food shall be served in the juvenile's room.
- I. Juveniles shall not be required to eat all the food served, but shall be served a full tray unless on a special diet.
- J. If the juvenile refuses to eat three consecutive meals, the on-duty Supervisor or Duty Officer shall do the following:
 1. Notify the clinical or medical staff of the refusals.
 - a. The recommendation of the clinical or medical staff shall be followed.
 - b. Attempt to find out the reason that the juvenile is refusing to eat and try to resolve the matter.
 - c. A report of the incident shall be made and a copy forwarded to the Director and the resident's Probation Officer.
- K. During meals, juveniles shall be expected and encouraged to use good eating habits and good table manners.

- L. Juveniles should be provided a minimum of thirty (30) minutes to eat each meal.
- M. When a juvenile is out of the facility, with an outside agency, during meal service times, he/she will be given the opportunity to eat a meal upon return to the facility.
- N. When a juvenile is out of the facility, in 5-County custody, during meal service times, he/she will be provided with a meal.
- O. If meals are provided to staff, the same menu should be the same as provided to juveniles.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-5
			Pages: 1
Policies and Procedures Manual	Topic: HACCP Program		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 235; ACA 3JDF-4A 09, 10, 11		
Authorization: Nicky Chavez, Director	Issue Date: Revised 07-24-2012		Effective Date:

I. Policy

To promote adherence at the center to requirements of the modified Hazardous Analysis Critical Control Point Inspection (HACCP) program as outlined by the District Seven Health Department.

II. Procedure

A. Food temperature

1. Temperature of food shall be monitored and in accordance with the National School Lunch Program Guidelines.
2. A food thermometer shall be used to check temperatures and be sanitized after each use using chlorinated water or a single-use alcohol wipe.

B. Re-serving of food

1. No leftover food will be saved and reheated to be offered as a meal or part of a meal.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-6
			Pages: 1
Policies and Procedures Manual	Topic: Utensil Control		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 428, 434		
Authorization: Nicky Chavez, Director	Issue Date:	Effective Date:	

I. Policy

To control utensils

II. Procedures

- A. Each juvenile shall be issued a spork at each meal
 1. Juveniles shall never be issued a knife or fork
 2. All kitchen preparation equipment and serving utensils shall be secured in the kitchen area unless in use
 3. Sharp kitchen knives or utensils, including, but not limited to, paring knives, butcher knives, cleavers, etc., shall not be brought into the secure area of the Center, but shall be secured in a locked cabinet in the kitchen.
- B. Those utensils that are being brought from the kitchen to the dining areas shall be counted before the meal and that the number shall be logged on the utensil count in the kitchen.
- C. After each meal, those utensils that have been have been brought back to the kitchen from the dining areas shall be counted and that the number shall be checked to make sure all utensils were returned.
 1. The loss of any utensil shall be grounds for a complete search of all residents and a search of the eating area and the detention center.
 - a. An incident report shall be generated following any incident regarding the unsolved loss of a utensil.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-7
			Pages: 1
Policies and Procedures Manual	Topic: Sanitation		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 435; ACA 3JDF-4A09, 14, 4B02, 04		
Authorization: Nicky Chavez, Director	Issue Date:		Effective Date:

I. Policy

To promote sanitation in food service and ensure that related sanitation practices shall comply with the requirements of the State Health Department or other appropriate regulatory body.

II. Procedures

A. All persons assigned to food service work, including juveniles, must be in good health and free from any communicable disease, vermin or open infected wounds.

1. No person shall be permitted to work around food while infected with a communicable disease or afflicted with any open wound.

B. Kitchen and Meal Area Garbage Control

1. Kitchen and meal area garbage containers shall be lined with a plastic bag, and shall remain covered with appropriate lid.

2. Kitchen and meal area garbage containers containing excess food shall be removed and emptied when necessary.

3. Disposable items shall not be reused

C. A daily inspection of all food service areas and equipment will be conducted by the facility administrator, food service personnel or other facility employee who is familiar with food service sanitation requirements and practices.

5-C Juvenile Detention Center	Chapter # 3 Food Service		Policy # 3-8
			Pages: 1
Policies and Procedures Manual	Topic: Food Service Workers and Training		
	Related ID Code, IDAPA, or ACA Standard 3-JDF-4A-01: IDAPA 435		
Authorization: Nicky Chavez, Director	Issue Date:		Effective Date:

I. Policy

To see that all persons assigned to food service work are familiar with and adhere to appropriate food service sanitation practices and requirements.

II. Procedure

- A. As far as is reasonably possible, at least one Detention Employee shall be certified through the Department of Health and Welfare, District Seven, Environmental Health Division's Food, Safety and Sanitation Course.
 - 1. The Supervisor of Staff Development will endeavor to obtain the Department of Health and Welfare's, District Seven, Environmental Health Division's Food, Safety and sanitation course for Detention Staff when needed.

5-C Juvenile Detention Center	Chapter # 3 Food Service	Policy # 3-9
		Pages: 1
Policies and Procedures Manual	Topic: Lighting and Ventilation	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 436	
Authorization: Nicky Chavez, Director	Issue Date:	Effective Date:

I. Policy

Promote safe levels of light and adequate ventilation in food preparation areas.

II. Procedures

- A. Lighting in all areas should be kept to architect's original or amended specifications.
- B. Ventilation systems in the facility should be kept to architect's original or amended specifications.