

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE October 10, 2022	EFFECTIVE DATE October 10, 2022	No. 006-22
SUBJECT: GENERAL ORDER FOOD SERVICE OPERATIONS		DISTRIBUTION JAIL BUREAU PERSONNEL	AMENDS
REFERENCE: 9NYCRR Part 7009, NCCHC Standard J-16 NYSSA 118, 119, 128 & 148			RESCINDS 006-19

Purpose: To institute and maintain policies and procedures ensuring the food service operations satisfy the New York State Public Health Law in addition to the daily nutritional requirements of incarcerated individuals residing at either the Monroe County Jail (MCJ) or the Andrew P. Meloni Star Academy (MSA).

Policy: The Monroe County Sheriff's Office (MCSO) will ensure that the food service agency operates and provides services in accordance with Part 7009 of Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York (9NYCRR Part 7009), the National Commission of Correctional Health Care Standard J-16 (NCCHC Standard J-16).

I. General Provisions

- * A. Both MCJ and MSA will maintain a service agreement with a contracted food service agency specified by the Office of the Sheriff. The food service agency will comply with the directives set forth in this Order, and be responsible for the supervision, preparation and service of all meals.
- B. Authorized kitchen trustees will not be permitted to prepare and/or serve meals unsupervised in any area of the Jail/Correctional Facility.

Note: Incarcerated individuals, who are outside cleared, may enter the officers dining area only when supervised by a sworn staff member.
- C. Staff may purchase meals on a cash only basis through the contracted food service agency. Meal tickets, credits or charges will not be accepted.
- D. All deliveries received at either the MCJ or MSA loading dock areas will be supervised by security staff. All deliveries will be searched by security staff prior to entering the facility. The loading dock area will be searched before and after each delivery.
- E. Areas of the Jail/MSA utilized for the preparation and consumption of meals will be maintained in accordance with **JBGO-053 Sanitation**.
- F. Food service equipment and supplies will not be removed from the kitchen area for any personal or private use.
- G. All meals transported to housing areas shall be protected from contamination and the equipment used to transport food should keep it at the proper temperature.

II. Meals

A. Serving Policy

1. Incarcerated individuals will be provided three (3) meals in each twenty-four (24) hour period.
2. The food service provider will schedule incarcerated individual meals in accordance with 9NYCRR Part 7009, so that:
 - a. The morning meal is served between 0500 hours and 0900 hours.
 - b. The afternoon meal is served between 1100 hours and 1400 hours.
 - c. The evening meal is served between 1600 hours and 1900 hours.
3. The food service provider will provide the Jail/MSA with a schedule outlining the times that meals will be provided.
4. At a minimum, one of the three (3) incarcerated individual meals prepared in a twenty-four (24) hour period will be provided at a "hot" temperature. In addition, the food service agency will ensure that all food items are served at their proper temperatures.
5. Incarcerated individuals will eat their meals in the appropriate space provided within the assigned housing area. Incarcerated individual meals will be conducted and distributed in the following manner:
 - a. Housing area staff will verify the number of meal trays delivered to the housing area, and report any discrepancies to the kitchen deputy.
 - b. Housing area staff will supervise approved trustees to serve meals and beverages to housing area incarcerated individuals. Staff will ensure trustees wear hairnets and gloves while serving meal trays and beverages at all times.
 - c. Upon completion, housing area staff will supervise designated trustees who will collect the meal trays, garbage and sanitize the appropriate areas of the housing unit. At no time will any garbage be placed on top of meal trays.

B. Incarcerated Individual Menus

1. The food service agency will ensure all incarcerated individuals are provided with an appropriate level of nutrients and calories (approximately 2,900 calories in a twenty-four (24) hour period) in the planned menus. Such appropriate level of nutrients and calories shall be based upon the current recommended dietary allowance of the Food and Nutrition Board of the National Academy of Sciences, National Research Council.
2. The person responsible for the supervision of the facility food service program shall plan and prepare written and dated menus. Such menus shall be reviewed twice per year by a nutritionist or dietician certified by the State Education Department to ensure that they provide an appropriate level of nutrients and calories.
3. Menus will be reviewed and authorized by the Major of Operations, medical supervisor, and food service director twice per year. All food item substitutions will be authorized and documented by the food service director. The food service director will

document all food item substitutions on the Weekly Food Item Substitution Log, which will be submitted to Jail Administration upon request.

3. Menus will be prepared for the Jail/Correctional Facility in accordance with the following provisions:
 - a. Variety will be provided in the preparation and service of meals.
 - b. The food service provider will retain menus for a minimum of one year.
5. The food service director will supply the Jail/Correctional Facility with the planned and prepared written and dated menus, which fulfill the written directives of this section. Menus will be made available for review to the Jail/MSA at a minimum of five (5) weeks in advance.

C. Food Service Procedure/Records

1. Prior to serving meals at MSA, the food service supervisor or a designee will contact each housing unit area by telephone to request a meal count. MCJ meal counts are confirmed by the food service kitchen staff through the electronic log. Housing areas will adhere to the trustee meal allowance sheet and ensure all special diets are ordered.
2. Incarcerated individual trustee meals at the MCJ will only be served at the breakfast and dinner meals. There will not be any incarcerated individual trustee meals served at the lunch meal. At the MSA, there will only be incarcerated individual trustee meals served at the dinner meal. Kitchen trustees at the MCJ and MSA will have trustee meals only when they are working in the kitchen.
3. The food service provider will prepare the appropriate number of meals requested by housing area staff daily. Housing area staff will provide the food service provider with an accurate meal count to ensure excessive meals are not ordered and therefore prepared.
 - a. If a housing area requests any additional meal trays or bag lunches they must contact the kitchen deputy and give a reason for the request (i.e., new arrival to the floor, meal tray fell on the ground, etc.).
 - b. If the food trays are refused by the incarcerated individual(s) regarding a food complaint, the floor supervisor will address it first and determine the legitimacy of the complaint. If the matter is not resolved, the duty sergeant will be contacted. If it is determined that replacement meals are required, the Contract Food Service Provider will be notified of the complaint as well as the correct number of replacement meals needed.
4. All meals served in Booking will be pre-packaged bag meals. No trays will be delivered to the Booking area unless a shift supervisor has granted prior approval (i.e., if incarcerated individuals are housed for more than 24 hours in Booking).
5. The food service director will prepare and maintain a daily record of the meals provided and will submit the records to Jail Administration weekly along with all substitutions and shortages.

III. Special Diets

- A. Medical: Should a licensed physician, dentist or health official prescribe a specified medical

diet, medical staff will submit a JB-13, MCJ/MSA Medical Department Special Diet Request Form, to the food service provider. Food service personnel will utilize the special diet operations manual approved by a licensed dietician for proper procedures and implementation.

- * B. Religious: Pursuant to 9NYCRR Part 7024.6, incarcerated individuals will be entitled to observe reasonable dietary laws established by their religion. In accordance with **JBGO-051 Religious Activities**, requests for religious diets will be referred to the Director of Rehabilitation.
- C. Alternative Meals

Any incarcerated individual, who engages in unhygienic acts (spitting, throwing feces or urine), or who uses food or food service equipment in a manner that is a threat to the safety, security, or good order of the facility, health or safety of any person, may be provided with alternative meals subject to the following conditions:

1. The determination to provide continued alternative meals will be made by the CAO or designee in writing and shall state the specific facts and reasons underlying such determination. A copy of this order will be provided to the incarcerated individual.
2. This provision will not exceed seven (7) days, although alternative meals may be reinstated at a future time if the incarcerated individual's use of food or food service equipment again presents a threat to the safety, security, or good order of the facility, or health or safety of another person.
3. The Contract Medical Provider will examine an incarcerated individual placed on alternative meals at least once every twenty-four (24) hours in accordance with Section 137 of the Correction Law.

Note: The aforementioned special diets will be planned and prepared in accordance with the guidelines and procedures outlined in Section II, Subdivision B.

IV. Health and Safety

- A. Food service personnel and trustees who apply for a food service assignment will be required to take a medical examination prior to their initial assignment. Only persons who have been found to be in good health and free from communicable diseases by a physician licensed to practice medicine in New York State will be permitted to prepare and/or serve meals within the Jail/Correctional Facility. In addition, periodic medical examinations will be necessary to ensure that food service personnel and trustees continue to be in good health and have no communicable diseases.
- B. Pursuant to 9NYCRR Part 7015.2, all food service personnel and trustees assigned to the preparation and/or serving of meals will maintain a high level of cleanliness and will conform to hygienic practices when conducting food service functions.
- C. Food Service personnel and trustees will be responsible for health and safety procedures at all times. Health and safety procedures will include but not be limited to wearing hair nets and disposable plastic gloves when preparing and serving meals, in addition to washing hands upon reporting for duty and after using the lavatory.
- D. Employees of the contracted food service provider and trustees assigned to the Kitchen will maintain a high level of cleanliness and will conform to New York State Department of Health personal hygienic practices while assigned to the food service area. All persons assigned to the food service area will employ these practices to include, but not be limited to washing their

hands, wearing plastic disposable gloves and hairnets before preparing food and/or coming in contact with food preparation and service at all times.

Note: Persons who do not conform to the aforementioned hygienic practices will be terminated from their food service assignment.

- E. A food service supervisor will document and account for food service utensils at specified time intervals noted on JB-36 MSA Equipment Accountability Sheet or JB-35 MCJ Equipment Accountability Sheet accordingly. Upon completion of the food service supervisor's tour-of-duty, a duty sergeant/shift supervisor will inspect and account for all food service utensils by placing his/her signature in the space provided on the MCJ/MSA Equipment Accountability Sheet. Food service supervisors will maintain a file of MCJ/MSA Equipment Accountability Sheets and update the file monthly.
- F. Any equipment or utensils found missing or altered in any way will be reported immediately to the duty sergeant/shift supervisor, documented in the appropriate housing area logbook and on an Incident Report submitted to the duty sergeant/shift supervisor.

V. Sanitation Inspection

* Pursuant to 9NYCRR Part 7015 and 10NYCRR Part 14 of the New York State Sanitary Code, the food service agency will ensure a sanitary environment is maintained in all food service areas and food is stored and maintained in such a manner so as to protect against spoilage or contamination. Foods will be stored in compliance with the requirements of the State Sanitary Code as outlined in the Public Health Law or any rules or regulations promulgated by the New York State Department of Health. In accordance with **JBGO-053 Sanitation**, the food service provider will also conduct, document, and be included in the following inspections:

- A. Daily: Food service supervisors will ensure all refrigerated food storage and water equipment which are involved with the operation and performance of food service areas are maintained within the prescribed temperature levels. The food service director or his/her designee shall monitor all employees and incarcerated individuals working in food service to ensure they are free from diarrhea, skin infections, and other illnesses transmissible by food or utensils. The food service director or his/her designee shall monitor all employees and incarcerated individuals for health and cleanliness on a daily basis. In addition, the food service director will ensure that all refuse is removed from the food service area and placed in appropriate storage to avoid cross-contamination.
- B. Weekly: Food service supervisors will ensure that all food service areas and equipment located in the dining and food preparation areas maintain a healthy sanitary environment. As part of the Weekly Administrative Inspection directed by the Superintendent at both the MCJ and MSA, a routine inspection will be conducted of the food service areas and equipment located in the dining and food preparation areas.
- C. Annually: A sanitation inspection of the food service areas at both the MCJ and MSA will be conducted annually by the Monroe County Health Department. Also, a fire and safety inspection at both the MCJ and MSA will be conducted annually by a representative of the local Fire Department. Copies of Public Health Inspections shall be maintained on file in Jail Administration. The Medical Unit Supervisor may request a copy of all Public Health Inspections from Jail Administration.

Note: Photocopies of aforementioned inspections will be forwarded to Jail Administration.

By Order of the Sheriff,

Todd K. Baxter