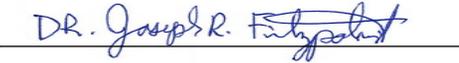


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POLICY NUMBER: 16.2		
CHAPTER 16: FOOD SERVICE MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: September 10, 2015	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A, M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that meals are planned, prepared and served in a way that meets basic nutritional goals.

IV. CONTENTS

- Procedure A: Menu Planning
- Procedure B: Meal Preparation and Service
- Procedure C: Documentation

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Menu Planning

1. The Department's Food Service Administrator, in consultation with the Department's dietitian or nutritionist, shall prepare a master menu of prisoner meals for all facilities for each six week cycle.

2. The Department's Food Service Administrator, in consultation with the Department's dietitian or nutritionist, shall ensure the master menu for all meals served during the cycle meets the nationally recommended dietary allowances appropriate for all segments of the prisoner population taking into account age, gender, and activity.
3. The master menu shall list the meal items and include portion-serving sizes.
4. The Department's Food Service Administrator shall take into consideration flavor, texture, temperature, appearance and palatability when planning the master menu.
5. Copies of the master menu for a cycle shall be conspicuously posted in each facility's kitchen and dining areas and in all housing areas at least one week prior to its implementation.

Procedure B: Meal Preparation and Service

1. Meals shall be served in a timely manner to ensure the meal temperatures are consistent with applicable state regulatory requirements.
2. Every prisoner shall be provided with at least three (3) meals during each twenty-four (24) hour period. No more than fourteen (14) hours shall elapse between the previous day's evening meal service and the next day's breakfast meal service.
3. A Chief Administrative Officer, or designee, may authorize exceptions to time frames for meal service on weekends and holidays, provided that basic nutritional goals are met.
4. Two (2) of the three (3) meals provided shall be hot, unless the behavior of a prisoner necessitates cold meals for safety reasons as provided by Department policies for special management prisoners.
5. A Chief Administrative Officer, or designee, may authorize modifications to the meals listed on the master menu, provided that basic nutritional goals are met. When modifications are made, the as-served menu and meals prepared shall meet the recommended dietary allowances.
6. The as-served menu shall be evaluated at least quarterly by the facility Food Service Manager, or other designated food service supervisory staff, to verify adherence to the established basic daily servings.
7. Bagged meals shall consist of food items used in the preparation of meals on the master menu.
8. The facility Food Service Manager, or other designated food service

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supervisory staff, shall ensure a sufficient number of meals are prepared for prisoners who are brought into or return to the facility after the kitchen has closed for the day.

9. Menu planning and meal preparation and service for prisoners on therapeutic diets shall be in accordance with Department Policy 18.14, Food Service Requirements.
10. Meal preparation and service for prisoners on religious diets shall be in accordance with Department Policy 24.3, Religious Services, General Guidelines.

Procedure C: Documentation

1. The facility Food Service Manager, or other designated food service supervisory staff, shall maintain accurate records of the following:
 - a. master and therapeutic menus;
 - b. master and therapeutic menu recipes;
 - c. as-served menus;
 - d. total number of meals prepared daily; and
 - e. prisoners receiving specially prepared meals, either therapeutic or religious.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4315** **Written policy, procedure, and practice require that accurate records are maintained of all meals served.**
- ACI - 4-4316** **(MANDATORY) There is documentation that the institution's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations are conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings.**
- ACI - 4-4317** **Written policy, procedure, and practice require that food service staff plan menus in advance and substantially follow the plan and that the planning and preparation of all meals take into consideration food flavor, texture, temperature, appearance, and palatability.**
- ACI - 4-4328** **Written policy, procedure, and practice require that at least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met.**

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4-ACRS-4A-01 (MANDATORY) If the facility prepares and serves food to offenders, dietary allowances are reviewed at least annually by a qualified nutritionist, dietician, or physician to ensure that they meet the nationally recommended allowances for basic nutrition for the types of offenders housed in the facility.

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