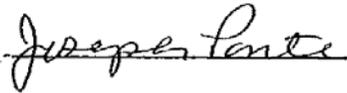


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| POLICY TITLE: SPECIAL DIETS | | PAGE 1 OF 3 |
| POLICY NUMBER: 16.3 | | |
| CHAPTER 16: FOOD SERVICE MANAGEMENT | | |
|  | STATE of MAINE DEPARTMENT OF CORRECTIONS | PROFESSIONAL STANDARDS: See Section VII |
| | Approved by Commissioner:  | |
| EFFECTIVE DATE: February 1, 2002 | LATEST REVISION: November 23, 2011 | 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 to provide prisoners who have a legitimate health care or religious basis for a special diet with the meals to fulfill those dietary needs. Such prisoners shall be ensured access to a nutritionally adequate meal, either by the opportunity to self-select nutritionally adequate substitutions for specific meal components or, for prisoners who do not have access to the food service line, by receiving those substitutions in specially prepared meals.

It is the policy of the Department of Corrections to serve all prisoners confined in special management housing units the same diets as that provided to prisoners in general population unless the behavior of the prisoner necessitates changing the meal for reasons of safety, security, or orderly management. Food shall not be withheld, nor the standard menu varied, as a disciplinary measure.

IV. CONTENTS

- Procedure A: Therapeutic Diets
- Procedure B: Religious Diets
- Procedure C: Change of Meals for Reasons of Safety, Security or Orderly Management
- Procedure D: Documentation of Special Diets

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Therapeutic Diets

1. The Food Service Manager, or designee, shall ensure that therapeutic diets are provided in accordance with Departmental Policy 18.14, Food Service Requirements. A therapeutic diet manual shall be available to food service staff for reference and information.

Procedure B: Religious Diets

1. In accordance with Departmental Policy 24.3, Religious Services, General Guidelines, the Food Service Manager, or designee, shall ensure that sufficient quantities of pork-free and vegetarian foods are available to meet religious dietary needs for those prisoners who have access to the food service line and who self-select substitutions for specific meal components for religious reasons. A prisoner who does not have access to the food service line and who requests substitutions for specific meal components for religious reasons shall be provided pork-free and vegetarian diets to meet these religious requests, as set out in Policy 24.3.

Procedure C: Change of Meals for Reasons of Safety, Security or Orderly Management

1. Prisoners in special management housing may be provided specially prepared meals for safety or security reasons, in accordance with Chapter 15, Special Management Prisoners.

Procedure D: Documentation of Special Diets

1. The Food Service Manager, or designee, shall maintain all Request for Religious Diet forms submitted by those prisoners who do not have access to the food service line, as set out in Policy 24.3, and all Therapeutic Diet Order forms submitted by health care staff, as set out in Policy 18.4.
2. The Food Service Manager, or designee, shall provide a copy of each Request for Religious Diet form to the facility Classification Officer, or other designated staff, for inclusion in the prisoner's administrative file.
3. The Food Manager, or designee, shall maintain documentation of the provision of all specially prepared meals (religious and therapeutic diet meals provided to

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prisoners with no access to the food service line, other specially prepared therapeutic meals, e.g., clear liquid, full liquid, puree, and mechanical soft, and meals specially prepared for prisoners in special management housing for reasons for safety or security).

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4318** Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in health services and food services for reference and information. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten annually, or more often as clinically indicated.
- ACI - 4-4319** Written policy, procedure, and practice provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws.
- ACI - 4-4320** Written policy precludes the use of food as a disciplinary measure.
- 4-ACRS-4A-02** Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in health services and food services for reference and information. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten annually, or more often as clinically indicated.
- 4-ACRS-4A-03** Special diets are provided for offenders whose religious beliefs require the adherence to religious dietary laws.

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