



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.3.1	Subject: <b>GENERAL FOOD SERVICE OPERATIONS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 3: Food Service	Effective Date: May 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 07/24/12

## **I. POLICY**

The Department of Corrections will provide to the offenders confined in its facilities, nutritious, attractively presented meals, prepared in a sanitary manner.

## **II. APPLICABILITY**

Facilities with full-scale food service operations Department-owned and contracted, as specified in contract.

## **III. DEFINITIONS**

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. The facility administrator, or designee, may provide exceptions to this policy for offender special programs when food preparation quality and nutritional standards are maintained.
2. The facility administrator, or designee, is responsible for the following:
  - a. establish an adequate food staffing pattern that is appropriate to the size and needs of the facility in regard to offender population, physical plant, and equipment;
  - b. contract in-house or off-site food services, when appropriate, and require contracted food service operations to provide an on-site food services administrator;
  - c. establish operational procedures; and
  - d. assign a full-time staff member to supervise the facility food service operation with the following qualifications prior to assignment:
    - 1) specific job-related training;
    - 2) a minimum of three years experience in food service management; and
    - 3) the resources, authority, and responsibility to provide a complete facility food service program.

### **B. Food Service Regulations**

1. Food service areas will include the following:
  - a. food preparation space based on population size, type of food preparation, and methods of meal service;

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- b. adequate fire exits; and
  - c. clean and sanitary loading and storage areas.
3. Ovens, grills, and similar equipment must have sprinkler and extinguisher coverage as required by fire safety regulations.
  4. Dining space will be clean and sufficiently equipped to serve all offenders while offering adequate time for each offender to complete each meal.
  5. Food service will provide sanitary garbage collection and disposal.
  6. Cafeteria facilities are preferable to offender waiter services.

**C. Facility Procedures**

1. The facility administrator, or designee, will implement and maintain operational procedures that meet the following food service standards:
  - a. outline offender assignments in food service;
  - b. provide direct meal supervision by staff members;
  - c. when possible, there will be no more than 14 hours between evening meal and breakfast unless the facility is operating under emergent conditions or is in a lockdown status;
  - d. offenders receive an interim meal of appropriate nutritional value when they are held more than four hours awaiting commitment, release, or transfer;
  - e. outline whether food may be taken from the dining area to housing units or kept in an offender's cell or unit;
  - f. ensure timely removal and disposal of all garbage;
  - g. a dining area with normal group eating arrangements that allows space for group dining and allow for conversation during dining hours unless security or safety consideration justify otherwise;
  - h. prohibition against serving meals in cells unless locked housing unit rules apply or it is necessary for safety or security, in which case a table or shelf and seating for meal periods will be provided unless safety and security issues prevail;
  - i. appropriate utensils for all general population offenders including at least a fork and spoon or "spork," which may include the use of plastic cutlery;
  - j. provision for meals in accordance with [DOC 4.3.2, Menu Planning](#) when offenders are not routinely absent from the facility for work or other purposes; and
  - k. ensure meals are served under conditions that minimize regimentation.
2. The facility administrator, or designee, will implement and maintain operational procedures that specify that food service budgeting, purchasing, accounting, and record keeping practices include, but are not limited to:
  - a. purchase supplies at wholesale or favorable prices and conditions and, when possible, products raised or produced in the system;
  - b. a uniform system to accurately record the number, cost, and type of meals served to offenders, employees, guests, and visitors;
  - c. food expenditure cost accounting designed to determine cost per meal per offender;
  - d. published menus and waste information;
  - e. determination of and responsiveness to offender eating preferences; and

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- f. safety standards in accordance with [DOC 4.3.3, Food Service Safety and Sanitation](#).
3. The facility administrator, or designee, will implement and maintain operational procedures that specify security practices including, but not limited to the following:
  - a. search all delivery traffic and incoming supplies as well as garbage removal services and require individuals bringing in prepared foods to comply with facility search requirements;
  - b. adequate key and tool control, including inventory procedures for knives, other sharp implements, and keys, as well as poppy seed, nutmeg, cayenne pepper, and fermentable items such as yeast and uncooked bread dough, in accordance with *DOC Policies* [3.1.13, Key Control](#) and [3.1.14, Tool Control](#); and
  - c. secure all food.

## V. CLOSING

Questions concerning this policy should be directed to the food service director.

## VI. REFERENCES

- A. [2-15-112, MCA](#)
- B. [4-4313, -4314, -4315, -4326, -4327, -4328](#); *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*;
- C. [3-JTS-4A-01, -4A-02, -4A-03, -4A-13, -4A-14](#); *ACA Standards for Juvenile Correctional Facilities, 2003*
- D. *DOC Policies* [3.1.13, Key Control](#); [3.1.14, Tool Control](#); [4.3.2, Menu Planning](#); and [4.3.3, Food Service Safety and Sanitation](#)

## VII. ATTACHMENTS

None