



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

Policy No. DOC 4.3.2	Subject: MENU PLANNING
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 3: Food Service	Effective Date: May 1, 1997
Signature: /s/ Mike Batista, Director	Revised: 05/10/2016

I. POLICY

The Department of Corrections will establish menu planning systems that ensure a variety of nutritionally adequate meals are available to offenders.

II. APPLICABILITY

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

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

DGAs - Dietary Guidelines for Americans, as established by the U.S. Departments of Agriculture and Health & Human Services.

DRIs - Dietary Reference Intakes, as established by the Food and Nutrition Board, Institute of Medicine, National Academies of Sciences.

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.

Food Service Director (FSD) – The employee, regardless of local title, (food service manager, food service supervisor), responsible to manage the facility food service or food product operations.

Qualified Nutritionist - A registered dietitian or a person eligible for registration by the American Dietetic Association.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The facility administrator, or designee, will establish a daily food allowance which satisfies basic nutrition standards and ensure the facility provides offenders three daily meals, except for special weekend and holiday brunch meals or other food service options authorized by the administrator to provide variety or to accommodate other activities.

2. The facility administrator, or designee, will implement and maintain operational procedures that ensure the following:
 - a. designated staff plan menus in advance considering food appearance, palatability, texture, temperature, portioning, and appropriate food nutrient content and staff follow menu plans whenever possible;
 - b. designated staff make available for review all recipes and menus, including special diets, at least one week in advance and document that any substitutions in the meals served will be of equal nutritional value;
 - c. special therapeutic and religious diet needs are met and conform as closely as possible to the food served to other offenders;
 - d. a therapeutic diet manual is maintained and available in the health care and food service areas for reference and information.
3. A qualified nutritionist must document at least annually that each facility satisfies basic nutrition standards as provided by [Daily Guidelines for Americans \(DGAs\)](#) and [Dietary Reference Intakes \(DRIs\)](#).
4. Youth correctional facilities must have menus and provide meals through onsite kitchens or through a vendor, which meet the National School Lunch Program standards.

B. Special Diets

1. A registered dietitian must approve and document special diets.
2. Appropriate medical personnel will prescribe therapeutic diets in response to a real and documented medical need in accordance with the following:
 - a. a therapeutic diet will consist of a complete meal service and will not be used as a reward or to provide a choice between meals; and
 - b. therapeutic diet prescriptions must be specific and complete, furnished in writing to the food service director (FSD), and reviewed at least every 90 days, except in the case of chronic diagnoses such as diabetes.
3. Religious diets are provided to offenders whose religious beliefs require close adherence to religious dietary laws and will be approved by a religious activities director on a case-by-case basis. The religious activities director must provide requests monthly and in writing with specific and complete details to the FSD.
4. An offender observed violating the special diet terms will be reported to the appropriate authority and may be removed from a therapeutic diet by a medical authority or removed from a religious diet by an administrator in consultation with Legal Services Bureau staff.
5. An offender who wishes to be removed from a special diet may submit a request in writing to the FSD.

C. Special Management Menus

1. Staff may not withhold food or vary the standard menu as a disciplinary sanction for an offender.

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2. When an offender uses food or utensils in a disruptive manner or as a weapon against self or others, designated staff will provide nutritionally adequate, specially prepared, or packaged meals to minimize the potential for such actions.
3. Staff may use a special management menu when authorized within the offender's written management plan.

V. CLOSING

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

VI. REFERENCES

- A. 2-15-112; 20-10-206; MCA
- B. 4-4316, -4317, -4318, -4319, -4320; *ACA Standards for Adult Correctional Institutions, 4th Edition*;
- C. 3-JTS-4A-04, -4A-05, -4A-07, -4A-08, -4A-09; *ACA Standards for Juvenile Correctional Facilities, 2003*

VII. ATTACHMENTS

None