



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

Policy No. DOC 4.3.3	Subject: FOOD SERVICE SAFETY AND SANITATION
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3 and Attachment
Section 3: Food Service	Effective Date: May 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 08/24/12

I. POLICY

The Department of Corrections will ensure that food and dairy product preparation is completed in a clean, sanitary, and safe manner.

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.

Designee – The person designated to act on behalf of the person responsible for specific decisions or actions.

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 Product – Food produced by the Department of Corrections.

Food Service – Food and dairy facilities and equipment related to food product preparation including, but not limited to, the dairy milking parlor, dairy processing personnel, and dining and food preparation areas.

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

IV. DEPARTMENT DIRECTIVES

A. Responsibility Requirements

1. The facility administrator, or designee, will establish operational procedures to ensure the following:
 - a. compliance with all applicable rules, policies, and regulations is maintained and documented;
 - b. employees and offenders utilize the highest possible level of safety and sanitary practices in food service and food product programs;

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- c. ensure the completion of employee and offender pre-assignment medical examinations, as necessary, in accordance with this policy;
 - d. when an outside source is utilized to provide facility food services, written verification of the provider's compliance with state and local regulations is obtained;
 - e. food service personnel meet regularly to discuss accident prevention;
 - f. supervised and scheduled cleaning for all food handling areas;
 - g. weekly sanitation inspections of all food and dairy areas and equipment by appropriate personnel with training in food service operations;
 - h. monthly comprehensive and thorough safety and sanitation inspections by a facility staff member trained in the application of jurisdictional codes and regulations; and
 - i. temperature-controlled food storage with the following temperature ranges:
 - 1) between 45-80° F for dry shelf storage;
 - 2) between 35-40° F for refrigerated areas; and
 - 3) 0° F or below for frozen food areas.
2. The food service director (FSD), or designee, is responsible for the following tasks:
- a. document and maintain pre-assignment written confirmation from employees and offenders understanding and agreement to report contraction of, or exposure to, a disease in a communicable form that can be transmitted by food or through food;
 - b. inspect assigned offenders at the start of the work period and provide notification to appropriate health care providers when an offender may require medical reexamination for handling food;
 - c. monitor employees and offenders for compliance with personal hygiene requirements;
 - d. ensure that an employee or offender diagnosed with any of the following does not prepare or handle food products and, in accordance with [37.114.203, ARM](#) and [37.114.204, ARM](#), report to the county, city-county, or district health officer when an employee is diagnosed with a reportable disease or condition including, but not limited to:
 - 1) Campylobacter enteritis;
 - 2) Cryptosporidiosis;
 - 3) Escherichia coli 0157:H7 enteritis;
 - 4) Giardiasis;
 - 5) Hepatitis A;
 - 6) Salmonellosis; or
 - 7) Shigellosis.
 - e. in accordance with [37.110.210, ARM](#), ensure that an employee or offender suffering from any of the following symptoms does not prepare or handle food products:
 - 1) diarrhea, fever, or vomiting;
 - 2) jaundice;
 - 3) sneezing, coughing, sore throat, or discharge from the eyes, nose, or mouth; or
 - 4) lesion(s) containing pus such as a boil or infected wound.

B. Health and Disease

1. Medical staff may conduct the employee and offender examinations to determine the absence of disease in a communicable form that can be transmitted by food or through food.

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2. Employees must sign the [Food Handler Health Requirements](#) form to indicate understanding of personal disclosure requirements regarding disease in a communicable form that can be transmitted by food or through food and submit the signed form to the food service director (FSD), or designee.
3. Offenders who are absent from work for an extended length of time due to a disease in a communicable form that can be transmitted by food or communicable food, including diarrhea, will be referred to the facility health care services for a determination of fitness for duty prior to resuming work.

C. Regulations and Inspections

1. Food and dairy products will be stored properly for no longer than the specified storage period and will be served at appropriate temperatures and as soon as possible after final preparation.
2. Local, state, and/or federal sanitation officials or other qualified persons from outside the program or facility will inspect all food service operations at least annually.

V. CLOSING

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

VI. REFERENCES

- A. [2-15-112, MCA](#)
- B. [37.110.210, ARM](#); [37.114.203, ARM](#); [37.114.204, ARM](#)
- C. 4-4321, -4322, -4323, -4324, -4325; *ACA Standards for Adult Correctional Institutions, 4th Edition*;
- D. 3-JTS-4A-10, -4A-11, -4A-12, -4A-15; *ACA Standards for Juvenile Correctional Facilities, 2003*
- E. [DOC Policy 4.5.11, Infection Control Program](#)

VII. ATTACHMENT

[Food Handler Health Requirements PDF](#)