



*"Service with Excellence
& Integrity"*

Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: AD 08-11 FACILITY SANITATION AND FOOD SERVICE

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

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SUPERSEDES: RS AM 06-01

APPROVED: Signature on File

EFFECTIVE: July 30, 2008

- I. APPLICABILITY.** This policy applies to Department of Community Correction (DCC) Residential Services employees, DCC residents, and DCC contractors involved in facility sanitation, food service or maintenance.
- II. POLICY.** It is DCC policy to operate sanitary residential facilities and to provide residents well balanced and nutritious meals in sufficient quantity, and served in a safe, professional manner. Center staff will comply with applicable state and local health and sanitation regulations, and appropriate American Correctional Association (ACA) standards. (4-ACRS-4A-04, 4-ACRS-1A-02)
- III. DEFINITIONS.**
 - A. Communicable Disease.** An illness that is readily transmittable from one person to another.
 - B. Center Supervisor.** The chief administrative officer of a Department of Community Correction residential facility.
 - C. Contaminants.** Particles that can be a vector for contaminating food (e.g., pet hair or dander; animal, bird, or insect droppings; or food particles that have become a medium for bacteria growth).
 - D. Food.** Any raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or sale wholly or in part for human consumption.

- E. Food Borne Disease.** A disease that is transmittable through food. For the purposes of this policy, food borne diseases are limited to the following:
1. Salmonella Typhi
 2. Shigella spp.
 3. E. coli (Escherichia coli 0157:H7)
 4. Hepatitis A virus
- F. Food Service Area.** The central kitchen, congregate dining areas, bathrooms made available to food service employees and/or diners, and the vicinity.
- G. Food Service Equipment.** Stoves, ovens, ranges, hoods, slicers, mixers, meat blocks, tables, counters, refrigerators, sinks, dishwashing machines, steam tables, and similar items other than utensils used in the food service area.
- H. Food Service Manager.** The manager having overall responsibility for food service at a DCC Center.
- I. Food Service Staff.** DCC employees who are assigned to work in food service.
- J. Food Preparation Surfaces.** Those surfaces of equipment and utensils with which food normally comes in contact, and those surfaces from which food may drain, drip, or splash back onto surfaces normally in contact with food.
- K. Food-Proximate Activities.** The handling, preparation, and serving of food including receiving, moving, stocking, packaging and removing packaging, mixing, slicing, cooking, cleaning/sanitizing food preparation surfaces, serving, and the handling of clean equipment, utensils, linens, or unwrapped single-use articles.
- L. Freshness Date.** The date beyond which a food item is no longer considered fresh and should not be used.
- M. Menu.** A plan that specifies the components of a meal and is based on a prescribed recipe system.
- N. Standardized Recipes.** A listing of ingredients, assembly and processing instructions for producing a meal component.
- O. Registered Dietitian.** A person registered by the Commission on Dietetic Registration, a national certifying agency for voluntary professional credentialing in dietetics.
- P. Stock Rotation.** The practice of making food items that were purchased earlier available for use before those that were purchased later.

- Q. Therapeutic Diet.** A deviation from the standard diet served to the population at large to accommodate the medical or dental needs of a resident.
- R. Utensils.** Any implement used in the storage, preparation, transportation, or service of food.

IV. GUIDELINES.

A. Program Planning. Food, sanitation, and maintenance services will be planned in accordance with relevant rules, regulations, and standards. The food service program provides an important underpinning for the therapeutic, supervisory, and security interests of the Center. Therefore, meeting the nutritional needs of residents is a function that will be planned and executed with forethought and diligence. At a minimum, the following planning processes are to be employed.

1. A food service plan outlines logistical plans for implementing the food service program and will include the following:
 - a. The approximate times of day meal service will occur (no more than 14 hours will elapse between the evening meal and breakfast).
 - b. The development of menus by a registered dietitian at least one week in advance of meal service
 - c. Indication of appropriate space and equipment to be used for food preparation, storage of food supplies, including provisions for the storage of dry food in a clean, dry, and ventilated room; and the storage of refrigerated and frozen foods in accordance with Arkansas Department of Health requirements. (4-ACRS-4A-06)
 - d. Indication of appropriate space for all who dine at the same time including plans for managing the flow of residents into and out of the dining facility to avoid confusion and overcrowding. (4-ACRS-4A-05)
 - e. Plans for creating a calm and pleasant atmosphere in which residents may dine.
 - f. Processes for removing all foods from the dining and cooking areas after meal service.
2. Budgeting is based on historical information drawn from records of food purchases, meal counts, projected census, and prevailing food prices.

B. Training.

1. Food service staff will receive orientation and in-service training as required by the Administrative Directive titled Employee Training. Food service staff and residents working in food service will receive in-service or on-the-job training in topics related to how communicable disease spreads, precautions for handling potentially hazardous food, common sources of food contamination, the correct procedures for storing and serving food, sanitization, first aid, fire safety, and safety procedures for using equipment (e.g., meat slicers, mixers, fryers, etc.).

2. Staff conducting inspections will be instructed specifically in the application of food service and sanitation rules and regulations.

C. Food Service. Food will be handled and prepared to preserve its freshness, and protect it from contamination. Sanitary food handling and preparation areas will be maintained. Every effort shall be made to serve meals at appropriate temperatures. At a minimum, the following protections are to be employed:

1. Wholesome foods are acquired from approved sources and, where appropriate, food grown at the Center is approved.
2. Food is transported at appropriate temperatures.
3. Food is stored in conformity with Arkansas Department of Health Rules and Regulations and its freshness and purity is ensured through prescribed procedures such as stock rotation and use of pallets or shelves to hold stored food at least 6 inches off the floor.
4. Food is handled, prepared, and served at safe temperatures as established in Department of Health rules. Food temperature is routinely monitored.
5. Written standardized recipes are used for all food preparation.
6. Appropriate infection control guidelines and procedures are established and followed including the appropriate use of hair/beard nets, proper hand washing, and the use of disposable gloves on the serving line.
7. A representative tray of food from each meal will be retained to aid in the investigation of incidents of food-related illness.
8. Food service equipment, food preparation surfaces, and utensils will be clean, sanitized, and maintained. Filters in ventilation hoods will be cleaned weekly, or more frequently if needed to keep them free from grease, condensation, and other contaminants.
9. When a food service employee or resident working in food service suspects he or she may be infected with a food borne disease (as defined), he or she will report the condition to his or her supervisor or the contract medical services provider.
10. A food service staff person (or resident working in food service) who is ill with a food borne illness will be excluded from the food service area. He or she will be allowed to return only on the written recommendation of a physician or contract medical staff stating that he or she is no longer contagious and ready to return to food service duties.
11. A food service staff person (or resident working in food service) who is experiencing persistent sneezing, coughing, or discharges from the eyes, nose, or mouth will be excluded from food-proximate activities.
12. The clothes worn by food service staff in the food service area will comply with established guidelines.
13. Food service workers will observe any precautions or prohibitions that are established to guard against contaminants being brought into the food service area.
14. Sack lunches for community work crews will be stored and transported at safe temperatures.
15. Food will be used or discarded within 24 hours of being served.

16. The food service area is inspected daily to determine whether safe and hygienic conditions are being maintained and food service policies are being followed. At a minimum, the following items are checked: (4-ACRS-4A-07)
 - a. Cooking, dining, and food storage areas are clean, well ventilated, and at appropriate temperatures.
 - b. Food preparation equipment is in sanitary condition and in good repair.
 - c. Food handlers are using hygienic food handling techniques and are free of symptoms of communicable disease or open exposed wounds.
 - d. Food handlers are in the appropriate attire.
 - e. Food is fresh, being held at safe temperatures, and palatable.
 - f. Refrigerator, freezer, and water temperatures are at prescribed levels.

D. Facility Sanitation and Maintenance. Minimum requirements for the sanitation, maintenance, and repair of Center facilities and supplies for resident hygiene include the following:

1. Cleaning, maintenance, and repair of facilities through routine scheduled activities.
2. A capacity for promptly responding to cleaning, maintenance, and repair requests as needs arise including procedures for emergency and non-emergency requests.
3. Conditions such as the following will be corrected: dirt or disrepair, such as large cracks in plaster, holes in walls and ceiling, chipped and peeling paint, or broken windows.
4. The maintenance and operation of systems for liquid and solid waste disposal in accordance with the requirements of the appropriate regulatory authority including regular trash and garbage removal. (4-ACRS-1A-04)
5. The control of pests and vermin by a reputable vendor for pest control through routine inspections and episodic inspections when infestations are observed or suspected.(4-ACRS-1A-05)
6. Weekly facility inspections including inspections to locate breeding places for rodents and insects. This inspection may be combined or coordinated with Daily/Weekly Safety and Security inspections required by Safety and Security policy.
7. The use of covered, cleanable, insect- and rodent-proof containers for garbage that do not leak or absorb liquids.
8. Regular cleaning of the area in which garbage is collected.
9. Cleaning of resident clothing through use of laundering equipment operated individually or centrally. (4-ACRS-4B-02)
10. Thorough cleaning of residents' personal clothes and, when necessary, disinfecting clothes before they are stored or before the resident is allowed to keep and wear them.

E. Hygienic Supplies Issued to Residents. At a minimum, the following supplies are to be issued to each resident:

1. Suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. (4-ACRS-4B-04)
2. Adequate and appropriate articles necessary for maintaining proper personal hygiene. (4-ACRS-4B-01)

F. Recordkeeping. The following records are to be maintained:

1. Health and sanitation requirements to which the Center is subject.
2. Permits/approvals documenting the Center's current status. Reports from authorized inspectors for the current certification period shall be kept at the Center and made available to auditors or other persons authorized to review them.
3. Menus as they were planned and record of any modifications (kept on file for five years).
4. The number of meals served to residents and staff, respectively.
5. Monthly inventories of food supplies and calculation of meal cost per resident on AD 08-11 Form 1 (retained for five years).
6. Therapeutic diets for as long as the resident remains in custody (following a resident's release therapeutic diets will remain on file for auditing purposes for one year).

V. PROCEDURES.

A. Center Supervisor Duties

1. Apply for, obtain, and maintain the permits, certifications, and other approvals necessary to operate the Center in compliance with State and local health and sanitation laws, codes, and ordinances.
2. Develop and follow plans and standard operating procedures.
3. Ensure job descriptions for DCC staff (including residents working in food service) are written to uphold appropriate health and sanitation standards.
4. Budget adequately for sanitation, maintenance, and the food service program using systems for procurement and bookkeeping that conform to State purchasing policies and accurately account for food service costs.
5. Annually calculate a cost per meal per resident using AD 08-11 Form 1.
6. Develop a food service plan as described in Section IV.A.1 of this memorandum.
7. Develop Standard Operating Procedures to ensure compliance with Section IV.C.1 above of this memorandum and as needed to maintain continuing compliance with the Arkansas Department of Health and other rules and regulations and standards. Such guidance will include responses to disruptions in the safe storage and serving of food, such as during power outages, until usual practices can resume. At minimum, alternate locations will be specified for transportation and temporary storage of refrigerated/frozen food items in the event that cooling units become inoperable.
8. Whenever possible, ensure a designated "person-in-charge" is on duty during

all hours of food operations and the “person-in-charge” is “ServSafe™” certified.

9. Annually review Standard Operating Procedures and modify them as needed.
10. Employ a qualified food service manager.

B. Food Service Manager. The following duties will either be performed by the Food Service Manager or delegated to a capable staff person.

1. Check food deliveries for accuracy against the purchase order(s) and check for current freshness dates.
2. Refuse spoiled or damaged food or food with an imminent expiration date.
3. Inventory stored food supplies at least monthly and make inventory reports available to the dietitian, budgetary administrators, and other appropriate personnel for review.
4. Post current menus in the food service department for reference by employees and residents.
5. Post therapeutic diets for those preparing and serving meals to help ensure that residents for whom therapeutic diets are ordered receive them.
6. Ensure that all diners who are required to sign for their meals do so on the appropriate form.
7. Conduct daily inspections as required in Section IV.C.16a-f of this memorandum.
8. The following procedures will be used to monitor the temperature of refrigerators and freezers:
 - a. The time, date, and internal temperature reading of refrigerators and freezers will be logged and posted in the vicinity of the appliance.
 - b. If readings are taken from a gauge external to the appliance, then the external thermometer reading will be compared to reading on a thermometer located inside the appliance at least weekly. Variations greater than three degrees Fahrenheit will be reported to the Food Service Manager who will ensure the necessary replacement or repair.
 - c. If a comparison of internal and external temperatures exceeds three degrees Fahrenheit, then readings will be taken only from a thermometer located inside the appliance until the external thermometer is replaced or repaired.
9. Ensure all inspection results are reviewed and deficiencies are corrected. (4-ACRS-1A-03 [P])
10. Post-inspection results or make them readily available as documentation.
11. Authorize deviations from or substitutions in planned menus only with food of equivalent nutritional value (a current and recognized dietary manual will be used to guide menu deviations and meal preparation).
12. Supervise all food service staff and appoint a shift or daily supervisor to provide continuous supervision and oversight of food service activities.
13. Instruct and monitor food service staff and residents concerning their duties in the kitchen and dining areas.
14. Prepare and maintain accurate and appropriate records and reports as required by any permit or approval concerning food service and Section IV.F of this memorandum.

C. Food Service Staff and Residents Working in Food Service.

1. As appropriate to their job description, food service staff and residents are responsible for becoming familiar with and following Center policies and procedures for the safe and sanitary handling, storage, processing, and service of food.
2. Food service staff and residents who work in food service will do so after being screened for a history of or current infection with a food borne disease and any other condition deemed by current and appropriate standards of medical practice to preclude work in food service.

D. Dietitian. At a minimum, the following are duties of the registered dietitian under contract with DCC:

1. Plan menus for CCCs to meet or exceed the dietary allowances and the minimum daily nutrition standards of the Food and Nutrition Board of the National Research Council and the Arkansas Department of Health. (4-ACRS-4A-01)
2. Conduct an annual review of menus as served to ensure that they meet the nationally recommended allowances for basic nutrition for the types of residents housed in the facility.

E. Contract Medical Services. The medical service provider under contract with DCC will review the food service program to ensure compliance with the National Commission on Correctional Health Care: Standards for Health Services in Prisons, ACA standards, and this policy.

VI. ATTACHMENTS.

AD 08-11 Form 1 Monthly Food Service Report

**Arkansas Department of Community Correction
MONTHLY FOOD SERVICE REPORT**

To DCC Dietitian: _____ Date: _____
Dietitian's Name (Print)

From: _____
(Print Name) Title Residential Center

Re: Monthly Food Service Report Month of: _____

	Last Month's Ending Inventory	This Month's Purchases	Current Month's Ending Inventory	This Month's Usage
Milk	\$ _____	\$ _____	\$ _____	\$ _____
Meat, Poultry, Eggs	_____	_____	_____	_____
Bread	_____	_____	_____	_____
Groceries	_____	_____	_____	_____
Frozen Foods	_____	_____	_____	_____
Produce	_____	_____	_____	_____
Chips	_____	_____	_____	_____
Cold Cereal	_____	_____	_____	_____
Other*	_____	_____	_____	_____
Subtotals (A) \$	_____	(B) \$ _____	(C) \$ _____	\$ _____
Kitchen/Janitorial Supplies	_____	_____	_____	_____
Totals (D) \$	_____	(E) \$ _____	(F) \$ _____	\$ _____

Beginning Inventory Value	(A)\$ _____	Total Inventory Value	(D)\$ _____
Month's Food Purchases	(B)+ _____	Month's Total Purchases	(E) + _____
Value of Food Available	\$ _____	Food/Supplies Available	\$ _____
Month's Ending Inventory	(C) - _____	Month's Ending Inventory	(F) - _____
Cost of Food Used for Month	(G)\$ _____	Cost of Food/Supplies Used	(H)\$ _____
Meals Served		Average Food Cost Per Meal	\$ _____
<21 Resident Count	_____	(G ÷ I)	
Resident Count	_____	Average Meal Cost (H ÷ I)	\$ _____
Staff Count	_____		
Total	(I) _____	*Other (specify):	_____