

DATE:	MAY 19, 2017
NUMBER:	K.15
SUBJECT:	SERVING TIMES AND DISTRIBUTION OF MEALS
RELATED SECTIONS:	K.27

PURPOSE

To establish guidelines for the timely serving of inmate meals.

POLICY

The Food Service Division (FSD) staff will serve meals three times in any 24 hour period with a maximum of 14 hours between the evening meal and the breakfast meal. At least one of these meals shall include hot food. The use of the disciplinary separation diet shall constitute an exception to the three-meal-a-day standard.

PROCEDURE

- I. FSD staff will provide three nutritionally adequate meals to all inmates of the facilities at the times designated.
- II. Each facility will establish meal schedules according to their physical plant requirements and staffing.
- III. Each facility shall make one sample tray containing each menu item for that meal and retain the sample tray under refrigeration for a period of 72 hours after that meal has been served. The sample tray shall be discarded after the 72 hour period.