

DATE:	OCTOBER 11, 2018
NUMBER:	K.20
SUBJECT:	INMATE WORKER MEALS
RELATED SECTIONS:	

PURPOSE

To authorize the use of extra portions of food for inmate workers.

POLICY

Inmate workers shall be provided with an extra entrée pack of food at the evening meal only.

PROCEDURE

- I. Prior to the evening meal, the housing unit deputy shall identify the number of housing unit inmate workers, up to four per unit, who normally assist with housing unit work. This count shall be telephoned to the kitchen one-half to one hour before the scheduled inmate serving time.
- II. Upon receiving the meal count, the Food Services Division (FSD) supervisor or designee shall direct and supervise the portioning of inmate meals accordingly. For each housing unit, the designated number of inmate worker trays shall be prepared last, and shall include a double portion of the entree. Inmate worker trays shall be placed on the cart and identified as inmate worker trays. All inmate worker trays shall remain on the food carts until all inmates have been served. Inmate workers shall not remove any food from other trays. Excess perishable foods may be distributed for consumption to the inmates in a manner determined by the housing unit deputy.
- III. Inmate workers, who take their evening meals in the inmate worker housing unit, or other designated area, shall also receive one tray of food consisting of one double portion of the hot entree. Food not consumed at mealtime shall be returned to the kitchen. No food shall be stored in housing units and no food shall be carried to the inmate workers' duty station.
- IV. At facilities that serve bulk food from a serving line, inmate workers shall be served in the manner described in "II" above.
- V. Only kitchen inmate workers shall be fed in the kitchen. The FSD supervisor shall determine these meals. This shall occur at all meals while the kitchen inmate workers are working in the kitchen.