

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 4-11-2022
Number: K.15.M
Subject: SERVING TIMES AND DISTRIBUTION OF INCARCERATED POPULATION MEALS
Related Sections:

PROCEDURE:

To establish guidelines for serving of meals for the incarcerated population.

A. Distribution of incarcerated person meals

Meals for the incarcerated population will be served at the following times:

Breakfast	0400
Lunch	1000
Dinner	1600

It is the responsibility of the Control Deputy to call the Inside Kitchen staff or deputy and confirm meals are ready for distribution. Chow carts will be disseminated 15 minutes before each incarcerated person meal to House 3 and House 4 to ensure meals are served on time. Incarcerated persons will be allowed a minimum of fifteen minutes to consume each meal.

The kitchen deputy and or Food Services staff will inspect the meal carts and secure them with a lock prior to sending the carts to the housing units. All housing deputies receiving meal carts will inspect the carts for utensils (i.e., soup ladles, locks, and container gaskets) and to ensure there is an adequate number of meals to feed the unit. If additional meals are needed, the housing deputy will notify the kitchen staff. Prior to sending the meal carts back to the kitchen, the housing deputies will ensure all utensils are secured in the cart and the cart is locked. The kitchen deputy and or Food Services staff will inspect the meal carts to account for utensils and the locks. Any discrepancies shall be reported to the Watch Commander.

I. A-D Dorms

I/P in Dorms A-D will eat their meals inside their respective dorms.

II. House 3 and 4

The I/P in House 3 and 4 will eat in their assigned modules. Assigned I/P workers will deliver meal and trash carts to the housing units. I/P assigned to the modules will assist the deputy with meal distribution.

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MEALS

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At the completion of the meal, module workers will conduct necessary clean up. The meal and trash carts will be collected and returned to the inside kitchen by kitchen workers.

III. Medical Incarcerated Persons

I/P in attendance of sick call or incarcerated worker interviews will be given the appropriate meal from the kitchen.

IV. Programming Incarcerated Persons

I/P participating in programs during scheduled meal times may be issued meals at their classrooms at the discretion of the Watch Commander.

V. Offsite Incarcerated Work Crews

I/P assigned to work outside of the facility, during meal times, will be issued a meal at their work location. The deputy assigned to supervise the work crew will arrange for bag lunch meals, to be prepared by the kitchen and distribute the meals for consumption.

The following inmate work crews will consume meals at their worksite:

A.

A Bike Shop

B Civics/Grounds