

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

<b>DATE:</b>	OCTOBER 14, 2021
<b>NUMBER:</b>	K.15.G
<b>SUBJECT:</b>	SERVING TIMES AND DISTRIBUTION OF MEALS

**PROCEDURE:**

The kitchen deputy will inspect the meal carts prior to sending the carts to the housing units. All housing deputies receiving meal carts will also inspect the carts and ensure there are 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.

**I. DISTRIBUTION OF INMATE MEALS**

**A. Inmate meals will be served at the following times:**

Breakfast 0330 hours (Hot tray/Cold tray).  
Lunch 1030 hours (Cold tray/Soup).  
Dinner 1600 hours (Hot tray/Cold tray).

**B. Mainline and Protective Custody Housing (Houses 1 - 4, 6B, 6C)**

All inmates will have opportunity to exit their cells or quads and sit at tables in the dayroom unless prohibited by the COVID-19 Continuity of Operations Phase Plan (COOP). At the completion of the meal, inmate module workers will conduct any necessary clean up at the discretion of the deputy and remove all trash from the dayroom.

**C. Administrative Segregation (House 5 and 6A)**

Housing deputies will ensure all inmates are offered a meal in their assigned cells at each scheduled mealtime.

**D. Medical Observation (MOB)**

Deputies working in the MOB will offer all inmates housed in the MOB a meal. Inmates housed in an isolation cell will be fed in their cell. All other inmates may eat in the dayroom.

**II. SPECIAL DIETS**

**A. Special diets meals will be delivered to houses by the kitchen deputy and an inmate worker at the following times:**

AM Diet Snacks 0700 hours.  
Afternoon Diet Snacks 1400 hours.  
PM Diet Snacks 1900 hours.