

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	APRIL 3, 2023
NUMBER:	K.15.L
SUBJECT:	SERVING TIMES AND DISTRIBUTION OF MEALS

PROCEDURE

I. MEAL SERVING TIMES

Breakfast 0400 hours
Lunch 1030 hours
Dinner 1600 hours

II. COVID-19 PROTOCOLS

Refer to the most current Detention Services Bureau COVID-19 Operating Plan for direction on how to serve meals inside of the housing units.

III. INSPECTION OF MEAL CARTS

- A. The kitchen deputy will inspect the meal carts and secure them with a lock prior to sending the carts to the housing units.
- B. All housing deputies receiving meal carts will inspect the carts for utensils (e.g. soup ladles and cups) 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 that the cart has been locked.

IV. HOUSE 1 AND LOW-LEVEL PROGRAMING HOUSING UNITS

Due to the current COVID-19 restrictions, meals will be distributed and eaten in the dayroom one tier at a time.

V. HIGH LEVEL AND RESTRICTED HOUSING UNITS

- A. Assigned incarcerated workers will deliver meal carts to the housing units and if needed, will assist the deputy with meal distribution.
- B. High level incarcerated persons shall eat in the dayroom. Deputies will have all the incarcerated persons exit their cells and sit at tables in the dayroom one tier

at a time for lunch and dinner. Under exigent circumstances and due to time restrictions during breakfast, meals may be distributed cell to cell. However, trash must be collected from each cell after every meal.

- C. At the completion of the meal, designated module workers will conduct any necessary clean up at the discretion of the deputy. The housing deputy will return the meal carts to the kitchen.

VI. ADMINISTRATIVE SEPARATION(AD-SEP)

Housing deputies will ensure all incarcerated persons are offered a meal in their assigned cells at each scheduled mealtime. Trash must be collected from each cell after every meal.

VII. PSYCHIATRIC STABILIZATION UNIT (PSU)

It will be at the discretion of the PSU deputies and nursing staff how meals are distributed/ served in the PSU. PSU deputies will ensure all incarcerated person housed in the PSU are offered a meal. Trash must be collected from each cell after every meal. At the completion of the meal, incarcerated workers will conduct any necessary clean up at the discretion of the deputy.

VIII. MEDICAL OBSERVATION UNIT (MOB)

Deputies working in the MOB will offer all incarcerated persons housed in the MOB a meal. Incarcerated persons housed in an isolation cell will be fed in their cell. Trash must be collected from each cell after every meal. All other incarcerated persons may eat in the dayroom. The intake incarcerated workers will deliver and serve meals in the MOB. At the completion of the meal, incarcerated workers will conduct any necessary clean up at the discretion of the deputy.

IX. COURT HOLDING

The court deputies will distribute meals to all incarcerated persons in the court holding area during designated mealtimes. The court deputies will notify the kitchen staff how many meals are needed. If an incarcerated person is returning from court and will be taking their meal with them back to housing, the meal must be given after the incarcerated person's strip search. Incarcerated persons will not be permitted to carry any meal items through the strip search process.

X. INTAKE AREA

A sack lunch meal will be offered to each incarcerated person in the intake area at the

scheduled mealtimes. The kitchen incarcerated workers will deliver and serve meals in the intake area. Incarcerated persons shall consume any meal items given to them in intake prior to the strip search and clothing exchange. Incarcerated persons will not be permitted to carry any meal items through the strip search process.