

DATE:	NOVEMBER 7, 2023
NUMBER:	K.15
SUBJECT:	SERVING TIMES AND DISTRIBUTION OF MEALS
RELATED SECTIONS:	K.27

PURPOSE

To establish guidelines for the serving of incarcerated meals.

POLICY

The Food Services Division (FSD) personnel 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 will include hot food. The distribution of incarcerated meals will be conducted in a sanitary manner.

PROCEDURE

- I. FSD personnel will provide three nutritionally adequate meals to all incarcerated persons at the facilities at the times designated.
- II. Each facility will establish meal schedules according to their physical plant requirements and staffing.
- III. Each facility will 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 will be discarded after the 72-hour period.
- IV. All incarcerated persons returning from court will be provided with a meal upon return to assigned housing facilities.