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| DATE: | MAY 18, 2022 |
| NUMBER: | K.20 |
| SUBJECT: | INCARCERATED WORKER MEALS |
| RELATED SECTIONS: | |

PURPOSE

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

POLICY

Incarcerated workers will 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 will identify the number of housing unit incarcerated workers, up to four per unit, who normally assist with housing unit work. This count will be telephoned to the kitchen thirty minutes (30) to one hour before the scheduled incarcerated meal serving time.
- II. Upon receiving the meal count, the Food Services Division (FSD) supervisor (or designee) will direct and supervise the portioning of incarcerated workers meals accordingly. For each housing unit, the designated number of incarcerated workers trays will be prepared last and will include a double portion of the entree. incarcerated workers trays will be placed on the cart and identified as incarcerated worker trays. All incarcerated workers trays will remain on the food carts until all incarcerated workers have been served. Incarcerated workers will not remove any food from other trays. Excess perishable foods may be distributed for consumption to the incarcerated workers in a manner determined by the housing unit deputy.
- III. Incarcerated workers, who take their evening meals in the incarcerated worker housing unit, or other designated area, will also receive one tray of food consisting of one double portion of the hot entree. Food not consumed at mealtime will be returned to the kitchen. No food will be stored in housing units and no food will be carried to the incarcerated workers duty station.
- IV. At facilities that serve bulk food from a serving line, incarcerated workers will be served in the manner described in "II" above.
- V. Only kitchen incarcerated workers will be fed in the kitchen. The FSD supervisor will determine these meals. This will occur at all meals while the kitchen incarcerated workers are working in the kitchen.