

	State of Alaska Department of Corrections Policies and Procedures	Index #: 805.03	Page 1 of 8
		Effective: 86-10-15	Reviewed:
		Distribution: A,B,C	Due for Rev:
	Chapter: Food Service		
	Subject: Special and/or Religious Diets or Meals		

Authority

In accordance with AS 44.28.030, AS 33.30.021, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

Purpose

To provide therapeutic diets for those prisoners whose health condition necessitates them; ensuring that prisoners genuinely desiring religious and/or vegetarian diets are accommodated to the extent possible within an institution; and special meals are provided as the occasion, circumstances, and available resources dictate or permit.

Application

To all employees and prisoners.

Definitions

As used in this document, the following definitions shall apply:

- A. **Approved:**
Foods and/or food items under the surveillance of the State of Alaska, USDA or FDA which are certified as acceptable for preparation and consumption based upon conformance with appropriate standards and good public health practices.
 - B. **Contamination:**
Contact by food and/or food items with dust, insects, rodents, unsanitary equipment or utensils, coughs or sneezes, flooding, drainage, leakage, or any substance, organism, or entity which may threaten public health or the health of prisoners, visitors or staff of an institution.
 - C. **Equipment:**
Stoves, ranges, ovens, hoods, slicers, mixers, meatblocks, tables, counters, refrigerators, microwave ovens, sinks, dishwashing machines, steam tables, and similar items, other than utensils, used in the operation of a food service unit in an institution.
 - D. **Food-contact Surface:**
The surfaces of equipment and utensils with which food normally comes in contact, and those surfaces which may drain, drip or splash back onto surfaces which contact food.
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E. Potentially Hazardous Foods:

Food that consists in whole or in part of wild mushrooms, bivalve shellfish such as clams and mussels (except from an approved source); the meat and/or organs of bear, fox, walrus or other wild marine or land animals (except fresh fish, whale, seal, beaver, moose, caribou or reindeer from a lawful source); fermented vegetable, meat, seafood, or egg products; home canned foods or non-commercially vacuum packed foods; non-commercial smoked fish products; rendered oil; or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

F. Potlatch:

A cultural theme, special meal comprised of traditional foods, food items, or the like consumed in a group setting and in an atmosphere of celebration; Alaska native festival meal sometimes associated with gift giving in conjunction with the meal.

G. Religious Coordinator:

An employee of the institution designated by the Superintendent and assigned the responsibility of reporting, reviewing, and scheduling in co-operation with the Chaplaincy Coordinator, all religious programs in the institution.

H. Religious Diet:

A prescribed allowance or selection of food for consumption with reference to a particular recognized religious belief.

I. Single-service Articles:

Cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, place mats, toothpicks, and similar articles designed for one-time, one-person use.

J. Special Meals:

Meals or food prepared for special occasions, e.g. holiday or potlatch meal, that may accommodate cultural preferences; "finger-foods" prescribed for a prisoner who requires especially prepared foods and/or extraordinary limits on access to utensils due to suicidal, assaultive, or other conduct abusive to self, others or items to which the prisoner has access.

K. Tableware:

Multi-use eating and drinking utensils.

L. Therapeutic Diet:

Special meals or food prescribed by a physician, dentist or other health care staff as part of a patient's treatment.

M. Utensil:

A tool used in the service, preparation, transportation, or storage of food.

N. Vegetarian Diet:

Meals prepared from vegetable sources or a combination of plant food and dairy products exclusive of meat to sometimes include eggs.

Policy

- A. Special meals and diets for prisoners will be accommodated to the extent reasonably possible within Department institutions.
- B. Therapeutic diets will be provided when prescribed by health care staff. The diet will be prepared and served according to the instructions of the health care staff.
- C. Religious diets will be made available subject to certification and instructions by the Religious Coordinator with the approval of the Superintendent.
- D. Vegetarian diets will be made available in accordance with a selected category of non-meat items identified by food service personnel. Requests for vegetarian diets must be approved by the Superintendent or designee on a case-by-case basis.
- E. Special meals may be served at the discretion of the Superintendent in accordance with 805.01, Menu Planning and Meal Service; and for special meals or potlatches utilizing traditional wild or native foods, in accordance with 805.01 and the guidelines contained in this policy.
- F. The contents of special, religious and vegetarian meals must approximate the cost, quantity, quality, and nutritional adequacy of meals provided for the general population.

Procedures

A. Therapeutic Diet:

Authorization will be prepared in writing by the health care staff prescribing the therapeutic diet. The practitioner responsible shall:

- 1. Explain the diet and it's importance to the prisoner's condition or health;
 - 2. Explain other diet restrictions with regard to commissary or provisions of the special diet;
 - 3. Establish the duration of the diet and the procedure for renewal, if necessary;
 - 4. Document all therapeutic diet orders in the medical record; and
 - 5. Write diet orders in duplicate with one copy to the Food Service Supervisor and the other copy to be placed in the medical file. The diet order shall contain the following information:
 - a. Name of prisoner;
 - b. OBSCIS Number;
 - c. Housing status;
 - d. Expiration date of order;
 - e. Title of special diet;
 - f. Known food allergies; and
 - g. Amount of nutrients, calories or other information necessary to clarify the order.
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B. Religious Diet:

1. A request for a religious diet must be channeled through the Religious Coordinator who will review the request and make recommendations to the Superintendent;
2. The Superintendent will approve or disapprove the diet request. The verified needs of the requesting prisoner and the resources of the institution will be considered in the determination of a religious diet;
3. If the diet is approved, the Food Service Supervisor must be notified in writing of the specifics for provision of the diet; and
4. Regular menu food items consistent with the religious diet (e.g., no pork) will be used unless otherwise approved by the Superintendent.

C. Vegetarian Diet:

1. A request for a vegetarian diet must be forwarded to the Superintendent through the Institutional Probation Officer who will include a diet history of the requesting prisoner;
2. The Superintendent will review and approve or disapprove the request with regard to the verified needs of the prisoner and resources within the institution; and
3. If the diet is approved, the Food Service Supervisor will be notified in writing and the diet accommodated as outlined under B., 3. and 4. above.

D. Special Meals:

Special meals and/or foods may be served in accordance with 805.01, Menu Planning and Meal Service, and at the discretion of the Superintendent or designee. The Superintendent must approve all such meals for consumption within the institution and ensure that potlatch special meals utilizing traditional wild and/or native foods are prepared and served in conformance with the following guidelines:

1. Food service regulations, including the Department of Environmental Conservation (DEC) regulation 18 AAC 31.010, Supplies, require that food used in food service facilities such as correctional centers be obtained from approved sources;
2. Traditional wild and native foods and/or food items such as wild game or fish are not normally produced or obtained under inspected circumstances and therefore cannot be considered approved unless they are inspected and approved by a DEC agent on behalf of this Department;

NOTE: There is a DEC Sanitarian stationed in close proximity to every correctional facility except in Bethel and Nome. The local state Sanitarian must be contacted at least one week in advance of receipt or utilization of wild or native foods to schedule a date and time for inspection of wild or native foods for approval prior to their being utilized by institutional food service personnel. For the Yukon-Kuskokwim Correctional Center in Bethel, the Chief Sanitarian for DEC in Juneau (465-2628) must be contacted at least two weeks in advance of the scheduled inspection in order to arrange for the Federal Sanitarian stationed in Bethel to assist state DEC and complete the inspection. For the Anvil Mountain Correctional Center in Nome, the Norton Sound Health Corporation Sanitarian (443-5411) is

under contract with DEC and will complete the inspection on their behalf.

3. If there is reasonable assurance that the food item has been lawfully obtained by the donor, has been dressed, butchered, and stored without contamination or loss of quality as outlined under 4.b.(1) below and the food item has been inspected and approved by a DEC agent, certain wild and native foods, exclusive of potentially hazardous foods, may be obtained, processed, prepared and served within an institution in connection with an authorized special meal;
4. At least once a year, when appropriate to the mission of the institution, the Superintendent shall authorize a potlatch or other Alaska Native cultural theme special meal in accordance with 805.01., Menu Planning and Meal Service, and the guidelines to follow:
 - a. Potentially hazardous foods as defined and applied in this policy are prohibited for institutional preparation and use;
 - b. Certain wild and native foods such as fresh fish, whale, seal, beaver, reindeer, caribou, and moose which are approved per above or acquired from an approved source may be utilized for food service providing the following conditions are met:

NOTE: Wild and native foods directly procured under the auspices of this Department such as the salmon obtained through the prisoner work program subsistence fishery in Bethel are exempt from the inspection per (1) below but are subject to handling and service per (2) and (3) below.

(1) Inspection, control and record keeping:

- (a) Institutional food service personnel shall coordinate and schedule an inspection by the local state Sanitarian or DEC agent to coincide with the arrival of the wild food item(s) at the institution and/or to ensure inspection of the food item(s) prior to it's being utilized within the facility to approve the food and establish a reasonable determination that the food is not diseased and the animal or fish was butchered, dressed and transported in such a manner as to prevent contamination or loss of quality;
 - (b) At any time following the food item coming into the possession or control of institutional food service personnel, any signs of adulteration with potentially hazardous food(s) or other questionable substances, spoilage, contamination with gross particles of soil, animal hair, intestinal waste, disease, etc., constitute grounds for rejection;
 - (c) Products received must be minimally processed, i.e., received in the round, as quarters or as roasts;
 - (d) Fish received must be at least scaled/slimes, gilled and gutted, or intact without any processing, and of the quality acceptable under (a) and (b) above;
 - (e) Food products received frozen should be kept frozen and fresh foods should be iced or otherwise refrigerated to maintain a holding temperature of less than 45 degrees F.;
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- (f) If fish are frozen, freezing temperature should be at 0 degrees F. or lower for 24 hours or at 14 degrees F. or lower for 72 hours to destroy any viable parasites; and
- (g) Wild and native foods received by food service personnel per this policy, whether accepted or rejected, will be recorded in the Institutional Log in accordance with 803.11, Permanent Record Logs, as other information deemed appropriate by the Superintendent. The log entry must include the date and time of receipt, source, purpose and pertinent comments regarding the condition of the food product to include the identity and findings of the DEC agent performing the inspection per (a) above.

(2) Handling and Processing On-Site:

- (a) The processing of wild and native foods must occur separately from other foods to prevent cross contamination of foods, utensils and food contact surfaces. Separation is accomplished by physical separation or separation by time. Food contact surfaces, utensils and equipment will be cleaned and sanitized following the processing of wild foods;
- (b) Wild and native foods will be stored separately from other foods. Separation can be accomplished by storage in a separate freezer/refrigerator or compartment or shelf in the same freezer/refrigerator;
- (c) Such foods must be labeled with the identification of the food, date received and source, e.g., Moose/7-14-86/ADF & G; \
- (d) If fish or game are received in the round and/or unprocessed per (1) above, skinning, scaling/sliming, gilling, gutting and butchering must be done in a manner which prevents cross contamination of foods or food contact surfaces;
- (e) Food service personnel shall ensure that all parts of wild meat being prepared for consumption are thoroughly cooked without interruption in the cooking process and to a minimum internal temperature of 150 degrees F.; and
- (f) Food service personnel shall ensure that all parts of fish being prepared for consumption are thoroughly cooked to reach a minimum internal temperature of 133 degrees F. for at least five minutes.

(3) Service and Consumption:

- (a) Potlatch and/or special meals comprised in whole or in part of wild or native foods and which are prepared for consumption by food service personnel in conformance with (1) and (2) above may be served within the institution in accordance with 805.01, Menu Planning and Meal Service;
 - (b) Potlatch dishes prepared outside the institution and by persons other than food service personnel of the institution may be received as part of a potlatch or special meal provided the food or dish is kept separate from foods prepared within the institution;
 - (c) Potlatch dishes prepared and brought from outside the institution in conformance with (b) above may be presented for consumption
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- within the institution provided the appropriate waiver(s) of liability per (f) below has been signed by participants;
- (d) Potlatch foods described under (b) and (c) above must be displayed for service and/or consumption in a fashion separate from foods prepared by food service personnel and must be clearly identified as having been prepared outside the facility and subject to consumption at one's own risk;
 - (e) Special meal dishes as described under (b), (c) and (d) above must utilize tableware consisting of single-service articles;
 - (f) A waiver of liability as prescribed by the Superintendent for the occasion must be signed by all prisoner, staff and visitor partakers of the special foods described under (b), (c) and (d) above; and
 - (g) Left-overs from potlatch meal dishes per (b), (c) and (d) above must be disposed of following the special meal and will not be reused by food service personnel.

E. Responsibilities of Food Service Personnel:

1. The Food Service Supervisor will ensure the preparation of special diets in compliance with the written instructions per A., B. and C. above;
2. The special diet ordered per 1. above will begin with the first meal following receipt of the order by the Food Service Supervisor;
3. The Food Service Supervisor shall maintain individual records of therapeutic diets served to prisoners which will reflect meals refused by the subject prisoner. Such records must be forwarded to the Superintendent and incorporated into the subject prisoner's case record;
4. Special meals which are approved by the Superintendent will be prepared and served in accordance with the guidelines under D. above;
5. Special meals and/or diets served to prisoners housed in segregation units will be served in conformance with procedures established by the Food Service Supervisor as approved by the Superintendent; and
6. A therapeutic diet order will be valid for 30 days unless:
 - a. Ordered for a shorter term by health care staff;
 - b. Cancelled prior to completion; or
 - c. Reviewed and renewed by health care staff.

- F.** In the event a determination has been made which indicates a prisoner has intentionally violated the specifics of his or her special diet, the prisoner may be removed from the special diet for cause. The Superintendent must approve the discontinuance of special diet accommodation for cause.
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Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

DATE <u>October 15, 1986</u>	 _____ Roger V. Endell, Commissioner Department of Corrections
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Applicable forms:
