	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: November 13, 2023	POLICY NO.: COR.09.01
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.09.01 of July 01, 2015	
	SUBJECT: FOOD SERVICE MANAGEMENT	Page 1 of 3	

1.0 PURPOSE

To standardize the management of all food service operations within the State of Hawaii; establish policies and procedures to ensure the food services unit provide inmates, Adult Correctional Officers, and civilian staff meals that meet nutritional requirements and are prepared in a sanitary food services environment, accommodates medical and religious diet needs, and are prepared by qualified food service staff.

2.0 SCOPE

This policy shall apply to all correctional facility food service units in the State of Hawaii.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Dietary Guidelines for Americans. United States Department of Agriculture (USDA); Department of Health and Human Services (HHS), 2020-2025.
- b. U.S. Department of Justice, Food Service Manual, September 2011.
- c. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.

.2 Definitions

- a. CPS-FSO: Corrections Program Services-Food Service Officer.
- b. IFSM: Institutional Food Services Manager.
- c. Menu and Dietary Guidelines – Correctional menus shall be developed by the FSO in collaboration with and subject to the approval of a licensed staff or contracted dietician. Menus will be based on national standards for recommended dietary allowances applicable to correctional institutions. The menu shall be reviewed and updated as necessary on an annual basis.
- d. Documentation for Food Services – The IFSM shall ensure proper documentation of all areas of the food services program as listed in Section

NOT CONFIDENTIAL

COR P & P M	SUBJECT: FOOD SERVICE MANAGEMENT	POLICY NO.: COR.09.01
		EFFECTIVE DATE: November 13, 2023
		Page 2 of 3

4.0 of this policy. The documentation retention schedule for menus will be a minimum of three (3) years.

4.0 POLICY

In accordance with the Dietary Guidelines for Americans, the U.S. Department of Justice Food Service Manual, and HAR Title 11, the Food Services Branch shall maintain a food services program to provide nutritious meals to inmates, Adult Correctional Officers, and civilian staff. Meals and menus will be portion controlled, well-balanced, and in compliance with national standards of recommended dietary allowances. Meals will be prepared in a clean and suitable food services area as dictated by the Department of Health Standards. Meals will be delivered and/or served to inmates in their housing units or dining areas.

5.0 PROCEDURES

The Food Services Branch shall be responsible for:

1. Planning of menus and dietary guidelines.
2. Preparation and serving of meals.
3. Special Diets.
4. Sanitation.
5. Proper storage of all food items; and
6. Providing adequate health protection for inmates, staff, and other persons who work in the food services operation.

NOT CONFIDENTIAL

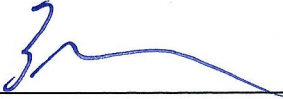
COR P & P M	SUBJECT: FOOD SERVICE MANAGEMENT	POLICY NO.: COR.09.01
		EFFECTIVE DATE: November 13, 2023
		Page 3 of 3

APPROVAL RECOMMENDED:


11/13/2023

Deputy Director for Corrections Date

APPROVED:


11/13/23

DIRECTOR Date

NOT CONFIDENTIAL