

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.09.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.09.01 of July 01, 2015	
	<b>SUBJECT:</b> <b>FOOD SERVICE MANAGEMENT</b>		Page 1 of 3

## 1.0 PURPOSE

To standardize the management of all food service operation 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 facilities within the Department.

## 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), 2010.
- b. Food Services Manual, 2011. U.S. Department of Justice, Federal Bureau of Prisons.
- c. Hawaii Administrative Rules (HAR), Chapter 11-50. State of Hawaii, Department of Health, Food Safety Code.

### .2 Definitions

- a. Food Safety Officer (FSO) – Under the general supervision of the head of the Correctional Programs Services Department, develops, administers, and manages the Food Services Branch, a program of food services for all correctional institutions. FSO oversees the budgetary and operational needs of the Corrections Division’s food services program.
- b. Institutional Food Services Manager (IFSM) - A qualified staff member to supervise the community corrections center or correctional facility food service operation in the Correctional Division.

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

#### **4.0 POLICY**

The Department, Food Services Branch will 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.

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APPROVAL RECOMMENDED:

*Smily* JAN 0 1 2024  
Deputy Director for Corrections Date

APPROVED:

*26* JAN 0 1 2024  
DIRECTOR Date

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