



<p align="center"><u>ADMINISTRATIVE REGULATION</u></p>  <p align="center">COLORADO DEPARTMENT OF CORRECTIONS</p>		REGULATION NUMBER	PAGE NUMBER
		1550-02	1 OF 8
		CHAPTER: Support Operations	
		SUBJECT: Food Service Menu Planning and Service	
<p>RELATED STANDARDS: ACA Standards 2-CO-4C-01, 4-4158, 4-4313, thru 4-4318, 4-4321-1 4-4323, and 4-4326 thru 4-4328, 1-CTA-3D-02-1</p>		EFFECTIVE DATE: December 15, 2015	
		SUPERSESSION: 05/10/13	
		 <p align="center">Rick Raemisch Executive Director</p>	
OPR: OFS	REVIEW MONTH: October		

I. POLICY

It is the policy of the Department of Corrections (DOC) to provide meals that are nutritionally adequate and prepared and served in a manner that meets established governmental health and safety codes. [2-CO-4C-01]

II. PURPOSE

The purpose of this administrative regulation (AR) is to outline the food service menu planning and compliance program and describe acceptable meal service practices.

III. DEFINITIONS

- A. Food Service & Laundry Program Administrator: *The Central Office DOC employee responsible for general supervision and policy development for the DOC's Food Service Program. [2-CO-4C-01]*
- B. Food Service & Laundry Program Administration Office: Office responsible for general supervision and policy development for the DOC's Food Service Program.
- C. Food Service Supervisor: The person responsible for all aspects of food service management within the facility/center. *This person must have a minimum of four years experience in food service with knowledge covering all phases of food service operations. [2-CO-4C-01] [4-4313]*
- D. Master Menu: A four week cyclic menu used by all DOC facilities. The master menu is planned by a menu committee and is analyzed and approved for nutritional adequacy by the registered dietitian.
- E. Medical Diet: Specific foods and/or food preparation techniques that satisfy medical diet therapy requirements as prescribed by Clinical Services.
- F. Medical Diet Procedure Guide: A document developed by Clinical Services and Food Service which provides procedures for ordering and providing nutrition education instruction and therapeutic diets to offenders. This document is located in the Food Service Program Office.

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G. Registered Dietitian: A DOC employee or contract worker registered by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics to practice dietetics.

H. Substitute Meal: A vegetarian alternative to the standard master menu that is free of meat/poultry/fish.

I. Satellite Meals: Meals that are not served in the facility dining room.

IV. PROCEDURES

A. Menu Planning: [2-CO-4C-01]

1. The Food Service & Laundry Program Administration Office will periodically initiate a formal *food service meal preference survey, which will be circulated to all offenders and food service DOC employees, to obtain input for menu development. Offenders and DOC employees will be surveyed informally and plate waste evaluations will be performed on an ongoing basis to assess menu acceptability. [4-4314]*
2. Under the direction of the Food Service Program Office, a menu committee will be formed to compile results of the meal preference surveys and comments from food service DOC employees. The menu committee will recommend menu changes to the dietitian.
3. The DOC registered dietitian will review the completed menu change suggestions and plan a nutritionally adequate master menu within projected budget parameters. *The DOC will require that the master menu be planned in advance and substantially follow the plan. The planning and preparation of all meals will take into consideration the following: [4-4317]*
 - a. *Recommended dietary allowances as approved by the National Academy of Sciences. [2-CO-4C-01][4-4316]*
 - b. Dietary Guidelines for Americans, as promulgated by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services.
 - c. The Dietary Reference Intakes.
 - d. Food Guide Pyramid.
 - e. Nutritional needs of offender population groups.
 - f. Meal preference survey results.
 - g. *Food flavor, texture, temperature, appearance, and palatability. [4-4317]*
 - h. Physical plant characteristics and staffing.
4. *There is documentation that the facility's revised master menu, as well as dietary allowances, are reviewed at least annually by the registered dietitian to ensure that they meet the nationally recommended allowances for basic nutrition. [4-4316]*
5. The menu must be approved as nutritionally adequate by the registered dietitian who signs each page of the master menu.

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- In addition to the master menu, the registered dietitian will provide a complete set of nutritionally adequate menus for medical diets. ***Medical diets will be provided, as prescribed by appropriate (clinicians) medical or dental DOC employees, [4-4318] in accordance with procedures outlined in the Medical Diet Procedure Guide, which is available to clinical services and food service. [4-4318]*** Menu variations to accommodate religious requirements, work crews, holidays, increased caloric needs of special populations, etc. must be approved by the registered dietitian.

B. Menu Compliance

- Each DOC facility/center will be required to follow the prescribed master menu. La Vista Correctional Facility, San Carlos Correctional Facility, and Youthful Offender Services will follow the Colorado Mental Health Institute of Pueblo (CMHIP) prescribed menu. Denver Reception Diagnostic Center/Denver Women's Correctional Facility will follow the Special Population Prescribed Menu.
- Menu compliance is accomplished when each of the following are enforced:
 - All foods outlined on the master menu are to be served in the portions specified on the menu.
 - Menu compliance requires that standardized recipes be closely followed. The DOC uses the "Armed Forces Recipe Service," and locally developed DOC recipes, which are approved by the registered dietitian.
- Each meal will be planned, in advance, according to the master menu using AR Form 1550-02A, "Food Service Production Log," (Attachment "A"), or suitable facsimile. The menu item, recipe number, portion size, appropriate serving temperature, and time will be recorded on the form to serve as an overall daily production planning guide.
- AR Form 1550-02A will be used to record leftovers and plan for the appropriate handling and use of leftovers, in accordance with food safety guidelines promulgated by the Colorado Department of Public Health and Environment (CDPHE).

C. Menu Substitutions

- Menu evaluations are conducted at least quarterly by the (institution food service supervisory DOC employees) registered dietitian to verify adherence to the established basic daily servings. [4-4316]***
- Menu substitutions should be avoided. Permanent changes to the master menu will not be made at the facility/center level.
- Some unforeseen circumstances may require substitutions to the master menu. These include discovery of unacceptable raw product, equipment malfunctions, power outages, procurement issues, or other emergency situations.
- Menu substitutions must be of like nutritional value and will be reviewed and accepted by the registered dietitian to ensure nutritional values are met.
- Menu substitutions may be made to utilize produce during peak seasons, in accordance with the authorized produce substitutions list provided by the registered dietitian.
- AR Form 1550-02B, "Food Service Department Menu/Change," will be used to record changes to the master menu. This form is used for the master menu changes only. AR Form 1550-02E will be used for medical and religious diet menus. These forms must be completed daily and submitted monthly to the registered dietitian.

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7. The registered dietitian will review the monthly “Food Service Department Menu/Change” form, for the appropriateness of and reason for the substitution. A response will be made in writing to the food service supervisor if a substitution appears inappropriate. The food service supervisor will then complete the “Menu Change Action Plan” located on the bottom of Attachment “B” as the response to the requested information by the registered dietitian. Records of menu changes will be kept on file a minimum of three years.
8. The master menu allows for occasional facility/center choice meals. Meals served on these days must be recorded on the “Food Service Department Menu/Change” form for review and record keeping.

D. Meal Service: [2-CO-4C-01]

1. ***The DOC will require that at least three meals, including two hot meals, are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands, provided nutritional goals are met. [4-4328] Each offender will have at least 20 minutes of dining time for each meal. [4-4158]***
2. Meals will be served using cutlery, as necessary, for the meal being served. A spork may be used in place of a spoon and fork for general population. A knife (reusable or disposable) may be added when appropriate for the type of meal items being served. Sporks will be used in segregation.
3. Foods must be prepared as close to serving time as possible to ensure maximum palatability and nutrient retention.
4. Foods will be served at the appropriate temperature, according to the rules and regulations governing the sanitation of food service establishments in the State of Colorado, as promulgated by the CDPHE. Food temperatures will be taken prior to meal service and at least once during the meal period with the time recorded for each temperature taken. Temperatures of all menu items on the serving line will be taken by the food service supervisor, or designated serving line supervisor, and recorded on the “Food Service Production Log,” AR Form 1550-02A, or suitable facsimile.
5. The food service supervisor, or designated serving line supervisor, will ensure that proper food presentation, food temperatures, portion sizes, serving utensils, proper tray set-up, and individual job duties of all line DOC employees are accomplished. In addition, the meal is evaluated for flavor, appearance, consistency, and overall quality.
6. ***The DOC will ensure that meals are served under conditions that minimize regimentation, although there should be direct supervision by DOC employees. [4-4326]*** This includes supervision of meal service by food service DOC employees and supervision of the dining room by DOC employees.
7. ***Space will be provided for group dining, except when security or safety considerations justify otherwise. [4-4327]*** Scheduling, seating, and time allowances for meals should be established by the facility administrative head, in coordination with the food service supervisor, to create as pleasant an eating environment as possible.
8. All DOC employees and offenders are served the same meals with the exception of medical and religious diets. Food is not to be used as a disciplinary measure, in accordance with AR 1550-04, *Alternative Meal Service in Segregation*. Medical and religious diet meals will be as close to the general population diet as possible.
9. ***The DOC will require that accurate records of all meals served are maintained [2-CO-4C-01] [4-4315]*** for three years utilizing AR Form 200-14C, “DOC Employee, Contract Worker, and Visitor Meal Record” (see AR 200-14, *DOC Employee, Contract Worker, and Visitor Meals*) and AR Form 1550-02C, “Monthly Meal Counts Log” (Attachment “C”).

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10. Offenders are entitled to one tray per meal service period. Offenders who take or attempt to take a second tray during the same meal period may be charged with “Theft” under the Code of Penal Discipline and charged for the cost to prepare the second tray.

E. Satellite Meal Service: If the distance that must be covered and/or the time it takes to complete meal service results in food items not being served at the required temperatures, a system must be in place for using time only as the food safety control in accordance with CDPHE regulations.

1. Satellite meals must be served or discarded within four hours from the time the food was removed from temperature control (41°F or below/135°F or above).
2. Satellite meals must be marked or, otherwise identified, with the time within which it will be served or discarded.
3. Food in unmarked containers or packages or for which time expires must be discarded.
4. Records will be maintained which show the final time and temperatures for each individual food item prior to tray make-up and the time the last meal was served. Meals must be served within the four hour window.
5. Menu items that may cause a safety or security concern will not be served in satellite meal service.

F. Substitute Meal Guidelines

1. The substitute meal and associated food preparation practices are designed to allow offenders with certain food restrictions to manage their diet needs without the preparation of a special diet tray.
2. Recipes are to be strictly followed and exclude all meat/poultry/fish.
3. Substitute meal menu items are not to be grilled using animal fats. Griddles are to be thoroughly cleaned of all animal products prior to preparation of a substitute meal.
4. Substitutions for soups, gravies, and gelatin are not needed. The substitute meal is nutritionally adequate without the soups, gravies, and gelatin. If the standard menu item is a gelatin with fruit, the fruit must be served separately for the substitute meal.
5. In serving, care must be taken to keep vegetarian food items free of animal products. Clean, separate utensils are to be used to serve each menu item with care taken to avoid dripping meat/poultry/fish product into the substitute product.
6. Substitute meals are designed to meet the religious dietary requirements of most offenders, but are not available in all meal service situations. No matter the meal service situation (e.g. satellite meal service, infirmary, work crew, segregation, some contract facilities), an offender approved for a substitute meal, as indicated in the PCDCIS religious diet system, will be provided with a substitute meal using the lacto-ovo-pesco diet menu. If an offender is in a housing or work situation where a substitute meal is not provided and he/she has a religious diet need for a substitute meal, a request for a religious diet must be submitted in accordance with AR 1550-06, *Religious Diets*. Offenders who are in situations where a substitute meal is not available (e.g. satellite meal service, infirmary, work crew, segregation, and some contract facilities) and who are listed in the PCDCIS religious diets database as being approved for a substitute meal will be provided a substitute meal, in accordance with the guidelines outlined above or by following the lacto-ovo-pesco diet menu.

G. Budgeting and Purchasing [2-CO-4C-01] [4-4314]

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1. On an annual basis, at the direction of the Food Service Program administrator, each food service supervisor will submit a prospective budget for the upcoming fiscal year detailing expected budgetary needs. This will include the numbers and type of special meals and capital equipment replacement priorities. Facility food service budgets will not ordinarily be utilized for facility physical plant repairs or security items. This includes structural repairs or repairs to non-moveable equipment. Requests from the facility for food service expenditures on such items must be approved by the Food Service and Laundry Program Administrator.
 2. The Food Service & Laundry Program administrator will consolidate and review budget requests from each facility, calculate the expected per meal cost to include special meals, and submit an overall food service program budget request to the Office of Budgeting.
 3. On a weekly basis, food service supervisors will calculate an *estimation of food and supplies requirements. [4-4314]* This will take into account the master menu and on hand inventories. Food service supervisors will submit purchase requisitions to their servicing DOC warehouse in accordance with warehouse policy.
 4. Food service supervisors will *purchase food and supplies from the DOC warehouse system or from current state purchasing bid awards, [4-4314]* thereby ensuring the most competitive pricing.
 5. Food products grown within DOC are not required by statute to be inspected by a government agency; however, *there will be a distribution system that ensures prompt delivery of food stuffs to institution kitchens. [4-4323]* All foods will be inspected upon delivery and prior to use and will meet Colorado Department of Health and Environment standards.
 6. *All foods stored, including refrigerated foods,* will be limited to quantities needed to meet menu requirements and in line with warehouse delivery schedules. *All foods will be issued to production on a first-in, first-out basis to ensure foods are not kept past their recommended shelf life. [4-4314]*
 7. The food service supervisor will prepare a "Monthly Cost Report," AR Form 1550-02D, and submit to the food service administrator by the 10th of the month following the close of the period. The "Monthly Cost Report" will be used *to determine cost per meal per offender. [4-4314]*
- H. Food Product Recalls or Suspect Food: All DOC food service and warehouse DOC employees are responsible for promptly responding to notification of food product recalls or concerns about the wholesomeness of food products. Policy and procedures for handling recalled or suspect foods may be found in AR 200-17, *Food Product Recalls*. <http://www.fsis.usda.gov/>
- I. Contract Food Service Facilities: DOC facilities obtaining meals from another agency will ensure through contract or interagency agreement that all provisions are in compliance with this administrative regulation.
- J. Meal Service for Offenders Receiving Insulin: The food service supervisor will coordinate with Clinical Services and the facility management teams to establish procedures that ensure offenders receiving insulin are provided with a meal within time frames meeting standards of care for persons with diabetes.
- J. Training: All DOC staff, contractors and offender workers who work in the food service department will be trained in the use of food service equipment and in the safety procedures to be followed in the food service department. The training will be documented. [4-4321-1] [1-CTA-3D-02-1]
- K. For the purpose of creating a work force incentive program that rewards positive behavior within the Food Service Department, standards which begin at the classification level and progress through the interview and hiring phase to obtain the best offenders for work in Food Service will be used. Combined with classification, the safety and security of the facility and the individual Food Service Department is enhanced.

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1. The list of incentives can be used singularly or in combination. Incentives should be chosen to match the physical layout of the facility and should also consider facility size, gender of offenders and overall security. The list of incentives cannot be expanded or changed in any way.
2. The following incentives have been approved for use:
 - a. Increased frequency of clothing exchanges (boots, personals, whites and greens)
 - b. Increased laundering frequency
 - c. Movies/entertainment night or game/drawing incentives
 - d. Offender purchased Culinary nights on a quarterly basis
 - e. Photos after working 60 days
 - f. Thicker mattresses after working 120 days
 - g. Four day work week with three days off
 - h. Extra pod time/yard time/library time
 - i. Ability to shower after working evening shift
 - j. Opportunity for special meals for Food Service workers not on menu annually

V. RESPONSIBILITY

- A. It is the responsibility of the Food Service & Laundry Program administrator and registered dietitian to ensure the master menu and medical diet menus are updated, nutritionally analyzed, and distributed annually.
- B. It is the responsibility of the administrative head and food service supervisor to ensure the master menu is followed and suitable meal service facilities and procedures are in place.
- C. It is the responsibility of the food service supervisor to ensure meals are properly prepared, food temperatures are controlled, meals are attractively served, and accounting systems are maintained.
- D. It is the responsibility of the Food Service & Laundry Program administrator to establish annual food service program budgets and monitor expenditures.

VI. AUTHORITY

CRS 17-1-103. Duties of the executive director.

VII. HISTORY

April 15, 2011
April 1, 2010
March 15, 2009
March 15, 2008
March 1, 2008
March 1, 2007
March 1, 2006

ATTACHMENTS: A. AR Form 1550-02A, Food Service Production Log
B. AR Form 1550-02B, Food Service Department Menu/Change
C. AR Form 1550-02C, Monthly Meal Counts Log

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- D. AR Form 1550-02D, Monthly Cost Report
- E. AR Form 1550-02E, Food Service Department Medical/Religious Diet Menu Change
- F. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

FOOD SERVICE PRODUCTION LOG

(Shift supervisor will ensure all employees are monitored for health and hygiene.) SHIFT SUPERVISOR'S SIGNATURE: _____

PRODUCTION SUPERVISOR'S SIGNATURE: _____

FACILITY: _____

CYCLE

DATE: _____ WEEK: _____ DAY: _____ MEAL: _____ NO. TO FEED: _____ NO. FED: _____

Menu Item	Portion	Recipe No.	Quantity to Prepare	Prep. Temp. & Time(s)	Special Instructions/ Serving Utensil	Diet Tray Temp	Actual Serving Temp.	Actual Cook Temp.	Actual Serving Time	Actual Cook Time	Left-overs	Comments

UNSERVED PORTIONS FROM PRIOR MEALS

DATE PREPARED	MENU ITEM	SPECIAL INSTRUCTIONS

Attachment "A"

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**COLORADO DEPARTMENT OF CORRECTIONS
FOOD SERVICE DEPARTMENT MENU/CHANGE**

FACILITY			MONTH				YEAR				
B	L	D	DATE	DIET	MENU ITEM	CHANGE	D	S	A	JUSTIFICATION	AUTHORIZED BY:

KEY: **B = Breakfast** **D = Deleted**
 L = Lunch **S = Substituted**
 D = Dinner **A = Added**

Food Service Supervisor: _____

Dietitian Review: _____ **Date:** _____

MENU CHANGE ACTION PLAN:

Menu Change Action Plan needed? Yes No

Facility:	Month:	Food Service Supervisor:
Dietitian's Comments:		
Dietitian's Signature:		Date:
Food Service Supervisor Reply: (Reply within 10 days of receipt of dietitian's comment)		
Food Service Supervisor's Signature:		Date:

FACILITY _____

MONTHLY MEAL COUNTS LOG

MONTH/YEAR _____

	REGULAR & SUBSTITUTE ENTREES						MEDICAL DIET TRAYS & SNACKS						SEGREGATION			CARRYOUTS			RELIGIOUS TRAYS			DOC EMPLOYEE MEALS						OTHER: _____			TOTAL MEALS
																						MEAL MAINT			TICKETS						
	BK	ALT	LU	ALT	DN	ALT	BK	AM	LU	PM	DN	HS	BK	LU	DN	BK	LU	DN	BK	LU	DN	BK	LU	DN	BK	LU	DN				
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SUPERVISOR SIGNATURE: _____

Food Service Department

Monthly Cost Report

			Actual	Year to Date Spent	% Spent	Year to Date Remaining
MEALS SERVED	Regular Meal		0	0		
	Offender Worker Meals (not living at facility)		0	0		
	Special Pop Meals		0	0		
	Sack Lunches (Work Crews)		0	0		
	Trip meals		0	0		
	MCU		0	0		
	Satellite Meals (styro)		0	0		
	Satellite Meals (hard tray)					
	Meal Maint		0	0		
	Ticketed Meals		0	0		
	Non Pay Meals (Duty Officer, Etc.)		0	0		
	Medical Trays		0	0		
	Religious Trays		0	0		
	Cracker snacks		0	0		
	Medical Snacks		0	0		
	Other sack meals					
	Totals		0	0		0
RAW FOOD	Beginning Inventory		\$0.00			
	Cost of Raw Food Purchased		\$0.00	\$0.00		
	Ending Inventory		\$0.00			
	Raw Food Usage		\$0.00	\$0.00		
	Raw Food Cost Per Meal					
OPERATING	Beginning Inventory		\$0.00			
	Cost of Operating Purchased		\$0.00	\$0.00		
	Ending Inventory		\$0.00			
	Operating Usage		\$0.00	\$0.00		
	Total Other Operating		\$0.00	\$0.00		
	Total Operating		\$0.00	\$0.00		
	Operating Cost Per Meal					
TOTAL	Raw Food, Operating, Purchased	\$0	\$0.00	\$0.00	0.00%	0
	Raw Food, Operating, Usage	\$0	\$0.00	\$0.00	0.00%	0
	Cost Per Meal					

Percent of year
expired %

Remaining
Monthly \$0

Remaining
Weekly \$0

Food Service Supervisor

Date

COLORADO DEPARTMENT OF CORRECTIONS
FOOD SERVICE DEPARTMENT MEDICAL/RELIGIOUS DIET CHANGE

FACILITY			MONTH				YEAR			JUSTIFICATION	AUTHORIZED BY:
B	L	D	DATE	MEDICAL DIET	MENU ITEM	CHANGE	D	S	A		

KEY: B = Breakfast D = Deleted
L = Lunch S = Substituted
D = Dinner A = Added

Food Service Supervisor: _____

Dietitian Review: _____ Date: _____

MENU CHANGE ACTION PLAN: Menu Change Action Plan needed? Yes No

Facility:	Month:	Food Service Supervisor:
Dietitian's Comments:		
Dietitian's signature: _____ Date: _____		
Food Service Supervisor Reply: (Reply within 10 days of receipt of dietitian's comment)		
Food Service Supervisor's Signature: _____ Date: _____		

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

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(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

☐ AS WRITTEN ☐ NOT APPLICABLE ☐ WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE
INTENT
OF THE AR

(SIGNED) _____ (DATE) _____

Administrative Head