

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: JULY 1, 2015	POLICY NO.: COR. 09.01
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.09.01 (2/4/1994)	
	SUBJECT: FOOD SERVICE MANAGEMENT	Page 1 of 2	

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 which meet nutritional requirements, are prepared in a sanitary food services environment, accommodates medical and religious diet needs, and are prepared by qualified food service staff.

2.0 REFERENCES & DEFINITIONS

.1 References

- a) Dietary Guidelines for Americans. United States Department of Agriculture (USDA); Department of Health and Human Services (HHS) 2010.
- b) Food Service Manual, 2011. U.S. Department of Justice, Federal Bureau of Prisons.
- c) HAR, Chapter 11-50. State of Hawaii, Department of Health, Food Safety Code.

.2 Definition

- a) Food Service Officer (FSO). Under the general supervision of the head of the Correctional Program Services Division, 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 service programs.
- b) Institutional Food Service Manager (IFSM). A qualified staff member to supervise the community correctional center or correctional facility food service operation in the Corrections Division.
- 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 dietitian. 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.

COR P & PM	SUBJECT: FOOD SERVICE MANAGEMENT	POLICY NO.: COR. 09.01
		EFFECTIVE DATE: JULY 1, 2015
		Page 2 of 2

- d) Documentation for Food Services. The IFSM shall ensure proper documentation of all areas of the food service program as listed in Section 4.0 of this policy. The documentation retention schedule for menus will be a minimum of three years.

3.0 POLICY

The Department of Public Safety, 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 service area as dictated by the Department of Health standards. Meals will be delivered and/or served to inmates in their housing unit or dining areas.

4.0 PROCEDURE

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 service operation.


5.0 SCOPE

This policy shall apply to all PSD correctional facilities.

RECOMMEND APPROVAL:


 Deputy Director for Corrections 07-01-15
 _____ Date

APPROVED:


 Director 7-1-15
 _____ Date