



FOOD SERVICE OPERATIONS MANUAL

Directive #4310

**The prevailing document in the administration of the New
York State Department of Corrections and Community
Supervisions Food Service Operations**

NYS Department of Corrections and Community Supervision
Office of Nutritional Services

NYS DOCCS
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**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND
COMMUNITY SUPERVISION**

NUTRITIONAL SERVICES OPERATIONS MANUAL

The food service supervisor has total responsibility for the management of the facility's food service operations. Any employee, uniformed, or non-uniformed, entering or working in the food service area shall be subject to the rules, regulations, and procedures set forth by this manual.

FOOD SERVICE SUPERVISOR

For the purpose of this manual, food service supervisor shall be defined as the highest ranking food service title.

CHANGES TO THE MANUAL

Addendums and deletions to the content of this manual shall be made exclusively by the director of nutritional services as changes become necessary. Local adaption to, or departures from, the provisions of this manual shall be made only with the written approval of the director of nutritional services.

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1. FOOD PROVISIONS

A. **MENUS:** The Department of Corrections and Community Supervision (DOCCS) utilizes a standard statewide menu. A cycle menu has been developed for general confinement facilities and shock incarceration facilities. Each category of menus is accompanied by a standard portion list. Adherence to the standard, statewide menu and portion list assures nutritional adequacy. The menus are approved by the DOCCS registered dietitian. A memorandum of approval and copy of the dietetic registration card for ACA are provided annually.

Facility food service supervisors may exercise flexibility in the statewide menu only to the extent that food items may be moved to different meals within the same day. All other menu changes require approval from Central Office Nutritional Services. An e-mail to the regional coordinator in this regard is recommended for documentation purposes. Offender's should be notified when there is a deviation from the standard statewide menu.

The decision to serve **brunch** on weekends and holidays rests with each facility. Brunch shall be a combination of the breakfast and lunch foods from the statewide menu. Food items may be moved to the evening meal if necessary, but not omitted completely from the day's offerings. The brunch meal, as with other meals, is subject to the standard portion list.

An alternative entrée (previously called Religious Alternative Menu) is offered on the general confinement menu at most lunch and dinner meals.. (See Appendix II for procedure).

1. **Cold Alternative Diet (CAD):** CAD is a menu available to offenders who request kosher dietary consideration. Meal attendance is expected for participating offenders. The CAD shall be provided after validation and verification of religious need by the director of ministerial services. (See Appendix II and DOCCS Directive #4202, "Religious Programs and Practices")
2. **Therapeutic:** DOCCS modified menu is designed to address therapeutic diet needs. The modified menu is based on the general statewide menu utilizing as many of the same food items as possible. Food items are changed when necessary for therapeutic or production purposes. The modified menu is offered to offenders who have been prescribed a therapeutic diet per DOCCS policy outlined in Directive #4311, "Medical Nutrition Therapy."
3. **Administrative:** Emergency situations such as a facility lockdown may necessitate a change in menu, including religious and therapeutic menus, due to shortage of offender labor in food service area and total in cell feeding. In emergency situations refer to the Facility RED BOOK (Ready Emergency Data). Efforts should be made to provide meals of the same type to meet Religious an dietary needs.

Meals are available for administrative purposes pursuant to DOCCS Directive #4933, “Special Housing Units.”

- B. MEAL SAMPLES:** The food service supervisor shall assure that a complete sample of potentially hazardous foods from each meal served, including modified, special and religious event meals, etc., are held under acceptable refrigeration temperatures for 48 hours to assist with the investigation of any cases of suspected food borne illness.

The sample consists of a recognizable portion (minimum of 2 ounces) of each item served. These samples shall be taken at the beginning of each meal service and handled as you would any potentially hazardous food as outlined in the New York State Sanitary Code, Part 14, and Subpart 14-1.

- C. RECIPE FILE:** The standardized recipe file developed and provided by the Office of Nutritional Services is to be used by all facilities. Any changes or deviations from the recipe file must be approved by the Office of Nutritional Services. This file is located on the “N” Drive.

- D. SPECIAL EVENTS:** The provision of food shall be carried out in accordance with Directive #4022, “Special Events Program.”

- E. TRANSIT MEALS:** When notified, Nutritional Services will provide a transit meal for offenders who will not be present for a regularly scheduled meal due to an outside trip. Notification must include type of meal, (either regular or CAD), and number of meals required.

The **regular transit breakfast** meal will consist of:

- 2 hard cooked eggs
- 4 slices of bread
- 2 margarine
- 1 individual juice (from food production center)
- 1 individual milk

The **regular transit lunch and dinner** meal will consist of:

- 2 sandwiches (minimum 2 ounces filling per sandwich).
One meatless (cheese or peanut butter and jelly) and one meat. Each sandwich will be individually wrapped.
- 2 individual condiments (with meat and cheese sandwiches)
- 2 cookies
- 3 individual juices (from food production center)

This meal will also be provided when a dinner meal is needed after the kitchen has closed.

When requested a CAD transit meal will be provided. The meal will consist of food items taken from the CAD menu.

The **breakfast transit meal for CAD** will consist of:

- 2 hard cooked eggs
- 4 slices of bread
- 2 margarine
- 1 individual juice (from food production center)
- 1 individual milk

The **lunch transit meal for CAD** will consist of:

- 1 package (4 oz.) sliced cheese
- 4 slices bread
- 2 individual condiments
- 1 individual pudding
- 3 individual juices

The **dinner transit meal for CAD** will consist of:

- 1 package (4 oz.) luncheon meat
- 4 slices bread
- 2 individual condiments
- 1 individual applesauce
- 3 individual juices

F. CONSUMPTION OF STATE FOOD: Shall be in accordance with Directive #4312, "Consumption of State Food."

2. PAR LEVEL REQUIREMENTS

Requirements shall be established based on the statewide menu, portion chart, recipe and the projected feeding counts.

Par levels must be approved by the regional coordinator before they are submitted to Central Office Nutritional Services.

3. COMMODITIES

A. ORDERING: As with par level submissions, the statewide menu dictates the type and market form of food to be ordered. The food products will be in quantities to provide the feeding population requirements.

Non-delivery corrections or needs for product are to be coordinated through Central Office Nutritional Services.

- B. RECEIVING:** Receiving shall be done in accordance with Directive #4050, “Receiving Deliveries at Stores.”

The food service supervisor and storehouse staff shall assure that commodities received have been inspected and approved for consumption when required by law and that any potentially hazardous foods have been stored and shipped in compliance with the New York State Sanitary Code, Part 14, Subpart 14-1.

- C. STORAGE:** The operation of the storehouse is the responsibility of the storekeeper but this does not relieve the food service supervisor of the responsibility of knowing what is on hand and assuring that the product is properly stored.

Commodities shall be appropriately stored (ambient, refrigerated, frozen) immediately after count or weight are ascertained. Counting and weighing must be by specific product and in market form and accomplished as quickly as possible. No product shall be permitted to remain in the staging area for any time longer than is absolutely necessary for pre-storage processing.

The temperature charts shall be maintained for ambient, refrigerated and frozen storage. Temperatures shall be taken and recorded a minimum of twice a day. When temperatures are found to be outside proper storage range, actions are to be taken to identify the problem and restore the temperature to the proper range. Product inspection is to be done when the cooler and freezer temperatures are out of the proper storage range.

Proper storage temperatures for food:

- Refrigerated goods: 45 degrees Fahrenheit or below
- Frozen goods: 0 degrees Fahrenheit or below
- Ambient goods: 45 degrees to 80 degrees Fahrenheit

All stock shall be dated upon receipt and rotated when stored to assure that first-in/first-out procedures are maintained.

The same general procedures will be followed for the kitchen storage as with the storehouse.

4. REQUISITION ON STOREKEEPER FOR MERCHANDISE

Requisitioning shall be done in accordance with Directive #4051, “Requisition of Supplies.”

5. INVENTORY CONTROL

- A. PHYSICAL INVENTORIES:** Shall be taken in accordance with Directive #2945, “Inventory Control.” An actual counting of all warehouse goods should be made every 28 days to maintain physical control, perform meaningful reconciliations and to assist in setting reorder points. Inventories shall be recorded on the inventory tally sheets and submitted to the Office of Nutritional Services no later than Thursday following the close of the period.

In-out stock movement shall not be permitted when a physical inventory is being taken.

- B. PERPETUAL INVENTORY:** A perpetual inventory of storehouse food stock level and value

shall be maintained according to Directive 2945, "Inventory Control."

It is the food service supervisor's responsibility to submit and monitor par level requirements. It is essential that he or she have reliable, fingertip documentation to determine any shortages and to maintain the integrity of the cycle menu.

The food service supervisor shall insure that a first-in/first-out system is employed by stores so that all stock is rotated.

C. TRAFFIC AND KEY CONTROL: Access to food storage, preparation and service areas shall be restricted to assigned personnel and offenders.

No unauthorized individuals shall be supplied with keys to any sensitive food storage area. Keys shall be controlled in accordance with Directive #4092, "Key Control."

6. OPERATIONAL FORMS & RECORDS

All forms and records shall be maintained on file for three (3) years. The Nutritional Services Operational forms which require detailed instruction appear in this section. Appendix I of this manual contains samples of each Nutritional Services Operational form. All forms can be obtained from the network drive – Nutritional Services "N" drive.

A. SATELLITE TEMPERATURE RECORDS: Temperatures of outgoing food shall be taken by food service staff and recorded along with the time of departure from the kitchen area. The time that the food was served must be recorded by security in the satellite locations.

Food Service staff should periodically review the time logs in the satellite areas to assure they comply with the New York State Sanitary Code, Part 14, Subpart 14-1.

The temperature of the food being served to work crews must be taken by security and recorded along with the time of the meal service.

B. PERIOD COST ACCOUNTING SYSTEM – NS FOOD COST:

1. This form is an official record of the costs incurred to feed the offender population of the facility. The form requires the signature of the food service supervisor, deputy superintendent of administration and the superintendent. A copy of the completed and signed summary page is to be kept on file. Internal audits are done at the direction of Central Office Nutritional Services.
2. Data necessary for input into the period cost accounting system:
 - a. The required information for the purpose of cost commodities is derived from invoices of food received from the food production center, produce, bread and milk vendors, and any other supplies of food items received within that 28 day period.
 - b. The count of the offender population is the number of offenders in-house at the time of meal service. This count may change during the course of the day due to drafts, transfers, and other reasons. The in-house population count is available through the watch commander's office and should be verified before each meal period.
 - c. The actual feeding count of all offenders who attend the meal. These counts are taken from Form #1533, "Meal Production & Leftover Worksheet."
 - d. All items purchased for offender consumption must be accounted for.

- e. A daily cost sheet will be prepared for each day of the week. A priced requisition or a computer generated form must be done for each day of the period. A separate requisition on storekeeper, Form F-43, or equivalent form should be made for each day of the week to ensure even distribution of costs.
- f. Entire deliveries of items such as bread, milk, produce and cook/chill that are received directly into food service shall be accounted for on the day of delivery.
- g. Food items requisitioned from facility stores should only be in quantities sufficient to meet the needs of the eating population. Excess inventory of food products should be reduced on the next requisition to keep in house inventories at a minimum.

C. FORM #1530 – FOOD SERVICE SANITATION REPORT:

- 1. The form is a self-inspection device and the inspection is to be performed weekly by the food service supervisor or his designee.
- 2. The individual performing the inspection should have working knowledge of the daily food service operations and procedures which are followed to maintain the facility in a sanitary condition and in compliance with the New York State Sanitary Code, Part 14, Subpart 14-1.

D. FORM #1533- MEAL PRODUCTION & LEFTOVER WORKSHEET

- 1. This form must be completed at each meal by food service staff, and must be reviewed and signed by the food service supervisor. This form will be maintained on file at the facility with related menus.
- 2. Amounts prepared, consumed, leftover, etc. can be recorded as pounds, gallons, full pan (with pan size) or portions. Portions must be recorded for rotation items, along with portion sizes. Food temperatures of potentially hazardous food are recorded at times of meal service according to New York State Sanitary Code, Part 14, Subpart 14-1.
- 3. Since a menu item can contain many commodities, (e.g. pizza), amounts will be after preparation amounts.
- 4. Be consistent with recorded amounts. The unit of measure recorded under amount prepared must remain the same unit of measure recorded under consumed, leftover, and waste.
- 5. Leftovers utilized from previous meals must be recorded exactly as they were recorded on the original form which recorded the leftover.
- 6. Leftovers used from previous meals should be included in the total amount prepared at the top of the form for the current meal with a notation in the remarks section under Leftover Utilized column that they are included in the amount prepared.
- 7. The total amount prepared should not exceed the quantity required for the forecast offender attendance at the top of the form.
- 8. The forms should be numbered in sequence and filed accordingly. When utilizing leftovers from previous meals, reference the date and page number of the form which the leftover originated in the L.O. FROM DATE column.
- 9. A noon time leftover which is utilized at the night meal on the same day must be recorded on the noon meal and night meal form.
- 10. Documentation of health and cleanliness of staff and offenders shall be recorded on this form each meal.

E. FORM #1541 – KEEPLOCK, SHU, HOSPITAL, GROUNDS AND ALL OTHER SATELLITE COUNTS:

Locations: The place where the offenders are counted and where the meals are to be sent.

Pre-Meal Count: The number of offenders at the location, submitted to Food Services to whom meals are to be sent.

Pre-Meal Count By: The name of the individual who is responsible for the actual count submitted.

Additional Sent: The number of additional meals sent to the location due to the request for meals. (Any requests for additional meals must be documented, i.e. from whom, and the name of the individual who made the request for additional meals). The log book reference number will be recorded in the daily log.

Called By: The name of the individual who called food service and requested that additional meals are sent.

Follow-up Official Count: The number which is kept by the facility as the official count of record for this location for this meal.

Where kept: The place where this official record is kept.

F. FORM #1542 – MESS HALL FEEDING COUNT:

Mess Hall Locations: Identifications of mess hall, i.e., Main, #1, #2, A, B, C, D

Actual Count: Record of number of offenders attending meal.

Count by Signature & Title: The individual counting the offenders that attend the meal must verify the count by signature after the count is recorded.

G. FORM #1544 – MEAL EVALUATION REPORT:

1. The Meal Evaluation Report shall be completed by the individual designated by the superintendent to sample the meal(s) provided during their tour of duty.
2. Evaluations should be objective and not based upon personal preference, remarks, or hearsay.
3. The meal must be sampled either before or during the meal run. No meals are to be sampled after the meal run unless a legitimate reason to do so is recorded in the Food Service Log book. Only one sample is to be consumed at the location of meal production.

H. FORM #1545 - FOOD SERVICE QUESTIONNAIRE QUARTERLY REPORT: (suggestions or comments on menu items)

1. This form must be completed with input from the Inmate Liaison Committee.
(March, June, September, December)
2. Completed forms are to be forwarded to the Director of Nutritional Services.

I. FORM #1546 – HAND WASHING POLICY AND PROCEDURE FORM:

1. A member of the food service staff will instruct and document offenders on proper hand washing techniques.

J. OFFENDER EMPLOYMENT FILE – A folder containing health clearance, hand washing, safety training, evaluations, etc.

7. FOOD SERVICE DAILY LOG

A communication log shall be utilized by civilian personnel for information to be shared among staff on all shifts. The log shall be reviewed by all food service staff at the beginning of their shift.

8. SANITATION

The New York State Sanitary Code, Part 14, Subpart 14-1, for food service establishments (Statutory Authority: Public Health Law, Section 225) shall be the standard for food service sanitary maintenance.

A. SANITARY INSPECTIONS – DEPARTMENT OF HEALTH: The New York State Department of Health conducts sanitary inspections of food service areas. It is the facility's responsibility to provide a copy of this inspection with a letter of corrective action for noted deficiencies to the Director of Nutritional Services and regional food service coordinator. Time frames should be estimated for deficiencies that cannot be immediately corrected. Funds should be requested when violations necessitate corrective measures which are beyond the fiscal capability of the facility.

B. SANITARY INSPECTIONS – INTER DEPARTMENTAL INSPECTIONS: Periodic inspections shall be conducted by :

- a. Regional coordinator correctional food services
- b. Food service supervisors

If either inspection uncovers a problem needing correction, the food service supervisor shall take appropriate action.

C. SANITATION IN FOOD SERVICE: Guidelines must be provided in the proper cleaning and care of equipment in food service areas. The food service supervisor is responsible for establishing and maintaining the following procedures:

1. A posted housekeeping schedule. The schedule must be monitored to accomplish the sanitation standards required under the New York State Sanitary Code, Part 14, and Departmental Directive #3090, "General Housekeeping Manual."
2. Effective procedures must be established and maintained pertaining to :
 - a. Type of construction
 - b. Availability of equipment
 - c. Use and care of equipment
 - d. Basic cleaning techniques
 - e. Application of cleaning solution
 - f. Provision of basic training of staff
3. All food service areas must be monitored daily.
4. All facility food service areas must establish and be ready to provide written documentation of the following:

- a. Daily refrigeration, freezer, ambient storage and dish machine temperature checks
- b. Form #1530, “Weekly Food Service Sanitation Report”
- c. Meal time and temperature checks on food being transported and food on serving lines
- d. Complete Form #1574, “Record of Training”, in accordance with Directive #4064, “Facility Safety.”
- e. Medical clearances for offenders working in food service.

D. SANITARY STANDARDS – FOOD HANDLERS:

1. All persons assigned or employed in the food service areas of a facility shall maintain high levels of cleanliness and conform to hygienic practices as outlined in the New York State Sanitary Code, Part 14, Subpart 14-1.70,1.71,1.72 and 1.73
2. Offender assigned to a food service or food handling position must be cleared by the Facility Health Services Director. (Directive #4300, “Health Services Policy Manual” and Health Services Policy Manual 1.11)

E. MONITORING:

The food service supervisor, in conjunction with the facility health services shall ensure that all employees and offenders assigned to work in food service areas are instructed in proper hygiene practices.

1. The food service supervisor shall monitor each day all staff and offenders for health and cleanliness and not permit any person to continue in a food handling assignment in violations of policy and procedure set forth in this manual. Documentation of this shall be recorded on Form #1533, “Meal Production & Leftover Worksheet.”
2. Employees in charge of food preparation or service areas, including in cell feeding, shall not permit any unsanitary practices.
3. Employees and offenders assigned to work in food service areas or having food handling duties shall report any infectious or health problems to the food service supervisor.
4. Staff shall instruct offender food service workers in proper hand washing techniques and will then have them sign Form #1546, “Handwashing Policy and Procedure.”. The form will be kept on file for ACA standard 4-4322 mandatory. Refer to Appendix I for a copy of the training form.

F. TEMPERATURE PROBES AND SANITIZING SOLUTIONS:

1. Temperature probes shall be of design as to be calibrated. To calibrate the probe, immerse in a glass of ice water for two minutes. The reading on the probe should be 32 degrees.
2. Sanitizing of the probes is to be done with the use of an alcohol swab or sanitation solution containing bleach.
3. Temperature probes are to be controlled in accordance with Tool Control Directive #4930. In addition Food Service Staff shall maintain a log, indicating when and to whom the temperature probes are issued. Regional Food Service Coordinators will review and sign these logs on their site visits.

G. USE OF BLEACH IN FOOD SERVICES: Bleach may only be used in food service areas as a sanitizing agent. All sanitizing procedures must comply with the New York State Sanitary Code, Part 14, Subpart 14-1 and DOCCS Directive #4067 “Hazardous Materials Program”

1. The bleach solution for immersion of pots, pans and utensils must be a minimum of 50 parts per million in a water bath of at least 75 degrees Fahrenheit. Utensils or pans must stay in the solution for at least one minute.
2. The bleach solution used to sanitize equipment in place must be a minimum of 100 parts per million.
3. All wet cleaning cloths must be stored in a bleach solution equivalent to a minimum of 100 parts per million.
4. In the absence of a mechanical dishwasher the 3 bay sink method (clean, rinse and sanitize) may be used. The bleach used to sanitize must be a minimum of 50 parts per million in a warm water bath of at least 75 degrees Fahrenheit. Dinnerware must stay in the solution for at least one minute.

9. FOOD SERVICE DRESS CODE

A. CIVILIAN DRESS CODE:

1. Food service supervisors as per Directive #2106, “Personal Appearance and Dress-Non-Uniformed Personnel.”
2. Head cooks and cooks: (to be provided by the Department)
 - White shirt or chef coat
 - Checkered pants
 - Ball cap or hair net *
 - Beard mask (when necessary)

*Clean, personally owned religious headwear may be worn

B. OFFENDER DRESS CODE: (State issued)

- White shirt
- White pants
- Work boots
- Painter’s style cap or paper hat or hairnet *
- Beard mask (where necessary)

*Clean, personally owned religious headwear may be worn

10. TRAINING:

A. STAFF: All training shall be conducted in accordance with Directive #4064, “Facility Safety.” Staff members who operate specialized equipment in food service shall receive appropriate training on proper operation. The manufacturers operating manual or other established safety practices shall be followed for this training. The training shall be documented on Form #RTF03-Training Report Form.

B. OFFENDERS: Shall be familiarized with and, when appropriate, trained in all safety procedures as outlined in directive #4064, "Facility Safety." The training shall be documented on Form #1574, "Record of Training."

11. OFFENDER FOOD SERVICE EMPLOYMENT GUIDELINES

A. RECORDING HOURS WORKED: An accurate record of actual time worked must be maintained by facility staff for each offender. Offenders will only be paid for the hours that they worked.

B. WORK HOURS: Except during emergencies, offenders will not be paid for more than 8 hours per day, 5 days per week without the approval from the deputy superintendent of programs or designee. ALL hours worked, including holiday and weekends, are to be paid at the straight time rate.

C. ABSENCES:

1. Offender absence due to illness: Any offender placed in the hospital through no fault of his/her own, will continue to receive his/her current base rate for the remainder of the pay cycle. After which he/she will be assigned to the hospital patient payroll and paid at the unemployed rate. Offenders medically excused in their cells will be assigned to the medical services payroll and paid at the unemployment rate from the first day of absence.

2. Holidays: Offenders who do not work on holidays, legal or institutional, will NOT be paid.

3. Shutdown: During shutdowns of operation for reasons such as frisks, lock-ins, etc. offenders who do not work will NOT be paid.

4. Disciplinary: Offenders will NOT be paid for absences while being keep locked as a direct result of disciplinary or punitive actions. If "keep lock" charges are dismissed, offenders will be reimbursed for work lost in "keep lock" at the unemployed rate.

An offender will not be paid for any additional work task imposed as a result of tier I violation hearing in accordance with Part 252 Chapter V of Title 7.

5. Call-outs: Offenders will NOT be paid for absences from call-outs. Only the following call outs will be allowed from a food service work assignment:

- a. Medical or dental appointment(s)
- b. Parole Board appearance(s)
- c. Legal visits
- d. Family visits
- e. Religious services (approved)

12. OFFENDER FOOD SERVICE RATES OF PAY

- A. FOOD SERVICE NON – TRAINING:** All offenders who are **NOT** enrolled in the food service training program will be paid as follows:

Industry Worker I: Shop Codes 914 and 922:

GRADE 1

Step 1 - \$0.16 per hour entry level. Must be enrolled in academic school or on a Required Program List (RPL).

Step 2 - \$0.22 per hour after satisfactory evaluation, completing (3) months unbroken service on the job and enrolled in academic school or on an RPL.

Step 3 - \$0.25 per hour after satisfactory evaluations and completing six (6) months of unbroken service on the job and enrolled in academic school or on an RPL.

Transfers: An offender, who is assigned to food service non-training transfers from one facility to another, should retain his/her hourly rate of pay from the transferring facility as long as there is an available position, no break in service, and no disciplinary problems.

THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE OFFENDERS

- B. FOOD SERVICE TRAINING PROGRAM:** All offenders who are enrolled in the food service training program will be paid as follows:

Industry Worker 1 – Pre Industry Training: Shop Code 913:

GRADE 1

Step 1: \$0.25 per hour during the 16 weeks of classroom and on the job training. Must be enrolled in academic school or on an RPL for Pre-G.E.D.® or G.E.D.®.

Industry Worker 2 – Pre Industry Training: Shop Code 919 and 921:

GRADE 2

Step 1 - \$0.26 per hour after successful completion of the 16 weeks classroom and on the job training. Must be enrolled in Pre G.E.D. ® or on an RPL for Pre G.E.D.® level academic programming.

Step 2 - \$0.29 per hour after 90 days of unbroken service at \$0.26 per hour and a satisfactory evaluation. Must be enrolled in Pre G.E.D. ® or on an RPL for Pre G.E.D.® level academic programming.

Step 3 - \$0.32 per hour after two years of unbroken service at \$0.29 per hour and a satisfactory evaluation. Must be enrolled in Pre G.E.D. ® or on an RPL for Pre G.E.D.® level academic programming.

Industry Worker 3 – Industry Training: Shop Code 919 and 921:

GRADE 3:

Step 1: \$0.32 per hour after successful completion of the 16 weeks classroom and on the job training. Must possess a High School Equivalency Diploma or enrolled in G.E.D.® with a minimum of 9.0 Reading and Math levels or on an RPL for G.E.D.® level academic programming.

Step 2: \$0.35 per hour after 90 days of unbroken service at \$0.32 per hour and a satisfactory evaluation(s). Must possess a High School Equivalency Diploma or enrolled in G.E.D.® with minimum of 9.0 Reading and Math level or on an RPL for G.E.D.® level academic programming.

Step 3: \$0.38 per hours after two years of unbroken service at \$0.35 per hour and satisfactory evaluation(s). Must possess a High School Equivalency Diploma or enrolled in G.E.D.® with a minimum of 9.0 Reading and Math level or on an RPL for G.E.D.® level academic programming.

Note: All offenders on an academic RPL must enroll in school when reached on the waiting list. Failure to do so will result in consequences associated with program refusals, inclusive of a reduction in pay grade and rate.

THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE OFFENDERS

Program Associates: All offenders must have completed 2 years of unbroken service and must possess a high school diploma G.E.D.® in order to be considered for a program associate.

Industry Worker 4: Shop Code – 919 and 921:

GRADE 4:

Step 1 - \$0.38 per hour initial pay as a program associate.

Step 2 - \$0.42 per hour after 90 days of unbroken service and \$0.38 per hour and satisfactory evaluations(s)

Step 3 - \$0.45 per hour after 2 years of unbroken service at \$0.42 per hour and satisfactory evaluations(s)

THERE ARE NO FURTHER INCREASES IN PAY FOR THE ABOVE OFFENDERS

PAY CODE 923 RESERVED FOR THE FOOD PRODUCTION CENTER ONLY

C. FOOD SERVICE TRAINING PROGRAM POLICY: Offenders may apply for the Food Service Training program as long as they are in a facility that is providing the program and they meet the following minimum qualifications:

- At least 12 months to parole board
- Medically cleared to work in food services
- Must be 18 years of age
- High school diploma or equivalent or enrolled in academic school (G.E.D.®, Pre-G.E.D.®), or on an RPL.
- An acceptable disciplinary record
- Must pass a pre-entry examination

*Offenders will be required to perform all duties and tasks within food service.

*Offenders will sign a work agreement that will commit them to a minimum term of 12 months in the Food Service Program.

D. DEFINITIONS:

- 1. Program:** The Food Service Training program consists of a 12 month commitment including sixteen (16) weeks of classroom participation and on the job training followed by continual on the job training toward merit time eligibility and vocational completion. Offender will be credited with 850 Food Service Pre-Training job title code at the completion of the 16 weeks of classroom sessions.
- 2. Agreement:** A document signed by an offender that commits the offender to a minimum 12 months of continual training in food service. The agreement begins with the first day of classroom and on the job training in the program and continues throughout their employment in the Food Service Training program.
- 3. Certificate:** Awarded to show completion of the 12 months of combined classroom and on the job training section of the program and indicates the agreement is satisfied.
- 4. Unbroken Service:** The offender may not have an unexcused absence of 30 days or more unless transferred to a facility with no openings in food service and the offender is on the waiting list for food services.

Trained offenders returning to our system after release will start at Industry Worker 1, step 1, rate of pay \$0.16. They are required to retake the Food Service Training Program to earn the trained offender wages.

E. REMOVAL FROM THE FOOD SERVICE TRAINING PROGRAM:

The food service supervisor can make a written recommendation to the Program Committee at any time for the removal of an offender from the Food Service Training Program.

1. If an offender under agreement receives 30 days or more keep lock or SHU disciplinary sanctions, he/she is automatically removed from the Food Service Training Program. If the offender returns to food service he/she will start at **Industry Worker 1, Step 1**, rate of pay \$0.16.
2. If an offender under agreement receives 29 days or less keep lock or SHU disciplinary sanctions, he/she may return to the Food Service Training Program at their previous rate of pay with the Food Service Supervisor's approval.
3. If an offender has completed the 16 week training and receives the hourly rate of \$0.25 per hour or higher, but fails to continue with the educational requirements, the offender will be removed from the program. If he/she continues to work in food service he/she will be paid at the "non-training" rate of pay starting at **Industry Worker 1, Step 1** \$0.16.

- B. TRANSFERS:** An offender who is under agreement to a Food Service Training Program, transfers from one facility to another, should remain in food service at his/her current hourly rate of pay until the 12 month agreement obligation has been fulfilled, if there is an available position. Time spent on the waiting list for an available position will not be considered a break in service, nor will it count toward the fulfillment of the 12 month agreement.

G. REINSTATEMENT IN THE PROGRAM:

1. **Offenders under agreement** to the Food Service Training Program will automatically be excused to attend Work Release, CASAT, ASAT, or similar mandatory programs. These offenders will be exempt from the agreement and higher wages while attending these programs. If the offender returns to a facility, with no disciplinary problems, he/she may be reinstated in the program and resume with the same wages being earned before leaving food service.

2. **Offenders who have fulfilled the agreement and work a minimum of 12 months** in the Food Service Program may choose to leave the Food Service Program, or if they are removed for disciplinary reasons and wish to return will start at \$0.25 per hour in the 913 shop code. After 90 days have lapsed and with the approval of the food service supervisor, the offender may be promoted to Industry Worker, Grade 3, Step 1, \$0.32 per hour.

H. PROGRAM ASSOCIATES: After completion of 2 years of unbroken service, and with the recommendation of the food service supervisor, an offender may be recommended for the position of Program Associate. This position will be utilized as a teacher's aide by the food service supervisor in the instruction of the program. The individual **MUST** have a G.E.D.® or High School Diploma verified by this Department and shows an ability to work well with his/her peers.

Program associates transferring from one facility to another are not automatically program associates at the receiving facility. If the program associate items are filled, the transferring offender will go on a waiting list to become a program associate. If there is no program at the facility, no offender will be paid at the associate level. Pay will be Grade 3, Step 3, at \$0.38 per hour and will remain there until the offender becomes a program associate again.

Only a maximum of 2 program associates may be employed at each facility having the Food Service Training Program

It is the responsibility of the food service supervisor to ensure offenders are being paid in accordance with these guidelines

I. OFFENDER REFUSAL TO ACCEPT MANDATORY PROGRAMMING:

In accordance with New York State Correction Law 171 and the Department of Corrections and Community Supervision Policy and Procedures and Standards for Programming Offenders, all medically cleared offenders are expected to accept a program which is offered by the Program Committee Chairperson.

Offenders who refuse program assignments may be subject to administrative action. Refusal to participate in a mandatory program, such as school or a therapeutic program, may result in reduction in pay and/or pay grade. For example: an offender who is refusing mandatory programs and is currently assigned as a non-industrial food service worker at a rate of \$0.25 per hour would immediately have a change of hourly rate to \$0.16 per hour. Likewise, an offender who is currently participating in or has completed the Food Service Training and subsequently refused a mandatory program may remain assigned to the Food Service Training Program, but at the rate of \$0.16 per hour.

13. APPENDIX I

OPERATIONAL FORMS

- a. Form #1530 Food Service Sanitation Report
- b. Form #1533 Meal Production & leftover Worksheet
- c. Form #1541 Keeplock, SHU, Hospital, Grounds, and all other Satellite Counts
- d. Form #1542 Messhall Feeding Count
- e. Form #1544 Meal Evaluation Form
- f. Form #1545 Food Service Questionnaire Quarterly Report
- g. Form #1546 Hand Washing Policy and Procedure Form

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
FORM 1530
FOOD SERVICE SANITATION/ INSPECTION REPORT
 Revised: 08/12

FACILITY _____

DATE: _____

PERISHABLE FOODS

	<u>YES</u>	<u>NO</u>
1 ARE THEY DELIVERED FROM THE VENDOR PROPERLY?	_____	_____
2 ARE THEY INSPECTED DAILY FOR SPOILAGE?	_____	_____
3 ARE HOT FOODS FOR SERVICE 140 DEGREES OR HIGHER?	_____	_____
4 ARE COLD FOODS FOR SERVICE AND STORAGE UNDER 45 DEGREES?	_____	_____
5 ARE COOK/CHILL BAGS DATED WHEN FROZEN?	_____	_____
6 IS THE PROPER METHOD OF COOLING FOODS BEING USED?	_____	_____
7 ARE LEFTOVERS TRACKED TO AVOID SPOILAGE?	_____	_____
8 IS MILK DISPENSED FROM AN APPROVED CONTAINER?	_____	_____
9 ARE MEAL SAMPLES PRESENT? REGULAR, DIET, AND ALT. (48 HRS.)?	_____	_____
10 ARE FROZEN FOOD STORED AT 0 DEGREES OR BELOW?	_____	_____
11 ARE COOK/CHILL PRODUCTS STORED AT 28 TO 32 DEGREES?	_____	_____

COMMENTS _____

KITCHEN EQUIPMENT

	<u>YES</u>	<u>NO</u>
1 ARE THE SLICERS CLEAN AND SANITIZED AFTER USE?	_____	_____
2 ARE SKITTLES AND BRAISERS CLEAN INSIDE AND OUT?	_____	_____
3 ARE KETTLES CLEAN INSIDE AND OUT?	_____	_____
4 ARE STEAMERS CLEAN INSIDE AND OUT?	_____	_____
5 ARE OVENS CLEAN INSIDE AND OUT?	_____	_____
6 ARE HOT BOXES CLEAN INSIDE AND OUT?	_____	_____
7 ARE TRAY RACKS AND FOOD CARTS CLEAN INSIDE AND OUT?	_____	_____
8 ARE FOOD PREPARATION TABLES CLEAN - TOPS AND LEGS?	_____	_____
9 IS POTATO PEELER CLEAN INSIDE AND OUT?	_____	_____
10 IS THE FOOD CHOPPER CLEAN AND SANITIZED?	_____	_____
11 ARE MIXERS AND ATTACHMENTS CLEAN INSIDE AND OUT?	_____	_____
12 IS ALL EQUIPMENT FUNCTIONAL?	_____	_____
13 ARE HOOD SYSTEM FILTERS AND DUCT WORK CLEAN?	_____	_____
14 ARE PREP SINKS CLEAN INSIDE, OUTSIDE, AND UNDER?	_____	_____
15 DO SINKS USED FOR FOOD PREP HAVE INDIRECT DRAINS?	_____	_____
16 ARE INMATES TRAINED ON USE AND CLEANING OF EQUIPMENT?	_____	_____
17 ARE RECORDS KEPT OF THIS TRAINING FORM 1574?	_____	_____
18 ARE FLOOR FANS CLEAN AND SAFE?	_____	_____
19 ARE ALL VENTILATION GRATES CLEAN AND FUNCTIONAL?	_____	_____
20 ARE CLEANING SCHEDULE POSTED IN ALL AREAS?	_____	_____

COMMENTS _____

FOOD HANDLING

	<u>YES</u>	<u>NO</u>
1 ARE HATS, HAIRNETS, AND BEARD MASKS USED?	_____	_____
2 ARE GLOVES BEING USED PROPERLY?	_____	_____
3 ARE ALL SALAD INGREDIENTS COLD (45 DEGREES) BEFORE MIXING?	_____	_____
4 IS FOOD QUALITY ACCEPTABLE?	_____	_____
5 IS FOOD BEING THAWED PROPERLY?	_____	_____
6 ARE LEFTOVER FOODS REHEATED TO 165 DEGREES OR GREATER?	_____	_____
7 ARE COOK/CHILL BAGS RE-THERMALIZED AND COOLED PROPERLY?	_____	_____

COMMENTS _____

SCULLERY AREA

- 1 IS THE THREE SINK METHOD USED TO WASH PANS?
- 2 IS THE FINAL RINSE SINK AT 75 DEGREES OR GREATER?
- 3 IS A PROPER SANITIZING AGENT USED IN THE FINAL RINSE BAY?
- 4 ARE PANS EMERSED FOR AT LEAST ONE MINUTE IN FINAL RINSE?
- 5 ARE TEST KITS AVAILABLE?
- 6 IS SANITIZING SOLUTION IN SINK AT PROPER CONCENTRATION?
- 7 ARE SINKS CLEAN INSIDE, OUTSIDE, AND ALL CONNECTING PIPES?
- 8 ARE PANS FREE OF GREASE AND DIRT BUILD-UP?
- 9 ARE PANS STORED PROPERLY?
- 10 ARE STORAGE RACKS CLEAN?
- 11 ARE WALLS, FLOORS, AND CEILINGS CLEAN AND IN GOOD REPAIR?
- 12 ARE FANS AND VENTILATION GRATES CLEAN AND FUNCTIONAL?
- 13 ARE GARBAGE CANS CLEAN AND COVERED WHEN NOT IN USE?
- 14 ARE ALL LIGHT FIXTURES CLEAN AND FUNCTIONAL?
- 15 IS A CLEANING SCHEDULE POSTED IN THIS AREA?

	YES	PG 2 NO

COMMENTS _____

DISH ROOM AREA

- 1 IS MACHINE CLEAN INSIDE, OUTSIDE, AND ALL CONNECTING PIPES?
- 2 IS MACHINE DELIMED REGULARLY?
- 3 ARE CHEMICAL DISPENSERS SECURE ON MACHINE?
- 4 ARE TEMPERATURE LOGS MAINTAINED PROPERLY?
- 5 ARE THE TEMPERATURE GAUGES FUNCTIONAL?
- 6 IS THE FINAL RINSE AT 180 DEGREES OR HIGHER?
- 7 IS THE WASH TANK 140 DEGREES OR HIGHER?
- 8 ARE MACHINES DRAINED AND RINSED AFTER EACH MEAL PERIOD?
- 9 ARE DISHES IN ADEQUATE SUPPLY?
- 10 ARE DISHES SOAKED FOR STAINS ON A REGULAR BASIS?
- 11 ARE STORAGE SHELVES OR RACKS CLEAN AND IN GOOD REPAIR?
- 12 ARE FLOOR FANS AND VENTILATION CLEAN AND FUNCTIONAL?
- 13 ARE FLOORS, WALLS, AND CEILINGS CLEAN AND IN GOOD REPAIR?
- 14 ARE ALL LIGHT FIXTURES CLEAN AND FUNCTIONAL?
- 15 IS A CLEANING SCHEDULE POSTED IN THIS AREA?

	YES	NO

COMMENTS _____

DINING ROOM AREA

- 1 ARE TABLES AND CHAIRS CLEAN AND IN GOOD REPAIR?
- 2 ARE WALLS, FLOORS, AND CEILINGS CLEAN AND IN GOOD REPAIR?
- 3 ARE SERVING LINES CLEAN AND IN GOOD REPAIR?
- 4 ARE WINDOW WELLS CLEAN AND FREE OF DEBRIS?
- 5 ARE WINDOWS CLEAN AND IN GOOD REPAIR?
- 6 ARE WINDOW SCREENS CLEAN AND IN GOOD REPAIR?
- 7 ARE JANITOR CLOSET AREAS CLEAN AND IN GOOD REPAIR?
- 8 IS CLEANING EQUIPMENT STORED PROPERLY AND CLEAN?
- 9 ARE CHOKING SIGNS IN PLACE?
- 10 ARE FANS AND VENTILATION DUCTS CLEAN AND FUNCTIONAL?
- 11 ARE LIGHTING FIXTURES CLEAN AND FUNCTIONAL?
- 12 ARE BATHROOMS CLEAN, HAVE SOAP, TOWELS, AND TISSUE?
- 13 ARE DRINKING FOUNTAINS CLEAN AND FUNCTIONAL?
- 14 ARE SANITIZING SOLUTIONS AT PROPER CONCENTRATION?
- 15 IS A CLEANING SCHEDULE POSTED IN THIS AREA?
- 16 ARE INSECT ZAPPERS CLEAN AND FUNCTIONAL?

	YES	NO

COMMENTS _____

REFRIGERATORS / FREEZERS

- 1 ARE FLOORS, WALLS, AND CEILINGS CLEAN AND IN GOOD REPAIR?
- 2 ARE EVAPORATORS CLEAN AND IN GOOD REPAIR?
- 3 ARE STORAGE RACKS CLEAN AND SANITARY?
- 4 ARE TEMPERATURE LOGS BEING MAINTAINED?
- 5 IS LIGHTING CLEAN AND ADEQUATE?
- 6 ARE LEFTOVERS (INCLUDING COOK/CHILL) DATED AND LABELED?
- 7 ARE ALL FOODS COVERED AND STORED PROPERLY?
- 8 ARE ALL FOODS STORED AWAY FROM THE WALLS?

YES	NO

COMMENTS _____

GENERAL SANITATION

- 1 ARE ALL JANITOR CLOSET AREAS CLEAN AND INVENTORIED?
- 2 IS ALL CLEANING EQUIPMENT CLEAN AND IN GOOD REPAIR?
- 3 ARE INMATES TRAINED ON PROPER CLEANING METHODS?
- 4 ARE ALL TABLE TOPS CLEAN AND SANITIZED AFTER USE?
- 5 ARE OVERHEAD PIPES CLEAN AND FREE OF DUST?
- 6 ARE CLEANING SCHEDULES POSTED IN PROPER AREAS?
- 7 ARE SANITIZING BUCKETS IN PLACE IN ALL AREAS NECESSARY?
- 8 ARE ALL FOODS STORED AWAY FROM WALLS IN STORAGE AREAS?
- 9 IS A VISUAL INSPECTION MADE OF ALL WORKERS PRIOR TO WORKING?
- 10 IS (#9) ABOVE INSPECTION DOCUMENTED?

YES	NO

COMMENTS _____

INSPECTORS SIGNATURES

AREA SUPERVISOR SIGNATURE

DEPUTY SUPT. SIGNATURE

Revised: 08/12

NYS DEPARTMENT OF CORRECTIONALS AND COMMUNITY SUPERVISION

FORM 1542

MESSHALL FEEDING COUNT

FACILITY: _____

DATE: _____

MEAL: BREAKFAST

MESSHALL LOCATION	ACTUAL COUNT	COUNT BY SIGNATURE AND TITLE

MEAL: LUNCH

MESSHALL LOCATION	ACTUAL COUNT	COUNT BY SIGNATURE AND TITLE

MEAL: DINNER

MESSHALL LOCATION	ACTUAL COUNT	COUNT BY SIGNATURE AND TITLE

REV 08/12

NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

FORM 1544

MEAL EVALUATION

TO: DEPUTY SUPERINTENDENT OF ADMINISTRATION

DATE: _____

BREAKFAST TIME SERVED: _____

<u>APPEARANCE</u>	GOOD _____	FAIR _____	POOR _____
<u>QUALITY</u> (Palatability,Texture)	GOOD _____	FAIR _____	POOR _____
<u>FLAVOR</u>	GOOD _____	FAIR _____	POOR _____
<u>COMMENTS</u>	_____		

I, _____ I have .tested this meal and found it to be as indicated .

SIGNATURE _____
TITLE _____

LUNCH TIME SERVED: _____

<u>APPEARANCE</u>	GOOD _____	FAIR _____	POOR _____
<u>QUALITY</u> (Palatability,Texture)	GOOD _____	FAIR _____	POOR _____
<u>FLAVOR</u>	GOOD _____	FAIR _____	POOR _____
<u>COMMENTS</u>	_____		

I, _____ I have .tested this meal and found it to be as indicated .

SIGNATURE _____
TITLE _____

DINNER TIME SERVED: _____

<u>APPEARANCE</u>	GOOD _____	FAIR _____	POOR _____
<u>QUALITY</u> (Palatability,Texture)	GOOD _____	FAIR _____	POOR _____
<u>FLAVOR</u>	GOOD _____	FAIR _____	POOR _____
<u>COMMENTS</u>	_____		

I, _____ I have .tested this meal and found it to be as indicated .

SIGNATURE _____
TITLE _____

TO BE COMPLETED BY SUPERVISOR AND SUBMITTED TO D.S.A. AT END OF EACH DAY.

REVISED 08/06/12

NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
FORM 1545
FOOD SERVICE QUESTIONNAIRE

QUARTERLY REPORT

RATING OF MENU: EXCELLENT GOOD UNSATISFACTORY

=====

SUGGESTIONS OR COMMENTS ON MENU ITEMS:

1. _____
2. _____
3. _____
4. _____

DELETE THE FOLLOWING ITEMS FROM THE MENU:

1. _____
2. _____
3. _____
4. _____

Facility: _____

Date: _____

Facility Superintendent

The form is to be completed with the Inmate Liaison Committee input.

After completion, mail to Robert Schattinger, Director of Nutritional Services, P.O. Box 4110,
Evans Drive, Building #50, Rome, New York 13442-4110

To be completed in: March
June
September
December

Revised: 08/12

NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
FORM 1546

HAND WASHING POLICY & PROCEDURE FORM

POLICY: All inmate food service workers will be instructed in proper hand washing technique prior to the start of their employment in the food service area. This includes washing hands upon report to duty and after using toilet facilities.

PROCEDURE: A member of the Food Service staff will instruct the inmate on proper hand washing technique.

1. Hands will be washed using soap and warm potable water.
2. All exposed areas of the hands and forearms will be washed vigorously with a generous lather of soap for 15-20 seconds.
3. All washed areas will be thoroughly rinsed with running, warm potable water until no lather remains.
4. Hands and other areas will be dried using a fresh, single use, paper towel which will be disposed of properly after use. An electric air dryer may also be used.

Complete the form below to document the training was given.

The form must be signed by the inmate and supervisor (instructor).

The form will be kept on file to prove the associated A.C.A. Standard (4-4322).

On this date, ___/___/___, I instructed inmate, _____,

DIN# _____, on the proper methods to be employed to wash his or her hands.

Print Name of Supervisor

Signature

On the above date I was instructed in the proper methods of hand washing.

Inmate Signature

DIN #

cc: Inmate File
Revised:8/12

14. APPENDIX II

- a. C.A.D. Procedures
- b. Alternative Entrée Procedures



STATE OF NEW YORK

**DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION**

THE HARRIMAN STATE CAMPUS – BUILDING 2

1220 WASHINGTON AVENUE

ALBANY, N.Y. 12226-2050

BRIAN FISCHER
COMMISSIONER

DANIEL F. MARTUSCELLO III
DEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

MEMORANDUM

TO: All Superintendents

FROM: Robert Schattinger
Correctional Food & Nutritional Services Director

SUBJECT: Cold Alternative Diet

DATE: September 13, 2012

Attached are the guidelines and procedures for the cold alternative diet.

The guidelines and procedures will be closely monitored by the regional food service coordinators and the regional rabbis for full compliance. I recommend a copy of this procedure be posted in the kosher preparation area and the offender preparing the diets be fully trained and instructed in their job responsibilities.

Thank you in advance for your continued cooperation and support in this diet program.

cc: D. Martuscello, Deputy Commissioner for Administrative Services
J. McKoy, Deputy Commissioner for Program Services
C. Morris, Director of Ministerial Services
Regional Coordinators Food Services
Food Service Administrators
Regional Rabbis

COLD ALTERNATIVE DIET PROGRAM PROCEDURES

1. The cold alternative meals shall be served on disposable dinnerware and with disposable flatware.
2. A secure area shall be designated for the storage of kosher food products purchased for the cold alternative diet program.
3. A secure, locked area shall be designated for the storage of equipment used exclusively for the cold alternative diet program.
4. All food products purchased for the cold alternative diet program shall be kosher and approved by Ministerial Services and Nutritional Services. The cold alternative diet program shall be jointly monitored by Ministerial Services and Nutritional Services regional coordinators.
5. Breakfast and lunch have been designated dairy meals. The evening (dinner) meal has been designated the meat meal.
6. Utensils designated for the cold alternative diet program shall be marked either “**M**” for meat, or “**D**” for dairy, depending upon the intended usage.
7. Meat and dairy product ***shall not*** be served at the same meal.
 - Meat products are beef, poultry, and their by-products. All pork, and its by-products, is prohibited.
 - Dairy products are milk, cheese, butter, and their by-products.
 - Fish may be served with dairy products.
8. Bread purchased for the cold alternative diet program will be kosher “parve.”
9. Utensils and cutting boards shall be washed and sanitized by using the dishwasher units. Prior to loading with the designated items, the dishwasher tanks must be cleaned out and fresh water and detergent added. Run the utensils and cutting boards through the cycle and store in the designated area.

2012-09
Kosher

COLD ALTERNATIVE DIET FOOD GUIDELINES

Lettuce Salad: Prepared salad mix can be used; pour directly from bag to dinnerware. Reseal bag and store in kosher food area for future use.

FPC Items (Tuna, Macaroni, Potato, Coleslaw, Individual Juices, Individual Cheese, and Cold Cuts): All items are produced at the Food Production Center under the rabbinical supervision of the Orthodox Union.

Milk 1%: Only provide eight ounce packaged milk (**portioned bulk milk is not acceptable**).

Fruits: Use a variety of fresh fruits from the general population menu.

Margarine: Margarine is to be used only when stated on the menu (**only kosher**).

Hot Water: Always provide sufficient hot water for the preparation of tea, hot cereal, soup mix, coffee, etc. Water needs to be heated in a separate unit for kosher only or by a microwave (**the normal kitchen kettle is not acceptable**).

Cold Cereal: Use a variety; do not use the same kind all the time. Only individual packages of cereal will be acceptable (**use of portioned bulk is not acceptable**).

Coordinate all purchasing of products with your representative from Central Office Nutritional Services. Ensure that fresh fruit and fresh vegetables are being used and rotate inventory product. The regional coordinator for correctional food services and regional rabbi will be monitoring and reporting any non-compliance to the director of nutritional services.

If you have any questions or concerns, contact your regional coordinator for correctional food services. If for any reason your facility is unable to comply with the procedural instructions of the food guidelines, your regional coordinator for correctional food services should be notified immediately.

2012-09
Kosher

COLD ALTERNATIVE DIET EQUIPMENT LIST

- (2) solid spoons
- (2) vegetable peelers
- (2) cutting boards
- (2) paring knives
- (1) French knife
- (1) can opener
- (1) electric coffee urn
for hot water if needed

NYS DEPARTMENT OF CORECTIONS AND COMMUNITY SUPERVISION

ALTERNATIVE ENTRÉE PROCEDURES

It is the Department of Corrections and Community Supervision's policy to serve an alternative entrée in a manner that will accommodate the various religious and personal dietary practices observed by the inmate populations. Every effort must be made to assure separation between the Alternative and regular meals.

1. The Alternative entrée shall be separated from the regular entrée to minimize or eliminate the possibility of cross-contamination. This may be accomplished by placing a physical barrier between the two, by placing the two apart from each other on the serving line, or by any other acceptable means.
2. At serving time, designate a clean and separate utensil to be used for serving the Alternate entrée. The designated utensil cannot touch other foods. Likewise, utensils from other food dishes cannot touch the alternate entrée.
3. A single designated server shall serve the Alternate entrée.
4. Any Coordinating Chaplain shall have access to the food service area to observe the food service procedures. Any issues identified should be addressed through the facility administration in a separate communication.
5. Equipment and utensils used for the Alternate entrée will be sanitized following the protocol set forth in Directive #4310.

The Food Service Supervisor will conduct and document regular, in-service training to review their facility – specific Alternative procedures with all food service staff. Regional Coordinators will review training records during their regular site visits to assure adherence to this policy.

Revised 11/12