

Jail Food: Reservation Required



GRAND JURY 2017-2018

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SUMMARY

Jail food is not home cooking. Inmates, having different taste preferences and coming from a variety of family and cultural backgrounds, find it hard to adjust to unfamiliar food being served. Consequently, inmates complain!

In the past eighteen months, the American Civil Liberties Union of Southern California (ACLU) and the United States Department of Homeland Security Office of Inspector General (OIG) issued reports that included criticism of the Orange County jail's food services based, in part, on inmates' complaints. As a result of these reports, the Grand Jury investigated the practices of the Sheriff's Department Food Services Unit (FSU), including preparation, storage, service, and nutritional value of meals for inmates, as well as the time allowed for meals. The Grand Jury learned that inmates frequently were not allowed enough time to eat their meals. However, contrary to some of the above reports' findings, the Grand Jury found no issues with the fundamental kitchen operations or the condition and nutritional value of the food.

REASON FOR THE STUDY

During 2017, two reports were issued regarding the Orange County jails, both claiming unacceptable conditions with the jail food services. The first report was issued by the OIG charging, among other things, violations that included slimy, foul-smelling, and spoiled meat. The second report was based on inmate complaints received by the ACLU, including lack of nutritious food, small portions, and insufficient time to consume the meal.

These reports and the associated media coverage attracted the interest of the Orange County Grand Jury. A search of prior Grand Jury reports from 1999 through 2017 showed that no report had specifically focused on jail food.

The purpose of this report is to combine evaluating concerns cited in the two reports mentioned above with sampling of the food served at local jails, as well as direct observation of FSU operations

This study will research the following issues:

- the quality and condition of the food served to Orange County jail inmates
- the nutritional value of the food

- the service of the food
- potential violations of state regulations regarding food service, including time allotted for consumption.

METHOD OF STUDY

The resources identified below were used to investigate this subject:

- videos obtained from the Sheriff’s Department showing meal service in jails
- logs and records of FSU inspections
- interviews
 - managers and staff of the Orange County Sheriff’s Department including FSU staff
 - Members of the ACLU staff who conducted the study and wrote the report entitled, *“Orange County Jails”*
- site visits to FSU as well as the five Orange County jails
 - Central Jail Facility including the food services, kitchen and food storage
 - Men’s Jail
 - Women’s Jail
 - Intake Release Center
 - Theo Lacy Facility including food services, kitchen, and food storage
 - James A. Musick Facility including food services, kitchen, and food storage
- food sampling
 - sack lunches
 - dinner
 - food in preparation

BACKGROUND AND FACTS

In November 2016, the OIG made an unannounced inspection of the Theo Lacy jail kitchen. This inspection, conducted for the purpose of ensuring compliance with United States Immigration and Customs Enforcement standards, found foul-smelling and bad-tasting food and

identified regulatory violations including undated open meat packages and uncovered meat stored in walk-in refrigerators.

From August 2015 through April 2017, the ACLU collected complaints from current and former inmates about unsatisfactory and unsafe conditions in the Orange County jail facilities. One area of concern was food services, which focused on the following:

- spoiled food
- inedible food
- small portions
- food which had no nutritional value
- insufficient time allowed for consumption

As a result of these complaints and further investigation, the ACLU issued a report in June 2017 which included findings that the jail's FSU was in violation of its own policies as well as the standards of the California Retail Food Code and the California Board of State and Community Corrections (BSCC). According to the ACLU, the report's findings were based on comments from current and former inmates. The ACLU then followed up with additional inquiries through questionnaires and interviews. These efforts provided valuable information regarding inmate attitudes and concerns regarding food service.

Jail Food Operations

Food service is the responsibility of the FSU. The unit, consisting of non-sworn Sheriff's personnel, is in charge of feeding inmates in the five jails. The James A. Musick and Theo Lacy jails each have kitchens; one central kitchen serves the Men's Central Jail, the Women's Central Jail, and the Intake Release Center.

The logistics of preparing and serving jail food are daunting. The FSU serves more than 6,500 inmates on any given day, three meals per day, and 365 days of the year – over seven million meals per year. Menu development requires detailed attention to dietary needs, caloric requirements, nutritional specifications, special diets, cultural requests, and flavor variety - all compounded by the requirements of state and federal codes and regulations.

In order to ensure compliance with the regulations, the FSU employs a registered Public Health Nutritionist who is responsible for overseeing inmate meal plans. A twenty-eight day rotation of menus is developed to give inmates a variety of flavors and foods (See Appendix 1 - Sample Menu for Inmates – Orange County Jail). The Public Health Nutritionist is also responsible for

ensuring that meals comply with the caloric and nutritional requirements of two established authorities: the Recommended Dietary Allowances and Dietary Reference Intakes, issued by the Institute of Medicine of the National Academies of Sciences, Engineering and Medicine; and the 2015-2020 Dietary Guidelines for Americans, issued by the United States Department of Agriculture.

Food Preparation and Cleanliness

All meal preparation is supervised by FSU cooks, who are certified California Food Handlers, while inmate food handlers and FSU cook staff handle the actual preparation, service and cleanup. Food preparation utilizes the cook-serve method by which hot cooked food is served immediately to inmates. Other cafeteria service facilities commonly use this method.

Figure 1: Food Preparation at Orange County Jail



Source: Steven Georges, Behind the Badge OC

As required by the California Health and Safety Code, food handlers are inspected to ensure cleanliness, proper attire, and absence of open sores or conditions that might contaminate the food. They are also regularly checked to ensure that their hands and fingernails are clean, that their hair and facial hair are entirely covered by hairnets or caps, and that they are wearing clean garments. The food handlers are required to change protective gloves every time they enter the kitchen.

Checklists (See Appendix 2 - Sample Checklist) showing that these inspections are conducted on a daily basis were provided to the Grand Jury, and indicated that HSC requirements are being

followed. The Grand Jury noted during its site visits that food handlers appeared to be properly groomed, that they changed the protective gloves upon reentering the kitchen area, and that they wore head coverings.

Food and Nutrition

Regulations governing the operations of correctional facilities in California are covered in the California Code of Regulations, Title 15. These regulations mandate that inmates be provided with three nutritionally balanced meals each day, including one hot meal. However, the FSU provides the inmates with two hot meals, breakfast and dinner, and a cold sack lunch. Meal times begin at 4:00 a.m. for breakfast, 11:00 a.m. for lunch, and 4:00 p.m. for dinner. If inmates are required to appear in court or scheduled to be on a work crew, they are provided a sack lunch to take with them. Additionally, inmates who return to jail after dinner has been served are provided a sack lunch.

Figure 2- Food Served at Orange County Jail



Source: Steven Georges, Behind the Badge OC

Four special diets augment the regularly-served menu to accommodate religious and cultural preferences as well as medical needs of the inmates:

- Halal – Food items and drinks which are prepared under strict Muslim dietary laws
- Kosher – Food items and drinks which conform to Jewish dietary laws
- Vegetarian – Meals which contain no meat

- Medical – Menus which are prescribed by the Correctional Health Services staff for those with medical conditions such as diabetes and renal failure, or dietary restrictions for any health reasons such as gluten sensitivity, prenatal status, food allergies, and any other special requirement, e.g., semi-solid/pureed. Medical issues which require a specialized diet supersede all other prescribed diets.
- Special holiday meals are served to the inmates on eleven different dates. Thanksgiving and Christmas meals may include turkey, mashed potatoes and gravy, corn bread dressing, mixed vegetables, green salad, cranberry sauce, roll, spice cake, and milk. The Labor Day menu might include grilled hamburgers, baked beans, potato salad, coleslaw, condiments, cake and milk.

Food Service and Consumption

Most inmates eat breakfast and dinner in the jail dining hall and are served by a system called “blind feed” that maintains anonymity between the food servers and the inmates. Inmates pass through a single serving line with blocked view between the inmates and the servers, to a small open window through which a tray of food is passed. This process prevents inmates and servers from interacting during the meal times, and avoids any potential for contamination of food based on rival gang affiliations, racial issues, and ongoing feuds. In the dining hall, Sheriff’s deputies direct the inmates to their designated tables, which seat a maximum of four people, and monitor them while they eat their meal, discard their trash, return their trays, and go back to their cells.

Inmates who are under disciplinary or protective custody must eat in their cells. Delivery of the food to cells is by meal carts with both cold and hot sides, keeping the meals at the proper temperature during the process of distribution. During interviews, the Grand Jury learned that Orange County jails do not withhold food or restrict menus as a means of discipline.

The Grand Jury reviewed videos of the dining areas during meal service. The videos from random dates and meal times showed the dining room as the inmates entered, stood in line, picked up their trays of food, sat at the table, and consumed their meals. The Grand Jury determined that the average time allowed for inmates to consume their meals was seven minutes – a clear violation of both the Sheriff’s Food Service Manual and BSCC Title 15 that require “a minimum time of fifteen minutes . . . be allowed for the actual consumption of each meal.”

Food Sampling

During its investigation, the Grand Jury examined the kitchen facilities at the Central Jail Facility, Theo Lacy, and the James A. Musick Facility. Each facility had workers in place who were either working on the preparation and service of a meal or handling the cleanup after a meal. During one site visit, members of the Grand Jury ate the same food being served in the dining hall, which included chili con carne, corn tortillas, steamed rice, mixed vegetables, green salad, and choice of milk or milk substitute. Milk substitute, which comes in powder form, has all of the nutritional elements of milk and needs no refrigeration - at about 20% less cost than regular milk. Also, during its investigation, the Grand Jury randomly selected several sack lunches to sample, which included the following: vacuum-packed lunch meat, slices of bread, condiments, a piece of fresh fruit, a dessert item, and milk or milk substitute.

All food sampled by members of the Grand Jury was fresh, nutritious, and in compliance with state regulations. The Grand Jury did not encounter any food having the problems described in the OIG report.

Food Storage

Food storage, which includes dry, refrigerated, and frozen storage, is located adjacent to each of the three kitchen areas. California Health and Safety Code, Division 4, Part 7 (HSC), requires that cold food be refrigerated at 41° Fahrenheit or below, and the United States Department of Agriculture requires that freezer items be kept at 0° Fahrenheit or below. During visits to the facilities, the Grand Jury observed that the thermometers on the refrigerators and freezers showed that the temperatures met these requirements.

HSC also requires that dry storage items be protected from contamination by placement in a clean, dry location, at least six inches above the floor, where they are not exposed to splash, dust, vermin, or other forms of contamination or adulteration. During site visits to the kitchen facilities' dry food storage areas, the Grand Jury noted that the storage areas met the requirements outlined by the HSC.

The Grand Jury was provided with documentation that the following random inspections of kitchen facilities were conducted by FSU staff using the checklist shown in Appendix 2:

- Food preparation and storage areas are inspected on a daily basis by Food Services Supervisors and the chief cooks.

- Preparation and service areas are inspected on a weekly basis by the Food Services Manager as required by CCR Title 15, §3052.
- Other inspections are conducted to ensure the following:
 - food containers (cans and boxes) are not beyond their expiration date
 - containers which have been opened are clearly labeled for use before the expiration of their shelf life
 - all produce, dairy, and meat products are stored at required temperatures
 - all produce, dairy, and meats are properly sealed from contamination by other food products

The Grand Jury observed that each kitchen facility was clean, met the required safety standards, and complied with mandated food-handling procedures.

Food Complaints

Prior to incarceration, individuals choose where to eat and select food that appeals to their tastes or cultural preferences. Behind bars, however, inmates have only limited access to familiar foods – a source for serious behavioral issues. They are served their hot breakfast and dinner, they collect their cold brown bag lunch, and if they do not like the food, they have two choices: eat what is served or leave their food and go hungry.

The report issued by the ACLU highlighted specific concerns expressed by jail inmates, including spoiled and foul-smelling food, small portions, food lacking nutritional value, and insufficient time for consuming meals. These allegations were compiled from telephone calls and written complaints received by the ACLU from current and former inmates. Subsequently, the ACLU made additional inquiries through questionnaires and interviews. Therefore, the Grand Jury wanted to determine what practices FSU has in place to deal with inmate concerns.

FSU staff utilizes a system to review complaints received from inmates about jail food. Inmates primarily complain about being served food which is spoiled, inedible, or cold, or food which differs from the prescribed menu. While some complaints may result from food-borne bacteria, other complaints have been found by staff to be unsubstantiated, with inmates purposely hiding food in their cells and later complaining it was served spoiled or inedible. In an attempt to contend with allegations of food-borne illness, the FSU has implemented the Three Day Mainline Tray Sample. This method takes samples of each day's food items served to inmates and retains them for three days in order to determine the source of any contamination. As observed by the Grand Jury, these meal samples are wrapped, dated, and stored in a secure

refrigerator for a minimum of seventy-two hours after serving. If allegations of food poisoning occur, the samples are sent to the Orange County Health Care Agency for analysis.

Commissary Operations

The Commissary is an off-site warehouse which is co-located with the FSU offices. The purpose of the Commissary is to allow inmates to purchase items to which they do not have regular access, such as spices and condiments, dry-service foods (e.g., coffee, instant noodles), sweet items (e.g., candy, cookies), food supplements, and toiletries. Inmates use Scantron® forms to order their supplies. Once the forms are collected and processed, the staff manually fills each order and packages it for delivery. The Commissary handles more than 360,000 orders per year from the five different jail facilities. To use the Commissary, an inmate must have money placed into an account provided by family members or friends. (See Commissary Order Sheet – Appendix 3.)

During the visit, the Grand Jury noted that all Commissary items were neatly stored, easy to identify and access, and that the ordering system was efficiently operated.

Figure 3 - Orange County Sheriff's Jail Commissary



Source: Steven Georges, Behind the Badge OC

Conclusion

The Grand Jury determined that the food served to Orange County jail inmates is fresh, nutritious and in compliance with state regulations. Food handlers are properly groomed to meet the standards for food preparation and service. Kitchen areas are clean, refrigerators and freezers are kept within the standard temperature requirements, and dry storage is properly maintained. The FSU meets the requirements of frequent and regular checks on all food service processes, and has a system in place to determine any potential food contamination which might be identified by inmate complaints. However, the Grand Jury identified one area of serious concern - inmates are not allowed enough time to eat their meals. This is a violation of state and FSU standards and must be addressed.

FINDINGS

In accordance with *California Penal Code* Sections 933 and 933.05, the 2017-2018 Grand Jury requires (or, as noted, requests) responses from each agency affected by the findings presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation titled “Jail Food – Reservation Required,” the 2017-2018 Orange County Grand Jury has arrived at five principal findings, as follows:

- F1. Meals provided to inmates meet the requirements established by the Institute of Medicine, National Academies of Sciences, Engineering and Medicine.
- F2. Food storage areas are clean and neatly maintained by the Food Service Unit in the manner required by the California Health and Safety Code, Division 104, Part 7.
- F3. All dairy, produce and meat items are fresh and edible, and stored at the correct temperatures and in accordance with the California Health and Safety Code, Division 104, Part 7.
- F4. Food is properly sealed so as not to contaminate or be contaminated by other foods according to the standards set forth by the California Health and Safety Code, Division 104, Part 7.
- F5. Inmates are not allowed sufficient time to eat their meals in violation of the Orange County Sheriff’s Food Service Manual and the California Board of State and Community Corrections, Title 15.

RECOMMENDATIONS

In accordance with *California Penal Code* Sections 933 and 933.05, the 2017-2018 Grand Jury requires (or, as noted, requests) responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation titled “Jail Food – Reservation Required,” the 2017-2018 Orange County Grand Jury makes the following recommendation.

- R1. The Orange County Sheriff must ensure that each inmate is provided at least fifteen minutes for meal consumption. (F5.)

RESPONSES

The following excerpts from the California Penal Code provide the requirements for public agencies to respond to the findings and recommendations of this Grand Jury report:

§933(c)

“No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head or any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. . . .”

§933.05

“(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

- (1) The respondent agrees with the finding.*
- (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.*

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.*
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.*
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the*

governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.”

Comments to the Presiding Judge of the Superior Court in compliance with Penal Code §933.05 are required from:

Responses Required:

Orange County Sheriff/Coroner:

F1., F2., F3., F4., and F.5, and R.1

REFERENCES

Documents

American Civil Liberties Union. June 2017. Orange County Jails.

California Code of Regulations, Title 15, Division 3 Chapter 1, Article 4, Food Services.

California Code of Regulations, Title 15, Division 3 Chapter 1, Subchapter 2, Article 1, Canteens.

California Health and Safety Code, Division 104, Part 7, California Retail Food Code. Food handler requirements found at: §113725(a)(2)(D), §113968, §113969(a), and §113973(a).

California Penal Code §5005.

Code of Federal Regulations, Title 21, Chapter 1, Food and Drugs.

Department of Homeland Security, Office of the Inspector General. March 6, 2017. Management Alert on Issues Requiring Immediate Action at the Theo Lacy Facility in Orange, California.

Orange County Sheriff's Department Food Service Manuals:

- Food Services Supervisors Daily Inspection Checklist
- Food Services Inmate Kitchen Worker Job Description
- Food Services Job Descriptions
- Food Services Training Cal/OSHA Guide to Restaurant Safety
- Food Services Training Manual Senior Head Cook
- Food Services Training Manual Senior Institutional Cook
- Food Services Training Recurring Occupational Topics
- Orange County Health Care Agency 2017 Inspection Reports

2002-2003 Orange County Grand Jury Report. May 12, 2003. The State of Orange County Jails.

2005-2006 Orange County Grand Jury Report. June 14, 2006. Perspective of Orange County Jails: A Continuing Dilemma.

2006-2007 Orange County Grand Jury Report. June 7, 2007. The State of Orange County Jails and Programs

DVD ROM and Digital Data

OCSD Jail Food Procedure DVD, Item d, June 19, 2017. Meal Service.

OCSD Food Service Plan DVD. February 2, 2018.

Websites

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Greenwood, Veronique. 2016. “Why some cultures love the tastes you hate.” BBC. Accessed February 4, 2018. <http://www.bbc.com/future/story/20160125-why-some-cultures-love-the-tastes-you-hate>.

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Orange County Sheriff’s Department - Food Services. Accessed January 26, 2018. <http://www.ocsd.org/divisions/custody/inmate/food>.

Orange County Sheriff’s Department - Commissary Operations. Accessed January 26, 2018. <http://www.ocsd.org/divisions/custody/inmate/commissary>.

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United States Department of Agriculture. 2015. “2015–2020 Dietary Guidelines for Americans, 8th Edition.” Accessed on December 6, 2017.

<http://health.gov/dietaryguidelines/2015/guidelines>.

United States Department of Justice, Federal Bureau of Prisons. 2011. “Food Service Manual.”

Accessed February 7, 2018. https://www.bop.gov/policy/progstat/4700_006.pdf.

Appendix 1

Sample Menu for Inmates – Orange County Jail

BREAKFAST	LUNCH	DINNER
Chicken Sausage Patty Whole Wheat Pancakes Hominy Grits Pineapple Tidbits LF Milk Margarine Syrup Breakfast Burrito Scrambled Eggs Corn Tortillas Hot Farina Orange, Fresh NF Milk Margarine Country Breakfast Steamed Rice Hominy Grits Wheat Bread Peach Slices NF Milk Margarine Chicken Sausage Patty Scrambled Eggs Simmered Pinto beans Oatmeal Cottage Fried Potatoes Corn Tortillas NF Milk Scrambled Eggs Hot Farina Wheat Bread Lyonnaise Potatoes Pineapple Tidbits NF Milk Margarine Country Breakfast Oatmeal Wheat Bread Cottage Fried Potato NF Milk Margarine Chicken Sausage Patty Whole Wheat Pancakes Hominy Grits Lyonnaise Potatoes NF Milk Margarine Syrup	Cajun Chicken Orange, Fresh Wheat Bread NutriCal Orange Drink Cookie, Vanilla Mayonnaise, Mustard Pastrami Chix, Wheat Bread Carrot Chips Apple, Fresh NutriCal Grape Drink Cookie, Strawberry Mayonnaise, Mustard Salami Wheat Bread Orange, Fresh NutriCal Raspberry Cookie, Chocolate Mayonnaise, Mustard Jalapeno Chix Wheat Bread Apple, Fresh NutriCal Orange Drink Cookie, Vanilla Mayonnaise, Mustard Smoked Chicken Wheat Bread Orange, Fresh NutriCal Berry Drink Cookie, Lemon Mayonnaise, Mustard Hard Boiled Egg American Cheese Wheat Bread Apple, Fresh NutriCal Grape Drink Cookie, Banana Mayonnaise, Mustard Roast Turkey Wheat Bread Orange, Fresh NutriCal Berry Drink Cookie, Chocolate Mayonnaise, Mustard Sweet and Sour Soy Steamed Rice Wheat Bread Peas & Carrots Tossed Vegetable Salad Fruit Cocktail Orange Gelatin NF Milk Margarine	Spaghetti Meat Sauce, turkey Spaghetti Noodles Wheat Bread Mixed Vegetables Tossed Green Salad NF Milk French Dressing Margarine Chix, Dinner Sausage Hot Dog Bun Vegetarian Bake Beans Coleslaw Carrot Salad Peas & Carrots NF Milk Mustard Creole Macaroni Wheat Bread Gingerbread Carrots Broccoli, NF Milk Margarine Chili Con Carne Steamed Rice Corn Tortillas Mixed Vegetables Tossed Green Salad NF Milk Ranch Dressing Breaded Fish Patty Oven Browned Potatoes Wheat Bread Corn, Canned Carrot Salad NF Milk Margarine Tartar Sauce Breaded Chix Patty Wheat Bread Simmered Pinto beans Mashed Potatoes Mixed Vegetables Coleslaw Chicken Gravy Cherry Gelatin NF Milk Margarine

Appendix 2

MAIN KITCHEN HACCP CHECKLIST

Date: Monday, March 19, 2018

Observer:

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

GENERAL

PERSONNEL HYGIENE

	Yes	No	Corrective Action
• Inmate work crew is briefed, and instructed to sign Training Record Logs "Kitchen Rules/Hygiene" and "Hand Washing."	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Staff and inmate workers are in clean and proper uniforms, including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Staff and inmate workers are clean shaven.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to basic jewelry, such a plain, solid ring, and a watch. No bracelets or anything that can create a hazard are permitted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Inmates are wearing proper PPE. Aprons are not needed when working directly with hot kettles, grills, or braisers.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating or drinking are allowed only in designated areas away from preparation, service, storage, or ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores, scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a food service glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Staff and inmate workers appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Staff and inmate workers use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A hand washing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PEST CONTROL

	Yes	No	Corrective Action
• No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Outside doors are well-sealed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Revised 8/29/2016

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KETTLES

FOOD PREPARATION

Yes No Corrective Action

- Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before and after every use. _____
- Procedures are in place to prevent cross-contamination. _____
- Food planning and preparation is done so ingredients are kept out of the temperature danger zone to the extent possible. _____
- Thawed food is not refrozen. _____
- Food is prepared in small batches to limit the time it is in the temperature danger zone. _____
- Production sheets and recipes are followed when preparing meal. _____
- “Clean as you go” method is adhered to during cooking and prep. _____
- Food is cooked to the required safe internal temperature for the appropriate time, and tested with a calibrated food thermometer. _____
- The “Daily HACCP Sheet” is completed prior to issuing food to any SIC. Time, Temperature, and Quantity Issued are accurately recorded. _____
- Thermometer is cleaned and sanitized after each use. _____
- Food is tasted using the proper procedure. _____

HOT HOLDING

Yes No Corrective Action

- Hot holding unit is clean, free of food and residue. _____
- Hot holding unit is pre-heated before hot food is placed in unit. _____
- Food is heated to the required safe internal temperature before placing into hot holding. Hot holding units are not used to reheat any food. _____
- Temperature of hot food being held is at or above 135° F. _____
- Food is protected from contamination. _____

REFRIGERATION/COLD HOLDING

Yes No Corrective Action

- Temperature is appropriate for cooling equipment. _____
- Refrigerators are kept clean and organized. _____
- Temperature of cold food being held is at or below 41° F. _____
- Food is stored 6 inches off floor or in walk-in cooling equipment. _____
- Food is protected from contamination. _____
- Thermometers are available and accurate. _____
- Proper chilling procedures are used. _____
- All food is properly wrapped, labeled, and dated. _____
- The FIFO (First In, First Out) method of inventory management is used. _____

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- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. _____

CLEANING AND SANITIZING

Yes No Corrective Action

- Kettles are clean, free of food and residue, inside and out. _____
- Kettle lids are clean, and replaced at the end of service. _____
- Poles, control boxes, and guard rails are clean of food and residue. _____
- Floor trough grates are clean, free of food and residue. _____
- Floor troughs are clean, drain plugs returned. _____
- Floor drains are clean and drain catches are free of food and residue. _____
- Area surrounding the Kettles is swept, mopped. _____
- Hoods have been wiped clean, inside and out. _____
- Kettle preparation table is clean, top and bottom work surfaces. _____
- **Can opener clean, free of food and residue (if used).** _____
- Clean, reusable towels are used only for sanitizing equipment and surfaces, and not for drying hands, utensils, or floor. _____
- Wiping cloths are stored in sanitizing solution while in use. _____

PREP

VEGETABLE PREP

Yes No Corrective Action

- Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before and after every use. _____
- Food slicer is clean. _____
- Food slicer is broken down, cleaned, and sanitized before and after every use. _____
- Garbage disposal is clean. _____
- Refrigerators are kept clean and organized. _____
- The FIFO (First In, First Out) method of inventory management is used. _____
- Temperature of cold food being held is at or below 41° F. _____
- All food is properly wrapped, labeled, and dated. _____
- Food is protected from contamination. _____
- Thermometers are available and accurate. _____

OTHER PREP

Yes No Corrective Action

- Frozen food is thawed under refrigeration, cooked to proper Temperature from a frozen state, or in cold running water. _____
- **Can opener clean, free of food and residue (if used).** _____

IRC

SERVING/SANITATION

	Yes	No	Corrective Action
• Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person’s mouth.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• “Clean as you go” method is adhered to during line service.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Poles and guard rails are clean of food and residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Area surrounding the IRC serving line is swept, mopped.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Cold-Side serving line is clean, free of food and residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hot-Side serving line is clean, free of food and residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Incell carts are clean, free of food and residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Butcher shop, used for cart storage, has been swept and mopped.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Brown incell trays are clean, free of food and residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Tray rack is clean and free of residue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine temperatures are recorded in the “Diet Scullery” log.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171° F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small utensils and trays are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Diet room scullery walls are wiped down and dry at completion of service.	<input type="checkbox"/>	<input type="checkbox"/>	_____

SANITATION

MJ SCULLERY/SANITATION

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Garbage disposal is clean and operational.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine temperatures are recorded in the “CMJ Scullery” log.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Jail Food – Reservation Required

- If heat sanitizing, the utensils are allowed to remain immersed in 171° F water for 30 seconds. _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration. _____
- Small wares and utensils are stored upside-down and allowed to air dry. _____
- Scullery walls are wiped down and dry at completion of service. _____
- Drawers and ware racks are clean and free of residue. _____
- Chemicals and dry goods have been restocked to the posted par levels. _____
- Ice machine is clean. Cleaning log is updated. _____
- Wiping cloths are stored in sanitizing solution while in use. _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered. _____
- Garbage cans are emptied as necessary. _____
- Boxes, containers, and recyclables are removed from site. _____
- Loading dock and area around dumpster are clean and odor-free _____
- Black trash bins are clean. _____

STOCKROOM/STORAGE

DRY/COLD STORAGE

Yes No Corrective Action

- All food stored or prepared is from approved sources. _____
- Food is stored in original container or a food grade container. _____
- All food and paper supplies are stored 6 to 8 inches off the floor. _____
- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement. _____
- Refrigerators and freezers are kept clean and organized. _____
- Temperature of cold food being held is at or below 41° F. _____
- Thermometers are available and accurate. _____
- All food is labeled with name and received date. _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name. _____
- The FIFO (First In, First Out) method of inventory management is used. _____
- There are no bulging or leaking canned goods. _____
- Food is protected from contamination. _____
- All food surfaces are clean. _____
- Chemicals are clearly labeled and stored away from food and food-related supplies. _____
- There is a regular cleaning schedule for all food surfaces. _____

Revised 8/29/2016

Appendix 3



JAIL COMMISSARY ORDER SLIP

Last Name _____
 First Name _____
 Dorm _____ Date _____
 Signature _____

BOOKING NO.

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Request Welfare Pack

SHERIFF INMATE

BOOKING NUMBER MUST BE FILLED IN
 Correct Mark / Incorrect

● / ● ✗ ● ✓

ORDER MUST BE SIGNED • ALL PRICES INCLUDE TAX

STATIONERY QTY. LIMIT LISTED		
	QTY	COST
3070	(Writing Tablet) 8 1/2x 11 (No Limit)	1.00
3030	(Pencil) (Limit 2)	.10
3080	Expandable Folder (Limit 2)	5.00
3040	Erasers (Limit 2)	.20
3060	Tablet 8 1/2x 11 (unlined) (No Limit)	1.20
3050	Colored Pencils (Limit 1)	2.30
3130	(Stamps) - Forever (10 pk.) (No Limit)	5.45
3140	Pinocle Cards (Limit 2)	2.00
3110	Envelope 9x12 no stamp (No Limit)	.50
3000	Playing Cards (Limit 1)	2.00
3090	(Envelope) - legal stamped (5 pk.)	3.45

FOOD ITEMS QTY. LIMIT 8 EACH		
	QTY	COST
5060	Soup (Cup Required)	.60
2300	Tuna Pouch*	2.75
2280	Beans, Instant*	1.50
2310	Flour Tortilla 4 pk.	1.30
2290	Rice, Instant*H	1.10
2230	Peanut Butter, Singles*H	.65
2240	Grape Jelly, Singles*	.40
2250	Cheddar Cheese, Singles	.80
2260	Jalapeno Cheddar Cheese, Singles	.80
5150	Poptarts	1.30
5270	Honey Bun, Jumbo*	1.50
2820	Chili with Beans, 11.25 oz pkg.	2.95
2950	Jalapeno Slices*	.60
2990	Beef Summer Sausage	2.90
5140	Cloverhill Cream Cheese Cakes*	1.50
5260	Donuts, Crunch Mini	1.50
5160	Buttermilk Donuts	.95
5200	Big Texas Cinnamon Roll, 4 oz.*	1.50

PERSONAL/HEALTH CARE QTY. LIMIT 2 EACH		
	QTY	COST
1260	Shower Shoes Medium	1.25
1270	Shower Shoes Large	1.25
1280	Shower Shoes X-Large	1.25
1110	Washcloth	.40
1240	Handkerchief	1.40
1520	(Toothbrush)	3.90
1010	(Toothpaste)	1.25
1800	Soap, Deodorant	.60
1030	Soap, Moisturizer	2.10
1150	Hand Lotion 5 pk.	1.05
1440	Pillow (Limit 1)	5.30
1510	Deodorant	2.80
1140	Magic Shave	6.50
1130	Afta Shave	4.35
1470	Razor, Security SPC	.50
1100	Shaving Cream	1.20
1420	Blistex	3.75
1300	Facial Skin Cream, Noxema	3.15
1380	B Complex	1.05
1390	Multi-Vitamin	1.05
1060	Shampoo, Regular 5 pk.	1.05
1070	Shampoo, Dandruff 5 pk.	1.45
1080	Conditioner, Rinse 5 pk.	1.05
1170	Hair Dressing	4.85
1200	Palm Comb/Brush	.50
1220	Afro-Pick, Comb	.50
1190	(Comb)	.25
1230	Ponytail Holders	.20
1480	Baby Powder	1.25
1610	Reading Glasses 1.0 (Limit 1)	5.00
1620	Reading Glasses 2.0 (Limit 1)	5.00
1630	Reading Glasses 3.0 (Limit 1)	5.00

SNACK/CRACKERS/COOKIES QTY. LIMIT 15 TOTAL		
	QTY	COST
2480	Cheez-it Crackers*	.80
2430	Brownies, Bar*	1.35
2600	Rice Krispies Treats	1.15
2560	Chocolate Chip Cookies*	.80
2570	Famous Amos Cookies*	1.00
2580	Nutter Butter Cookies*	1.00
2390	Hard Granola Bar*	.85
2370	Cheese Popcorn	.95
2380	Jalapeno Popcorn	.95
5230	Oreo Cookies*	1.00
5090	Banana Moon Pie	1.10
7220	Chocolate Moon Pie	1.10
5180	Zingers, Chocolate	1.50

CEREAL QTY. LIMIT 4 EACH		
	QTY	COST
2740	Raisin Bran*	1.00
2980	Instant Oatmeal Maple & Brown Sugar (Limit 3)	.60
2720	Frosted Flakes*	1.00
2830	Cocoa Krispies*	1.00

NOTES

- Adjustments for orders not received, due to transfer, will be done within 2 working days.
- Flushing your Commissary trash jeopardizes your Commissary privileges. Please don't do it. Trando su basura de la Comisaria en el escusado perjudicara su privilegio de la Comisaria. Por Favor no lo haga. Bỏ rác Commissary vào toilet gây nguy hại cho quyền được mua Commissary. Xin đừng làm vậy.
- Valid wrist band/I.D. card required for Commissary.
- Accounts with a balance of \$2.00 or less may request a welfare pack. All requests for welfare packs will be charged \$2.00. Outstanding charges will be deducted as funds become available. Un internado con \$2.00 o menos en su cuenta, puede pedir un paquete de ayuda. Cuando dinero sea depositado en su cuenta, sera cargado por cada paquete recibido, anteriormente. Ban co doi hoi mot tai vat dung ca nhan neu so tien trong trung muc duoi \$2.00. Tuy nhien ban se phai hoan tien cho nhung tai vat dung ca nhan do khi trong muc cua ban co \$2.00 tro len.
- Commissary orders for inmates on Loss of Commissary, Loss of all Privileges, or housed in Disciplinary isolation are limited to those hygiene & stationery items in parenthesis.
- All purchases for Commissary products will be paid for out of the inmates account. Todas las compras hechas por la Comisaria seran cobradas a la propia cuenta del internado. Tất cả việc mua sản phẩm của Commissary sẽ do 'o'c' thanh toán qua tài khoản của tù nhân.

ORDERS MUST BE CHECKED FOR ACCURACY IN THE PRESENCE OF THE COMMISSARY DELIVERY PERSONNEL. WHEN YOU LEAVE THE PRESENCE OF THE COMMISSARY PERSONNEL, THE TRANSACTION IS FINAL. COMMISSARY WILL NOT REPLACE/REFUND AFTER 30 CALENDAR DAYS OF ORDER RECEIPT.

Jail Food – Reservation Required

CONDIMENTS QTY. LIMIT 5 EACH		
	QTY	COST
2090	Salsa 4 pk.*	1.80
2270	Mayonnaise 5 pk.*	1.00
2210	Salt Singles 10 pk.*	.90
2220	Pepper Singles 10 pk.*	.90
2070	Sugar 10 pk.*	.75
2080	Sweet & Low 10 pk.*	.75
2030	Creamer 5 pk.*	.85
2930	Ketchup, 5 pk.*	1.00
2920	Ranch Dressing	.75
2960	Tapatio, Hot Sauce, 4 pk.	1.20

NUTS & CHIPS QTY. LIMIT 15 TOTAL		
	QTY	COST
2460	Toffee Peanuts*	1.65
2440	Cracklins, Pork	1.50
2520	Pretzel, Jalapeño*	1.05
2490	Cheetos	1.05
2470	Doritos Nacho Cheese	1.05
2550	BBQ Chips*	1.05
2540	Fritos, Twist	1.05
2640	Pretzel, Hot Wings*	1.05
2650	Kettle Chips, Jalapeño*	1.05
2690	Funyuns, Flamin Hot*	1.05
2750	Salsitas - Spicy Salsa Tortillas Round	1.05
2790	Pretzels, Snyder's Mini*	.70
2970	Sun Chips, Garden Salsa	1.05
5190	Peanuts, Spicy	1.00
5240	Spicy Chile N' Lime Chips	1.05

BEVERAGES QTY. LIMIT LISTED		
	QTY	COST
2010	Freeze Dry 3 oz. (Limit 6)*	6.00
2020	Chai Tea Latte (Limit 4)*	.95
2060	Kool-Aid (Limit 3)*H	2.10
2100	Lemonade (Limit 3)*H	2.10
2050	Iced Tea Mix (Limit 3)	2.10
2840	Juice, Orange/Tangerine (Limit 6)	.95
2850	Juice, Berry (Limit 6)	.95
1430	Cup, Plastic (Limit 1)	2.50
2860	Juice, Apple (Limit 6)	.95
2940	Coffee, Singles, 5 pk. (Limit 6)*	1.60
5100	Horchata - Agua Fresca El Mexicano (Limit 4)	4.50
5210	Cocoa, Single (Limit 10)*	.40
5220	Cappuccino, Single (Limit 10)*	.40

GREETING CARDS QTY. LIMIT 10 TOTAL		
	QTY	COST
3400	Birthday, Adult Spanish	1.70
3420	Valentine's, Spanish	1.70
3430	Easter, Spanish	1.70
3440	Mother's Day, Spanish	1.70
3450	Father's Day, Spanish	1.70
3460	Christmas, Spanish	1.70
3470	Romantic, English	1.70
3480	Friendship, English	1.70
3490	Birthday, Adult English	1.70
3500	Birthday, Child English	1.70
3510	Valentine's, English	1.70
3520	Easter, English	1.70
3530	Mother's Day, English	1.70
3540	Father's Day, English	1.70
3550	Halloween, English	1.70
3560	Thanksgiving, English	1.70
3570	Christmas, English	1.70
3600	Greeting Card Blank	1.70

CANDY QTY. LIMIT 5 EACH		
	QTY	COST
4280	Kit Kat Big*	1.40
4030	Hershey Chocolate with Almond*	1.40
4050	Twix*	1.40
4070	M&M Peanut*	1.40
4010	Butterfinger*	1.40
4110	Snickers*	1.40
4150	Reeses PB Cups*	1.40
4510	Payday*	1.40
4610	Skittles - Sour	1.40
4540	Starburst - Original Flavor	1.40
4670	Reese's Pieces*	1.40
4120	Three Musketeers*	1.40
4720	Rollo Coco/Coconut	.75
4730	Chick-O-Stick*	.50
4970	Red Hots Chewy, 4 oz.	1.40

INTRODUCTORY QTY. LIMIT 4 EACH		
	QTY	COST

SPECIALTY		
	QTY	COST
Special #1		
Special #2		
Special #3		
Special #4		

MEDICAL QTY. LIMIT 1 EACH		
	QTY	COST
1580	Cetirizine (Allergy)	1.70
1790	Ranitidine (Heartburn)	9.65
1650	Bisacodyl (Laxative)	1.70
1660	Docusate Sodium (Stool Softener)	5.80
1680	Saline Nasal Spray (Nasal Mucous/Congestion)	2.30
1410	Cough Drops (Cough Drops)	1.90
1690	Gas X or Beano (Indigestion)	10.25
1700	Selenium Sulfide Lotion (Dandruff, Seborrhea, Psoriasis)	7.75
1570	Miconazole Cream (Topical Fungal/Infection)	1.45
1560	Hydrocortisone Cream (Rash)	2.20
1550	Benzoyl Peroxide (Acne Medicine)	2.15
1780	Eucerin (Moisturizer)	1.40
1720	Analgesic Balm (Superficial Muscle Pain)	2.15
1600	Acetaminophen, 500mg (Pain Relief, Ex. Strength)	.20
1540	Ibuprofen, 200mg (Pain Relief)	.20
1750	Imodium (Anti-Diarrheal)	.40
1400	Tums (Antacid)	1.35
1590	Sinus Pain (Sinus Pain & Pressure)	.20
1730	Cold Pack (Common Cold)	1.40
1710	Contact Lens Solution	10.30

11/2017