

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	4	Facility Services	<b>4.1.3</b>
<b>SECTION:</b>	1	Food Service	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	3	<b>Dietary Allowance</b>	
<b>STANDARDS: ACA 4 – ALDF: 4A-07, 4A-08</b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE:</b> 7 / 21 / 20
<b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 4.1.3 dated 6/28/04 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to provide inmates with meals that meet or exceed national Dietary nutritional industry standards.

**II. RESPONSIBILITIES**

All Division of Corrections staff having direct contact with the inmate population, and healthcare and food service staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

1. The food service provider will meet or exceed dietary allowances as contained in the Recommended Dietary Allowances of the National Academy of Sciences.
2. Food service staff are required to adhere to the approved menu and substantially follow established plan. Meal preparation will include consideration for flavor, texture, temperature, appearance, and palatability. Menu substitutions will be approved by the Commissioner of Corrections or designee.
3. Each inmate will be provided foods from a six-category grouping with daily allowances for each grouping.

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4. The menu, portions standard will be established and distributed by the Food Service Manager as prescribed by contract.
5. The Food Service Manager will ensure that nutritional standards are met through a system that includes:
  - a. Annual menu review with a date and signature, and
  - b. Documentation of the annual review by a registered dietician, with a signature and date; a copy of which will be forwarded to Commissioner of Corrections or designee.
6. A quarterly record of the meals actually served will be maintained by the Food Service Manager to document the following:
  - Nutritional adequacy
  - Menu planning effectiveness
  - Meal service procedures
  - Cost; and
  - Special problems including menu substitutions.