

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

CHAPTER:	4	Facility Services	4.1.8
SECTION:	1	Food Service	EFFECTIVE DATE: 04 / 08 / 2020
SUBJECT:	8	Inmate Meal Delivery Service	
STANDARDS: ACA – 4 – ALDF: 4A-17, 4A-18			
APPROVED:			REVIEW DATE: 4 / 8 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 4.1.8 dated 4/20/17 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to provide three (3) meals to inmates at scheduled times in each twenty four (24) hour period, and two of the three meals will be hot meals; and the meals will be served with no more than fourteen (14) hours between the evening meal and breakfast.

II. RESPONSIBILITIES

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

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Contracted Food Service provider is responsible for implementing the provision of a full food service program to all inmates.

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2. All meals for the inmates are prepared in the City Justice Center's kitchen and the meals for MSI are transported by Contracted Food Service provider.
3. The staff of Contracted Healthcare provider notifies the Detention Center Superintendent and contracted food staff, of authorized snack or special diet using appropriate medical diet form and, following authorized menu. (See 4.1.1: Food Service Program).
4. Three meals are served daily and all of the servings will be hot meals served on insulated trays to keep the food hot. Menu will be posted in Housing Units.
5. Inmates on a court appearance may receive a bag meal for lunch.
6. The Division prohibits withholding food from inmates.
7. Inmates that use food tray as weapon will be served meals on an alternative meal tray.
8. Plastic gloves and hair nets are made available for use by all persons involved in food service.
9. Inmate kitchen workers are monitored closely and supervised by custody and Contracted Food Service staff. The Contracted Food Service provider manages food portioning for inmates.
10. Inmates are allowed no less than 20 minutes eating time.
11. Inmates are allowed only one food tray per meal.
12. No offer of food, drink or any other items of consumption to inmate when such food, drink or any such other items of consumption was not authorized.

B. Meal Count

1. The Kitchen Officer will contact the Area Supervisors to obtain tray count for each Housing Unit at least 30 minutes prior to meal time:
2. The Contracted Food Service provider will tag each food cart to display the number of trays on the cart and the floor and Housing Unit that the cart is going to.
3. The Contracted Food Service provider ensures that appropriate number of food trays is placed on the food carts.
4. For special diets, the Contracted Food Service provider writes the inmate's name on a label and places it on the appropriate special diet tray.

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5. The Kitchen Officer accurately counts food trays set for delivery to inmates and, documents the number of food trays on the Meal Count Form.

C. Meal Delivery and Distribution – CJC & MSI

1. The Kitchen Officer calls the Area Supervisor to inform that food cart is en-route.
2. Staff will deliver food carts to staff on each floor.
3. Food trays will be in the presence of staff at all times. At CJC staff will travel with food tray on the elevator.
4. The Housing Unit Officer will count the food trays and records the number.
5. If tray count is short of actual number of inmates, the Housing Unit Officer will notify the Area Supervisor who contacts the Kitchen Officer for make up tray. The Kitchen Officer will provide report to Area Supervisor explaining discrepancy.
6. The Housing Unit Officer will supervise all meal distribution to inmates.
7. At CJC and MSI – Pod 2, the Housing Unit Officer will direct the inmates (one level and one side of the Housing Unit at a time) to form a line to get their food tray with their personal cup.
8. Once inmate receives a meal tray and drink, the Housing Unit Officer directs the inmate to proceed to a table to eat their meal.
9. Staff will inform Supervisor and medical staff if inmate states they are on hunger strike, (see DOC #3.2.12: Hunger Strike).
10. Meal delivery in the Disciplinary Segregation/Special Management Housing Unit will be as provided in DOC #3.4.4: Disciplinary Segregation and DOC #3.4.1: Administrative Segregation and Protective Custody; and as provided in the Post Orders pertaining to these areas.

D. Meal Clean-up: General Housing/Dormitory Dining

1. After eating, all inmates are responsible for returning their tray to designated area or cart. No food or trash will be left behind on the tables.
2. Staff will ensure all trays are retrieved and accounted for.
3. The Inmate Housing Worker will wipe the chairs and tables, and sweep and mop the floor.

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4. Custody staff will inspect kitchen for cleanliness before releasing inmate workers.

E. Inmate Snack/Medical Diet

1. The Contracted Food Service provider prepares inmate snack/medical diet as specified by Contracted Medical provider, and approved by the Detention Center Superintendent.
2. The Contracted Medical provider will indicate which medical diet menu is authorized for each inmate requiring such. The Contracted Food Service provider follows menu approved by the Commissioner of Corrections.
3. The Contracted Food Service provider delivers authorized snacks to Medical Unit.
4. The Contracted Medical staff delivers snack to inmates during their assigned rounds.
5. The Housing Unit Officer notifies contracted medical staff if inmate is not present, (i.e., court, hospital, etc.), and records the information in the inmate's IJMS Journal.