

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 4 - HOUSING

CUS - 4 - 10

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DATE

3-13-18

MEAL SERVICE

POLICY

Inmates will be provided with three (3) meals per day. At least one of these meals shall include hot food. In accordance with Title 15 regulations, inmates will be allowed a minimum of 15 minutes for the actual consumption of each meal. If more than 14 hours passes between meals, supplemental food will be provided.

PROCEDURE

The meal carts are brought to the pods from the kitchen by the deputies. The cook is responsible for filling out and signing the Meal Transportation Form (see attachment CUS-4-10-#1) indicating the number of regular, medical and inmate worker trays, sporks and supplies placed on each food cart. The cook is responsible for making sure all of the items are accurately counted and present on each cart before the cart leaves the kitchen.

Prior to the food being distributed to the inmates, the deputy will count the sporks on the food cart and verify that the number matches the spork count on the Meal Transportation Form. Sporks are to be issued to inmates in the pod during breakfast and dinner meal service. Medical diet trays are marked with the inmate's name and served in a special colored diet tray.

15 minutes prior to the food cart arrival the pod will lockdown. The inmate pod workers will wipe down the tables and clean the food service area. The deputy will tell the workers how many inmates are out of the pod at that time to reflect an accurate head count for food service. Meal service shall begin as soon as the meal carts arrive in the pods.

All inmate meals, with the exception of inmate pod workers, inmates in Pod C, and inmate kitchen workers (assigned to the kitchen during meal service), shall be consumed inside of each inmate's respective cell. The deputy will open the food ports on each cell. The inmate pod workers will distribute the meals to the inmates in the pod through the open food ports. Pod C inmates who are participating in the re-entry program will be permitted to eat in the dayroom area during lunch and dinner meals.

When an inmate is not present during meal service, the deputy will note this in the pod's beat book and notify the kitchen staff that a meal needs to be set aside for the inmate. All inmates returning to the pod after the meal has been served and cleaned-up may use the microwave to reheat their meal should they choose to do so. Microwaves will not be used during normal meal service.

Meal hours are:

1. Breakfast 0600 - 0730
2. Lunch 1130 - 1245
3. Dinner 1630 – 1800

When the inmate has completed their meal they will place their tray on the outside edge of their food port indicating that the tray is ready to be picked up. Inmate pod workers will collect all trays and sporks and

stack them on the food cart. Re-entry pod inmates will throw any garbage they have away from their meals, place their spork on the meal cart, and lock down in their cell. At the conclusion of the clean-up, the deputy will once again verify the spork count to ensure that the count accurately reflects the same number of sporks listed on the Meal Transportation Form. The deputy will sign the form and return it to the kitchen with the cart after each meal. No fruit, milk, bread, or perishable food item that was served during the inmate meal will be allowed in any of the inmates' cells.

At the end of the meal, the deputy announces that the meal service has concluded. All inmates still eating will place their trays on the outside edge of their food ports indicating that their trays are ready to be picked. Once all of the trays have been collected by the inmate pod workers, and the spork count has been verified, the food cart will then be placed into the pod sally port to be picked up by a movement relief deputy.

Inmates requiring evening snacks will receive their snacks in accordance with the recommendation provided by the jail's medical staff. The evening snacks will be contained in a paper bag which will have the inmate's name and cell number written on it by a member of the kitchen staff. The snacks are to be placed in a designated refrigerator in the kitchen area. The kitchen staff member will log that the snack was prepared and is ready for pick-up on the Evening Snacks List (see attachment CUS-4-10-#2). When the snacks are distributed, the deputy performing the distribution will sign off on the list that the snack was given to the inmate.

RELATED STANDARDS:

Title 15, Article 11, Section 1240
Chapter 6, Section 3

DATE REVISED

08-03-94
03-27-13

By order of

JAMIE SCARDINA
BUREAU COMMANDER