



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-150900 Food Service Procedures

Issued: 09/12/94

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Revised: 02/13/20

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

Policy *CD-010100*

REFERENCE:

- A. ACA Standard 2-CO-4C-01, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Expected Practices 5-ACI-2E-05, 5-ACI-2E-06, 5-ACI-2E-07, 5-ACI-5C-01 through 5-ACI-5C-16, *Performance Based Standards and Expected Practices for Adult Corrections Institutions*, 5th Edition.

PURPOSE:

To ensure that New Mexico Corrections Department (NMCD) food service programs meet the nutritional needs of inmates and cadets and are prepared in accordance with health and safety codes.

APPLICABILITY:

All inmates under the supervision of the New Mexico Corrections Department and all food service staff, employees and contractors.

FORMS:

- A. **Temperature Log** form (*CD-150901.1*)

DEFINITIONS:

None

POLICY: [2-CO-4C-01]

Food Service Management shall ensure that all meals prepared for inmates and cadets are nutritionally adequate and that operations meet or exceed all government health and safety regulations.

- A. Food service operations shall be supervised by a full-time staff member who is experienced in food service management. **[5 ACI-5C-01]**
- B. The Department's food service vendor shall provide meals that are nutritionally balanced, well planned, and prepared and served in a manner that meets established governmental health and safety codes. The Department's food service contract shall at a minimum address the following: **[2-CO-4C-01]**
- Food service management;
 - Budgeting and purchasing;
 - Dietary allowances;
 - Menu planning;
 - Special diets;
 - Health and safety regulations; and
 - Inspections meal service.
- C. Policy, procedure, and practice shall specify food service budgeting, purchasing, and accounting practices that include, but are not limited to: **[5-ACI-5C-02]**
- Food expenditure cost accounting designed to determine cost per meal;
 - Estimation of food service requirements;
 - Purchase of supplies at wholesale and other favorable prices and conditions, when possible;
 - Determination of and responsiveness to inmate eating preferences; and
 - Refrigeration of food, with specific storage periods.
- D. Accurate records of all meals served shall be maintained. **[5-ACI-5C-03]**
- E. Toilet and washbasin facilities shall be available to food service personnel and inmates in the vicinity of the food preparation area. **[5-ACI-2E-07]**
- F. Each institutions' dietary allowance shall be reviewed and documented at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations shall be conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings. **[5-ACI-5C-04 (M)]**
- G. Food service staff shall plan menus in advance and substantially follow the plan. During the planning and preparing of all meals, food flavor, texture, temperature, appearance, and palatability shall be taken into consideration. **[5-ACI-5C-05]**
- H. Therapeutic diets shall be provided as prescribed by appropriate clinicians. A therapeutic diet manual shall be available in the health services and food services areas for reference and information. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten annually or more often as clinically indicated. **[5-ACI-5C-06]**

- I. Food service shall allow for special diets for inmates whose religious beliefs require the adherence to religious dietary laws. [5-ACI-5C-07]
- J. Food shall not be withheld as a disciplinary measure. [5-ACI-5C-08]
- K. Food services shall be reviewed by an independent outside source to ensure that food service facilities and equipment meet established governmental health and safety codes; corrective action shall be taken on deficiencies, if any. [5-ACI-5C-09 (M)] [5-ACI-5C-10]
- L. Each facility shall provide for adequate health protection for all inmates and staff in the institution, and inmates and other persons working in the food service, including the following: [5-ACI-5C-11 (M)]
- Where required by the laws and/or regulations applicable to food service employees in the community where the facility is located, all persons involved in the preparation of food receive a pre-assignment medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils; all examinations are conducted in accordance with local requirements.
 - When the institution's food services are provided by an outside agency or individual, the institution has written verification that the outside provider complies with the state and local regulations regarding food service.
 - All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.
 - Inmates and other persons working in food service are monitored each day for health and cleanliness by the director of food services (or designee).
- M. There shall be weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these may include the person supervising food service operations or his/her designee. Refrigerator and water temperatures are checked daily by administrative, medical, or dietary personnel. [5-ACI-5C-13 (M)]
- N. Stored shelf goods are maintained at temperatures between 45 degrees to 80 degrees Fahrenheit (45°F to 80°F), refrigerated foods at 35 degrees to 40 degrees Fahrenheit (35°F to 40°F), and frozen foods at 0 degrees Fahrenheit (0°F) or below, unless national or state health codes specify otherwise. [5-ACI-5C-14]
- O. Meals shall be served under conditions that minimize regimentation, although there should be direct supervision by staff members. [5-ACI-5C-15]
- P. Space shall be provided for group dining except when security or safety considerations justify otherwise. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. [5-ACI-2E-06]
- Q. Each facility dining space shall be large enough to allow for meals to be served, and each inmate shall be afforded at least twenty (20) minutes of dining time for each meal. [5-ACI-2E-05]

- R. At least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than fourteen (14) hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. [**5-ACI-5C-16**]
- S. When required by statute, food products that are grown or produced within the system are inspected and approved by the appropriate government agency. There is a distribution system that ensures prompt delivery of foodstuffs to institution kitchens. [**5-ACI-5C-12**]
- T. Each facility with food service areas shall have sanitary, temperature-controlled facilities for the storage of all foods.



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AUTHORITY:

Policy *CD-150900*

PROCEDURES: [2-CO-4C-01]

- A. Food service management shall have experience or training in management and supervision as well as in budgeting, ordering, meal planning and portion control to ensure the smooth delivery of service. [5-ACI-5C-01]
- B. Inmates will be served three meals per day at appropriate intervals. There will be no more than 14 hours between the evening meal and breakfast. [5-ACI-5C-16]
- C. Menus shall provide for reasonable variety and provisions shall be made to address legitimate religious requirements or health restrictions (special diets).[5-ACI-5C-06]
- D. Menus shall be revised by the contractor at least annually to avoid monotony. All proposed menus must be reviewed and approved by a qualified, licensed dietitian. [5-ACI-5C-04 (M)]
- E. Foods will be served at their proper temperatures and sneeze guards shall be used on the food service line of the cafeteria.
- F. The New Mexico Corrections Department shall comply with all New Mexico food service, preparation, and protection standards and shall be subject to at least annual inspections by the New Mexico Environment Department and annual inspections by the State Fire Marshall or other qualified fire safety inspector. [5-ACI-5C-09 (M)]
- G. All food service and food preparation personnel, inmates, NMCD employee or contract employee shall comply with local and state health regulations for food handlers.
- H. Each facility shall provide space for cafeteria facilities to allow for group dining except when safety or security concerns justify segregated meal service. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. [5-ACI-2E-06] [5-ACI-5C-15]
- I. Each facility dining space shall be large enough to allow for meals to be served, and each inmate shall be afforded at least twenty (20) minutes of dining time for each meal. [5-ACI-2E-05]
- J. Food expenditures shall be estimated in conjunction with the food service contractor by facility and the average number of meals served monthly. [5-ACI-5C-02]

- K. Purchase of food service supplies shall be the responsibility of the contractor and shall be in compliance with the terms and conditions of the food service contract. [5-ACI-5C-02]
- L. Inmate eating preferences will be determined by conducting inmate surveys in accordance with the food service contract on a semi-annually basis (twice a year). One of these surveys shall be conducted within three months of the seasonal menu change. [5-ACI-5C-02]
- M. Refrigeration of food products shall be maintained in accordance with the State Environment Department's food service regulations. Leftovers shall be served or disposed of within seventy-two (72) hours. In no case is a leftover product to be used in freshly prepared food or to extend food quantities. [5-ACI-5C-02]
- N. Accurate records shall be maintained by the contractor and confirmed by the facility using a procedure that is established at each unit. [5-ACI-5C-03]
- O. The **Temperature Log** form (*CD-150901.1*) shall be maintained noting the temperatures of all dry storage, refrigerator storage, freezer storage areas, and wash/rinse water temperatures. [5-ACI-5C-13 (M)] [5-ACI-5C-14]
- P. The food service will prepare a menu for winter/spring and a second for summer/fall, which is in accordance with the individual contract. It will be developed by a registered dietitian, certified for number of calories and nutritional adequacy, and then forwarded to the Director of Adult Prisons for approval before it is implemented. [5-ACI-5C-05]
- Q. A log of all special diets served to inmates whose religious beliefs or medical condition require adherence to dietary laws shall be maintained by the contractor. All special diets shall be signed for by the inmate. Only those inmates that have been approved by the facility Chaplain may participate in religious diets. [5-ACI-5C-07]
- R. Every inmate assigned to food service shall have a health screening following assignment to, but before reporting to work in the food service area. A periodic re-examination shall be performed. All inmates that work in food service will report to the food service director's office before beginning work for a daily health and sanitation check. This information will be maintained by the food service contractor. [5-ACI-5C-11 (M)]
- S. The food service contractor shall keep a copy of the latest Environment Department inspection for review and post the food service providers permit in the food service director's office. [5-ACI-5C-09 (M)] [5-ACI-5C-10]
- T. All inmates assigned to food service will be provided documented instruction on safe food handling procedures including hand-washing procedures within 24 hours of assignment regardless of position or assignment. [5-ACI-5C-11 (M)]
- U. A comprehensive weekly inspection of the food service areas shall be conducted by the facility food service director or a designee and shall include the refrigerator/freezer and dishwasher areas.

- V. There shall be weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these may include the person supervising food service operations or his or her designee. Refrigerator and water temperatures are checked daily by administrative, medical, or dietary personnel. **[5-ACI-5C-13 (M)]**
1. All areas and equipment related to food preparation require frequent inspections to ensure their sanitary and operating condition.
 2. Water temperature on the final dishwasher rinse shall be 180 degrees Fahrenheit (180°F) or between 140 degrees Fahrenheit (140°F) and 160 degrees Fahrenheit (160°F) if a sanitizer is used on the final rinse.
 3. The person who conducts these inspections shall have had some training in food service operations.

NEW MEXICO CORRECTIONS DEPARTMENT
TEMPERATURE LOG

Month/Year: _____ / _____

Facility: _____

Reference ACA Standards: 5-ACI-5C-13, 5-ACI-5C-14

| Day | REFRIGERATORS (35°F to 40°F) | | FREEZERS (≤0°F) | | DRY STORAGE (45°F to 80°F) | | TRAY WASH (≥140°F) | | TRAY RINSE (≥180°F) | | SANITIZER USED? | | SUPERVISOR INITIALS: |
|-----|---------------------------------|----|--------------------|----|----------------------------------|----|-----------------------|----|------------------------|----|--------------------|----|-------------------------|
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*Tray Rinse: 140°F to 160°F is appropriate if a sanitizer is used on the final rinse. All abnormal temperatures must be reported **immediately** and corrective action taken!

Document Corrective Action Below for any discrepancies in Temps (work orders must be maintained on file with log)

NEW MEXICO CORRECTIONS DEPARTMENT
Acknowledgement of Safe Food Handling Procedures

I _____ HAVE BEEN INSTRUCTED ON SAFE FOOD HANDLING
(Inmate name / Offender #)

PROCEDURES, INCLUDING HAND WASHING PROCEDURES WITHIN 24 HOURS OF MY ASSIGNMENT TO THE FOOD SERVICE AREA.

Inmate Signature

Date

Area Supervisor Signature

Date

This form shall be filed in the inmate file.