

# INS DETENTION STANDARD

## FOOD SERVICE

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### I. POLICY

It is INS policy to provide detainees with nutritious, attractively presented meals, prepared in a sanitary manner while identifying, developing and managing resources to meet the operational needs of the food service program.

### II. APPLICABILITY

The standards provided in this Detention Standard shall apply to the following facilities housing INS detainees:

1. Service Processing Centers (SPCs);
2. Contract Detention Facilities (CDFs); and
3. State or local government facilities used by INS through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours; referred to as "IGSA facilities."

Within the document additional implementing procedures are identified for SPCs and CDFs. Those procedures appear in italics. IGSA facilities may find such procedures useful as guidelines. IGSAs may adopt, adapt or establish alternatives to, the procedures specified for SPCs/CDFs, provided they meet or exceed the objective represented by each standard.

See the separate "Definitions" Standard for the meaning of certain terms used in this document.

### III. STANDARDS AND PROCEDURES

#### A. ADMINISTRATION

##### 1. Food Service Administrator (FSA) or IGSA Equivalent

The food service program shall be under the direct supervision of a professional food service administrator. The FSA is responsible for planning, controlling, directing, and evaluating food service; training and developing the cook foremen; managing budget resources; establishing standards of sanitation, safety, and security; developing nutritionally adequate menus and evaluating detainee acceptance; developing specifications for the procurement of food, equipment, and supplies; and establishing a training program which ensures operational efficiency and a quality food service program.

**2. Cook Supervisor (CS) or Equivalent**

The CS or equivalent is responsible for assisting the FSA in the daily management of food service operations, especially the sanitation program and proper food preparation and presentation. The CS is also responsible for developing the food service work force, including staff and detainees.

**3. Cook Foremen (CF) or IGSA Equivalent**

The FSA/CS or equivalent shall establish, in writing, the major areas of responsibility of the cook foremen. The CS shall provide a copy of the job responsibilities to everyone who assumes the position of cook foreman.

To ensure that all cook foremen have working knowledge of all food service posts within the department, the FSA/CS shall rotate their assignments.

**4. Work Schedules**

*All work schedules shall be posted in accordance with the union agreement. The schedule will rotate all cooks to ensure equitable job assignments. Either the FSA or the CS, representing management, shall be on duty daily. On days when both have duty hours, they should coordinate schedules to maximize coverage throughout the day.*

**B. GENERAL POLICY**

**1. Custody and Security**

The facility's custody and security policy and procedures shall address the buildings or portions of buildings housing the food service department; all types of detainee traffic in and out of the department; detainee behavior; control of repairs or utensils with a custodial hazard potential (knives, cleavers, saws, tableware, etc.); official counts and/or census; shakedowns; and any other matters having a direct or indirect bearing on custody and security.

The facility training officer will devise and provide appropriate training to all food service personnel in detainee custodial issues. Among other things, this training will cover INS's detention standards.

*In SPCs/CDFs custody and security within the department is the responsibility of food service personnel, even if INS/CDF detention personnel are present. The facility shall make site-specific modifications to the custody and security provisions of the Detention Operations Manual.*

## 2. **Knife Control**

The knife cabinet must be equipped with an approved locking device. The on-duty cook foreman, under direct supervision of the CS, shall maintain control of the key that locks the device.

Knives must be physically secured to workstations for use outside a secure cutting room. Any detainee using a knife outside a secure area must receive direct staff supervision.

To be authorized for use in the food service department, a knife must have a steel shank through which a metal cable can be mounted. The facility's tool control officer is responsible for mounting the cable to the knife through the steel shank.

*The FSA/CS shall monitor the condition of knives and other food service utensils, disposing of items not in good working order and ordering replacements. If a knife is misplaced or lost, staff shall notify the FSA and CDEO, and shall hold detainees who may have had access to the missing knife in the area until after a thorough search. The responsible CS shall provide the details of the loss in a written report to the CDEO.*

## 3. **Key Control**

The knife cabinet shall meet the tool-control standards of the Occupational Safety and Health Administration, as well as any site-specific standards developed by the facility.

*The control room officer will issue keys only in exchange for a name chit from receiving staff. Under no circumstances shall detainees have access to facility keys.*

*The cook supervisor shall return the keys to the control room before going off duty. At no time shall anyone carry facility keys outside the facility.*

## 4. **Controlled Food Items/Hot Items**

All facilities shall have procedures for the handling of food items that pose a security threat.

Yeast represents a security threat. Until the yeast is thoroughly incorporated as an ingredient in the item being prepared, only one member of the food service staff closely supervised, may handle and dispense it. All yeast must be stored in an area with no detainee access, preferably in a locked metal yeast cabinet for which the food service department has only one key. The locked yeast cabinet should be kept in a locked area.

Staff will keep a record of the yeast inventory, indicating quantity of receipt and issue, balance on hand, and the record-keeper's initials. The employee shall enter amounts in pounds and ounces for optimum accuracy.

Mace, nutmeg, cloves, and alcohol-based flavorings also require special handling and storage. The purchase order for any of these items will specify the special-handling requirements for delivery. Staff shall store and inventory these items in a secure area in the food service department. Staff shall directly supervise use of these items.

**5. Shakedowns**

All facilities must establish daily searches (shakedowns) of detainee work areas (trash, etc.) as standard operating procedures, paying particular attention to trash receptacles. Also required are searches of detainees leaving certain work areas (e.g., bakery, vegetable preparation, dining room, warehouse). These searches reduce the possibility that hot food or contraband will leave the restricted area. Unless directed otherwise by facility policy or special instructions, staff shall prevent detainees from leaving the food service department with any food item.

*Food service personnel as well as facility detention staff will conduct shakedowns.*

**6. Counts**

The FSA shall establish procedures for informing staff of the local counting procedures, and for ensuring that the procedures are followed.

*Detainees should assemble in one section of the dining room, where they must remain seated until their names are called. They may then move to another section of the dining room.*

*No detainee may remain in a work area during a count.*

*Staff must be able to account for detainees at all times. The counting officer must have a staff observer/backup during each count.*

**7. Meals for Food Service Workers**

The FSA shall establish the meal schedules for detainee food service workers.

*Detainee workers will receive the same fare as other detainees. Cook supervisors shall not allow detainees to prepare "special" dishes or condiments for their own (or other detainees') consumption. Cook supervisors shall also ensure that detainee workers do not eat between meals.*

*Detainee workers assigned to the staff dining room may be allowed to eat in that area; all others will eat in the main dining room. If the facility has no main dining room, the FSA shall designate an area where workers to eat.*

**8. Detainee Clothing**

Detainees assigned to the food service department shall have a neat and clean appearance.

*Unless the OIC establishes other policy, the detainee uniform will consist of the following: white, short-sleeved, summer-type uniform shirts and pants; safety work shoes; and a white paper hat or white “baseball” cap. White aprons or smocks of either cloth or disposable plastic may be part of the uniform.*

Any detainees with hair shoulder-length or longer must wear a hair net under his/her hat or cap. Detainees with facial hair shall be required to wear beard guards when working in the food preparation or food serving areas. Detainees working in the garbage room, dish machine room, pan-washing area, etc., shall wear rubber or plastic aprons suited to the task and, if required for sanitation or safety, rubber boots.

Detainees working in refrigerated and freezer areas will wear appropriately insulated clothing.

**9. Use of Tobacco**

*Tobacco in all its forms is prohibited from the food service department.*

**10. Detainee Workforce**

The number of detainees assigned to the food service department will be based on a quote developed by the FSA and approved by the OIC. The quota will provide staffing according to actual needs, eliminating any bias toward over- or understaffing.

**11. Detainee Job Descriptions**

The FSA shall review detainee job descriptions annually to ensure they are accurate and up-to-date. Before starting work in the department, the detainee will sign for receipt of the applicable job description. A copy of the detainee’s job description shall remain on file for as long as the detainee remains assigned to the food service department.

**12. Detainee Orientation and Training**

To ensure a quality food service program and instill good work habits, each CS shall instruct newly assigned detainee workers in the rules and procedures of the food service department. During the orientation and training session(s), the CS will explain and demonstrate safe work practices and methods, and will identify the safety features of individual products/pieces of equipment.

Training will also include workplace-hazard recognition and deterrence, including the safe handling of hazardous materials. Detainees will learn to use and understand protective devices and clothing, and to report any malfunctions or other safety-related problems to their supervisors.

The CS must document all training in each detainee's detention file (see also the "Detainee Voluntary Work Program" Standard).

**13. Detainee Work Hours and Pay**

*Detainees shall work and be paid in accordance with the "Voluntary Work Program" Standard.*

**C. Food Service Dining Room/Satellite Feeding Operations**

**1. General Policy**

In the interest of efficiency, security, and economy in operations, detainee dining room hours will not exceed the time required to serve all meals. The dining room schedule must allow no more than 14 hours between the evening meal and breakfast. The OIC may approve variations in the food service schedule during religious and civic holidays, provided basic nutritional goals are met.

Detainees shall be served at least two hot meals every day.

Meals will be served in as unregimented a manner as possible. To this end, the FSA's table arrangement must facilitate free seating, ease of movement, and ready supervision. The dining room will have the capacity to accommodate all detainees in no more than three sittings.

**2. Display and Service**

The following procedures apply to the display, service, and transportation of food to mainline and satellite food service areas:

- a. Before and during the meal, the CS in charge shall inspect the line to ensure:
  1. All menu items are fit for consumption;
  2. Food is appropriately presented;
  3. Sanitary guidelines are observed, with hot foods maintained at a temperature of at least 140 degrees F and foods that require refrigeration maintained at 41 degrees F or below.

- b. Every open food item and beverage shall be protected from contaminants by easily cleaned sneeze-guards, cabinets, display cases, or other such equipment.
- c. Servers must wear plastic gloves whenever direct contact with a food or beverage is possible. They must use tongs, forks, spoons, ladles, or other such utensils to serve any food or beverage; serving with hands alone, with no utensil, is strictly prohibited.
- d. Servers shall use scoops, tongs, or other approved utensils when handling or dispensing ice for consumption. The FSA should consider the practicability of purchasing automatic ice-dispensing equipment.
- e. Utensils shall be sanitized as often as necessary to prevent cross-contamination and other food-handling hazards during food preparation and service. They will be sanitized after every food preparation/service session and again, if necessary, immediately before being used.
- f. Sugar, condiments, seasonings, and dressings available for self-service shall be provided in individual packages, closed dispensers, or automated condiment-dispensing systems. Salad dressings may be served in open containers if the serving ladle extends beyond the top edge of the container.
- g. If the facility does not have enough equipment to maintain the minimum or maximum temperature required for food safety, the affected items (e.g., salad bar staples such as lettuce, meat, eggs, cheese) must be removed and discarded after two hours at room temperature.

Food will be delivered from one place to another in covered containers. These may be individual containers, such as pots with lids, or larger conveyances that can move objects in bulk, such as enclosed, satellite-feeding carts. Food carts must have locking devices.

All food safety provisions (sanitation, safe-handling, storage, etc.) apply without exception to food in transit.

- h. Soiled equipment and utensils must be transported to the appropriate receptacles in closed containers.
- i. A member of the food service staff will oversee the loading of satellite-feeding carts. Staff shall inspect and secure all food carts before allowing their removal from the food service area.

**3. Dining Room Supervision**

All facilities shall have the proper personnel to supervise feeding.

*The INS detention supervisor on duty or contract or IGSA equivalent shall be responsible for supervision of the dining room. In facilities employing contract security guards, the contract project manager will retain responsibility for overall security. In facilities with both contract and INS officers ("mixed facilities"), the INS supervisor on duty will ensure that INS Detention Enforcement Officers participate in dining room supervision.*

**4. Dining Room Workers**

The CF in charge shall teach dining room workers about the requirements of the job, including how to perform specific tasks. A basic task common to all dining room workers is to keep the tables and floors clean during the meal service. Once the meal service is over and the detainees have left the room, the workers can undertake major cleaning tasks.

**5. Serving Lines**

The serving counter will be designed and constructed to separate and insulate the hot foods on the one hand and the cold foods on the other. A transparent "sneeze guard" is required.

**6. Salad Bars and Hot Bars**

Food items at salad bars and hot bars will be arranged for logical and efficient service. A transparent "sneeze guard" is required.

**7. Beverage Counter/Bar**

*Self-service beverage-and-ice stations will be designed for quick and easy access. These stations will be designed for sanitary and efficient service, including traffic flow.*

**8. Staff Dining Room**

*The FSA shall have jurisdiction over the staff dining room. The staff dining room will offer the same food items as the detainee dining room.*

## 9. Meal Ticket Program

The facility may establish a meal ticket program for employees and guests.

### a. Employees

*All INS staff and CDF staff, including medical and security personnel, may participate in the facility's meal ticket program as "employees."*

*If the facility adopts a meal-ticket system, employees must use meal tickets to eat facility-prepared food. Each meal will cost one meal ticket. While each OIC will establish site-specific rules and procedures for meal-ticket use, as a matter of policy each facility will limit meal service to individuals paying with meal tickets.*

*The purchasing of meal with cash or on credit (IOUs, etc.) is prohibited in all facilities. The employee shall mark the date and time of day on a meal ticket, sign it in ink, and deposit it into the ticket-collection box before every meal. Employees will eat in the food service staff dining room unless otherwise authorized. Employees who bring their own meals may eat in the staff dining room, but may drink no food service-supplied beverages unless purchased with a meal ticket.*

### b. Guests

*The OIC may authorize the serving of meals without charge to persons rendering a special service to the facility and to certain other guests by issuing them guest meal tickets. When practicable, the OIC shall notify the FSA, in writing, before the appearance of an authorized guest in the dining room. Examples of persons who may receive meals gratis include advisors, guest speakers, technicians/others rendering a service without charge, equipment demonstrators, athletic teams, entertainers, foreign visitors, volunteers and others whose service to the facility is in the best interest of the government.*

*The guest will receive meal service only after presenting his/her OIC-approved meal ticket. When feasible, a single ticket may be issued to cover a group of guests.*

*Individuals receiving government reimbursement for their services (contract employees, per-diem-status personnel, etc.) are ineligible for guest meals provided free of charge.*

## **D. MENU PLANNING**

### **1. General Policy**

The FSA shall base menu selections on the best nutritional program the facility can afford. *The INS standard menu cycle is 35 days.*

The food service program significantly influences morale and attitudes of detainees and staff, and creates a climate for good public relations between the facility and the community.

The overall goal of a quality food service program is to provide nutritious and appetizing meals, efficiently and within the budgetary restrictions, manpower resources, equipment, and physical layout. Nutritional needs are diverse because of differences in age, activity, physical condition, sex, and medical considerations.

The FSA shall consider the ethnic diversity of the facility's detainee population when developing menu cycles. While each facility must meet all INS standards and follow required procedures, individuality in menu planning is encouraged. Institutions geographically near one another should consider the benefits of coordinating their menus, and the cost-reductions to be achieved through joint purchasing.

The FSA is solely responsible for food service program planning and resource allocation and use.

### **2. Nutritional Analysis**

A registered dietitian shall conduct a complete nutritional analysis of every master-cycle menu planned by the FSA. Menus must be certified by the dietitian before implementation. If necessary, the FSA shall modify the menu in light of the nutritional analysis, to ensure nutritional adequacy.

If the master-cycle menus change significantly during the year, the cycle should be reevaluated, to maintain the integrity of the nutritional analysis.

## **FOOD PREPARATION**

### **1. General Policy**

The CS or equivalent is responsible for ensuring that all items on the master-cycle menu are prepared and presented according to approved recipes. This includes assessing the availability and condition of ingredients required by particular recipes, and communicating supply needs to the FSA. Therefore, the CS shall review upcoming menu items as much in advance as possible.

The CS or equivalent has the authority to change menu items when necessary. Every such change/substitution must be documented and forwarded to the FSA. The CS shall exercise this menu-changing authority as infrequently as possible. Detainee cooks, bakers and vegetable-preparers can prepare the same items with consistency only by repeatedly following the approved recipes.

Knowledge of ingredients, quantities, and food-preparation techniques and procedures is essential for producing quality products. The Armed Forces Recipe Cards are recommended for use in the food service department.

## **2. Preparation Guidelines**

Food shall be prepared with minimal manual contact. Food service workers shall thoroughly wash fruits and vegetables with fresh water before cooking or serving raw.

A worker shall test-taste with a clean fork or spoon only; using a food-preparation utensil awaiting washing is prohibited. Test-tasting utensils, unless disposable, must be washed after every use.

Any food cooked at a lower temperature than provided below constitutes a food safety hazard, and will not be served. Food service staff and detainee workers involved in cooking shall ensure that foods are cooked at the required temperatures, as follows:

- a. Raw eggs, fish, meat, and foods containing these items--145 degrees F, or higher.
- b. Game animals, comminuted (ground) fish and meats, injected meats, and eggs not intended for immediate consumption--155 degrees F, or higher.
- c. Stuffing containing fish, meat or poultry—165 degrees F, or higher.
- d. Roast beef and corned beef—145 degrees F, or higher.
- e. Potentially hazardous foods that have been cooked and then refrigerated should be quickly and thoroughly reheated at a minimum of 165 degrees F before being served. Steam tables, warmers, and similar hot food holding equipment are prohibited for the rapid reheating of these foods.
- f. After being reheated at 165 degrees, the food may be maintained at 140 degrees F on a heated steam line or equivalent warming equipment.

The facility shall obtain pasteurized milk and milk products from approved facilities only. Manufactured milk products shall meet federal standards for quality.

The facility may use reconstituted dry milk and dry milk products for cooking and baking purposes, in instant desserts, and in whipped items. If reconstituted in-house, the dry milk and milk products shall be used for cooking purposes only. Powdered milk reconstituted in an approved milk dispensing machine, or “mechanical cow,” may be used for drinking purposes. To ensure wholesomeness, an approved laboratory shall test milk produced in the mechanical cow for presence of bacteria twice monthly. The mechanical cow shall be disassembled, cleaned, and sanitized before and after each use.

Powdered milkshake or ice cream mix reconstituted in an approved ice cream machine may be used. An approved laboratory shall test dairy-based products produced in the machine for the presence of bacteria monthly. The ice cream machine shall be disassembled, cleaned, and sanitized before and after each use.

Liquid, frozen, and dry eggs and egg products are pasteurized at temperatures high enough to destroy pathogenic organisms that might be present. However, because of the possibility of (re) contamination after opening, thawing, or reconstitution, these products should be primarily used in cooking and baking.

Nondairy creaming, whitening, or whipping agents may be reconstituted in-house only if immediately stored in sanitized, covered containers not larger than one gallon and cooled to 41 degrees F or lower within four hours of preparation.

The CF shall use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.

To prevent cross-contamination, separate cutting boards must be used for raw and cooked foods. The cutting boards must be washed, rinsed, and sanitized between every use.

The FSA may require use of color-coded cutting boards, which reduce the risk of cross-contamination during food preparation.

### **3. Food Cooling**

Potentially hazardous food must be cooled from 140 to 70 degrees F within two hours of cooking, and from 70 to 41 degrees F or below within four hours. Foods prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna, must be cooled to 41 degrees F within two hours of cooking.

The food service department can meet time-and-temperature requirements for cooling by using any or all of the following techniques, which expedite cooling:

- a. Placing the food in shallow pans
- b. Separating food into smaller or thinner portions
- c. Using rapid cooling equipment

- d. Stirring the food in a container placed in an ice water bath
- e. Using containers that facilitate heat transfer
- f. Adding ice as an ingredient
- g. Using a commercial blast-chiller.

During the cooling process, the food containers will be arranged in cooling or cold-holding equipment in a way that maximizes heat transfer through the walls of the containers.

Food protected from overhead contamination should be left uncovered during the cooling period. If the risk of overhead contamination exists, the food must be covered. However, the cover should be loose. These measures facilitate heat transfer from the surface of the food.

#### **4. Food Thawing**

Potentially hazardous food shall be thawed:

- a. Under refrigeration that maintains the food at 41 degrees F or below.
- b. Submerged in running water:
  - 1. At a water temperature of 70 degrees F or below.
  - 2. With sufficient water velocity to agitate and float off loose particles in an overflow.
  - 3. For a period that does not allow thawed portions of ready-to-eat food to rise above 41 degrees F.
  - 4. For period that does not allow thawed portions of a raw animal food requiring cooking for more than four hours.
  - 5. The allowed periods for thawing include the time the food is exposed to the running water, the time to prepare food for cooking, or the time it takes under refrigeration to cool the food to 41 degrees F.
- c. As part of a cooking process, provided there is continuous (uninterrupted) cooking throughout the process.

#### **5. Food Protection - General Requirements**

Food and ice will be protected from dust, insects and rodents, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage, and other sources of contamination. Protection will be continuous, whether the food is in storage, in preparation/on display, or in transit.

All food storage units must be equipped with accurate easy-to-read thermometers. New heating and/or refrigeration equipment purchases should include a zone-type thermometer with temperature graduations. Refrigeration equipment shall be designed and operated to maintain temperature of 41 degrees F or below.

**6. Hermetically Sealed Foods**

Canned food that has abnormal color, taste, or appearance or which is contained in cans that show abnormalities such as bulging at ends, swelling, or leakage shall not be served. Unsuitable canned food shall be surveyed and destroyed.

**7. Potential Hazardous Foods**

Potentially hazardous foods are those foods that provide a good medium for bacteria growth. They include any perishable food that consists in whole or part of milk, milk products, eggs, meat, poultry, fish or shellfish, i.e., high protein foods.

Potentially hazardous foods shall be prepared with a minimum of manual contact. Such products will be prepared from chilled ingredients whenever feasible.

The surfaces of equipment, containers, cutting boards, and utensils used for preparation and subsequent storage of potentially hazardous food shall be effectively cleaned after each use.

Potentially hazardous food should be prepared as close to serving time as practical. Potentially hazardous raw frozen food should be cooked from the frozen state whenever practical. Tempering shall be accomplished by refrigeration at 40 degrees F or below; or; with potable (safe-to-drink) running water, at 70 degrees F or below. The potable water technique may be used only if the product is sealed in its original container. At no time shall potentially hazardous food thaw at room temperature.

All precooked, potentially hazardous, refrigerated, or frozen food intended for reheating shall be heated rapidly to a temperature above 165 degrees F.

**8. Leftovers**

Prepared food items which have not been placed on the serving line may be retained for no more than 24 hours. Leftovers offered for service a second time shall not be retained for later use, but shall be discarded immediately after offering. All leftovers shall be labeled to identify the product, preparation date, and time.

**E. RELIGIOUS/SPECIAL DIETS**

**1. General Policy**

The INS requires all facilities to provide detainees requesting a religious diet reasonable and equitable opportunity to observe their religious dietary practice within

the constraints of budget limitations and the security and orderly running of the facility through a common fare menu. The detainee will provide a written statement articulating the religious motivation for participation in the common fare program.

Detainees whose religious beliefs require adherence to particular dietary laws will be referred to the Chaplain. After verifying the religious dietary requirement by reviewing files and/or consulting with local religious representatives, the Chaplain will issue specific written instructions. Special diets will be kept simple, as much like the food served on the main line as possible.

*In SPCs/CDFs, once a religious diet has been approved, the FSA will issue, in duplicate, a special- diet identification card.*

*This diet-identification card shall contain the following:*

- 1. Detainee name and A-number*
- 2. The type of religious diet prescribed*
- 3. The expiration date, within 30 days*
- 4. Signature of the FSA*

*The FSA will contact the appropriate individual or department to obtain a photo of the detainee and attach the photo to the identification card. The FSA will issue that the food service department receives one copy of the identification card. The second identification card will be issued to the detainee, who at every meal must present the card to the cook on duty. The second copy of the consultation sheet will be filed in the detainee's file.*

*At any time a detainee on a religious diet refuses a meal and/or accepts the regular main-line meal, the cook on duty shall notify the FSA in writing.*

## **2. Common-Fare Menu**

Common fare is intended to accommodate detainees whose religious dietary needs cannot be met on the main line. The common-fare menu is based on a 14-day cycle, with special menus for the 10 Federal holidays. The menus must be certified as exceeding minimum daily nutritional requirements.

## **3. Changes to the Standard Common-Fare Menu**

Modifications of the standard common-fare menu may be made at the local level. Seasonal variations, for example, affect the availability of fresh produce in different locations, making menu modifications inevitable.

With the OIC's concurrence, therefore, the FSA may make temporary, nutritionally equal substitutions for fresh seasonal produce that violates no religious dietary laws. The Chaplain or local religious representatives will be consulted if technical questions arise.

**4. Hot Entree Availability**

To the extent practicable, a hot entree shall be available to accommodate detainees' religious dietary needs, e.g., kosher and/or halal products. Hot entrees shall be offered three times a week and shall be purchased precooked, heated in their sealed containers, and served hot. Other cooking is not permitted in the common-fare program.

**5. Religious Requirements**

With the exception of fresh fruits and vegetables, the facility's kosher-food purchases shall be fully prepared, ready-to-use, and bearing the symbol of a recognized kosher-certification agency. Any item containing pork or a pork product is prohibited. Only bread and margarine labeled "pareve" or "parve" shall be purchased for the common-fare tray.

**6. Nutritional Requirements**

Common-fare menus meet U.S. recommended daily allowances (RDAs). A detainee who chooses the common-fare menu shall select only beverages from the regular menu.

**7. Instant Food and Beverages**

The food service shall provide a hot-water urn for reconstituting instant beverages and foods, for use by detainees eating main-line fare.

**8. Plates and Utensils**

Common-fare meals shall be served with disposable plates and utensils, except when a supply of reusable plates and utensils has been set aside for common-fare service only. Separate cutting boards, knives, food scoops, food inserts, and other such tools, appliances, and utensils shall be used to prepare common-fare foods, and shall be identified accordingly. Meat and dairy food items and the service utensils used with each group shall be stored in areas separate from each other. A separate dishpan shall be provided for cleaning these items, if a separate or three-compartment sink is not available.

The chaplain will escort other clergy to the common-fare preparation area for frequent, irregular monitoring of compliance with religious dietary requirements.

## **9. Application and Removal**

The OIC, in consultation with the Chaplain, shall be the approving official for a detainee's removal from the common-fare program.

Food service staff shall refer to the daily roster to identify detainees in the common-fare program. Staff shall not use this information to disparage a detainee's religion or religious views, or to attempt to dissuade him/her from participating in the program.

- a. The FSA shall monitor the food selections of all detainees participating in the common-fare program, to ensure the legitimacy of their participation.
- b. Staff shall train and supervise all detainees with common-fare assignments.
- c. A detainee's temporary adoption of a medically prescribed diet or placement in a Special Management Unit (SMU) shall not affect his/her access to common-fare meals, which both the SMU and the facility hospital provide. However, if a prescribed medical diet conflicts with the common-fare diet, the medical diet takes precedence.
- d. A detainee who has been approved for a common fare menu must notify the chaplain, in writing if he/she wishes to withdraw from the religious diet.

The chaplain may recommend withdraw approval for a detainee's religious diet if the detainee is documented as being in violation of the terms of the religious diet program to which the detainee has agreed in writing. If a detainee misses three consecutive common-fare meals, the Chaplain shall recommend in writing that the OIC remove the detainee from the program)

In order to preserve the integrity and orderly operation of the religious diet program and to prevent fraud, detainees who withdraw (or are removed) may not be immediately reestablished back into the program.

The process of reapproving a religious diet for a detainee who voluntarily withdraws or who is removed ordinarily may extend up to ten days. Repeated withdrawals (voluntary or otherwise), however, may result in detainee being subjected to a waiting period of up to one-month. The decision to remove a detainee rests with the OIC, in consultation with the Chaplain and/or local religious representatives, if necessary.

Although the OIC has authority to remove and reinstate detainees to participation in the program. Ordinarily, this authority is delegated to the chaplains. Detainees wishing to participate in the Common Fare program shall complete an authorization form which the chaplain or FSA shall review and sign. The chaplain or FSA shall forward a copy of the authorization form to staff for inclusion in the detainees detention file (see the Authorization for Common Fare Participation Attachment.)

## **10. Annual Ceremonial Meals**

The Chaplain, in consultation with the local religious leaders, if necessary, shall develop the ceremonial-meal schedule for the next calendar year, providing it to the OIC. This schedule shall include the date, religious group, estimated number of participants, and special foods required. Ceremonial and commemorative meals shall be served in the food service facility unless otherwise approved by the OIC.

The food service department shall be the only source of procurement for food items. To maintain equity in menu design, all meals shall be limited to food items on the facility's master-cycle menu. To facilitate food preparation, consultations between the FSA and local religious representative(s) concerning appropriate menus shall occur six-to-eight weeks in advance of the scheduled observance. The religious provider may, through the food service department, procure the ritual-observance food items (in minimal quantities). Such items will not generally constitute the main entree for the ceremonial meal.

## **11. Religious Fasts and Seasonal Observances**

The common-fare program shall accommodate detainees abstaining from particular foods or fasting for religious purposes at prescribed times of year.

### **a. Ramadan**

1. During Ramadan, Muslims participating in the fast shall receive the approved meals after sundown, for consumption in the food service department or SMU.
2. During the December fast, vegetarian or hot fish dishes shall replace meat entrees. Fasters shall receive both noon and evening meals after sundown.
3. Detainees not participating in the common-fare program but electing to observe Ramadan or the December fast shall be served the main line meal after sundown. If the main-line menu does not meet religious requirements, the detainee may participate in the common-fare program during the period in question.

Each facility may provide a bag breakfast or allow detainees to go to the food service department for breakfast before dawn. Bag breakfasts should contain nonperishable items, such as ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. The menu for the common-fare program cannot be used for a bag breakfast.

**b. Passover**

The facility shall have the standard Kosher-for-Passover foods available for Jewish detainees during the eight-day holiday. The food service shall be prepared to provide Passover meals to new arrivals.

All Jewish detainees observing Passover shall be served the same Kosher-for-Passover meals, whether or not participating in the common-fare program.

**c. Lent**

During the Christian season of Lent, a meatless meal (lunch or dinner) shall be served on the main line on Fridays and on Ash Wednesday.

**12. Recordkeeping/Costs**

The FSA shall estimate quarterly costs for the common-fare program, including this figure in the quarterly budget. The FSA shall maintain a record of the actual costs of both edible and non-edible items.

**F. MEDICAL DIETS**

**1. Therapeutic Diets**

Detainees with certain conditions—chronic or temporary; medical, dental, and/or psychological—will be prescribed special diets as appropriate.

*Special (therapeutic) diets will be authorized by the Clinical Director (CD) on form I-819, "Detainee Special Need(s)." The form will specify the type of diet, its duration, and any special instructions.*

*Therapeutic diets shall be prescribed and, if necessary, renewed, in 30-day increments.*

*Once a medical diet has been prescribed, the medical department shall issue in duplicate, a special diet identification card.*

*The special diet identification card shall contain the following:*

- a. Detainee name and A-number*
- b. Type of diet*
- c. Duration (up to 30 days)*
- d. CD signature*

*The CD will contact the appropriate individual or department to obtain a photo of the detainee and attach the photo to the identification card. The CD will ensure that the food service department receives one copy of the identification card. The second identification card will be issued to the detainee, who must present the card at each meal to the cook on duty.*

*The cook on duty shall notify the FSA and/or CS in writing any time a detainee on a therapeutic diet refuses the special meal and/or accepts the regular main-line meal.*

## **2. Snacks or Supplemental Feedings**

The physician may order snacks or supplemental feedings for such reasons as:

- a. Insulin-dependent diabetes.
- b. Pregnancy-, cancer-, AIDS-related need to increase protein, calories, etc.
- c. Prescribed medication must be taken with food.

## **G. SPECIALIZED FOOD SERVICE PROGRAMS**

### **1. Satellite Feeding**

"Satellite feeding" refers to food prepared in one location for consumption elsewhere, e.g., general housing units, the SMUs, remote housing area(s), etc. The sanitary standards applicable in the food service department apply during the entire satellite-feeding process, from preparation to actual delivery (see section III.C, above, and III.H., below). Satellite-feeding and microwave instructions (if applicable) shall be posted in satellite-feeding areas.

Foods shall be kept hot enough or cold enough to destroy or arrest the growth of infectious organisms. The FSA shall ensure that staff understand the special handling required by potentially hazardous foods, e.g., meat, cream, or egg dishes. Staff must understand the critical importance of time and temperature in delivering safe food.

To prevent bacteria growth, food must be prepared and held at the proper temperatures until plated. Satellite tray meals must be delivered and served within two hours of food being plated.

Foods in the potentially hazardous category should remain under refrigeration until cooking time and, after cooking, maintained at or above 140 degrees F. Hot foods must be placed in a heated serving line during tray assembly. Thermal bags and carts, refrigerated carts, thermal compartment trays, etc. shall be used for satellite feeding.

Outside foods prepared in bulk for transportation to a remote housing unit or other location shall be transported in thermal containers that maintain cold items at temperatures below 41 degrees F, hot items at temperatures above 140 degrees F, excluding items served within the two-hour window for food safety.

**2. Weekend and Holiday Meal Schedule**

When weekend and/or holiday meal schedules differ from the weekday schedule, detainees in the SMU shall receive continental breakfast or regular main-line items. Brunch service will conform to the breakfast meal-pattern; dinner, to the noon or evening meal-pattern.

**3. Selection of Menu Courses**

Care must be taken to ensure that meals are provided in such portions as to be nutritionally adequate.

**4. Segregation Food Rations**

Food items in excess of the normal prescribed ration shall not be given to detainees in segregation units as a reward for good behavior, nor shall food rations be reduced or changed and used as a disciplinary tool.

**5. Segregation Sack Lunches**

Detainees in segregation shall receive sack meals only with the OIC's written authorization. The medical department will be consulted when necessary. For the sack lunch contents refer to paragraph G.7.c., below.

**6. Sack Meals**

All meals will be served from established menus in the dining room or housing units. In some circumstances detainees may be provided sack meals.

Sack meals shall be provided for: detainees being transported from the facility; detainees arriving/departing between scheduled meal hours; and detainees in the SMU, as provided above.

**a. Quality**

Sack meals shall be of the same quality as other meals prepared by the food service.

**b. Preparation**

Members of the food service staff shall prepare sack meals for bus or air service. While detainee volunteers assigned to the food service shall not be involved in preparing meals for transportation, they may prepare sack meals for on-site consumption.

A designated member of the bus or plane crew shall pick up from the food service all sack meals prepared for detainee transportation. Before departing, this crewmember shall inspect the sacks for:

1. quality of contents;
2. proper wrapping; and
3. correct individual counts.

**c. Contents**

Each sack shall contain at least two sandwiches per meal, of which at least one will be meat (non-pork). Commercial bread or rolls may be preferable because they include preservatives. To ensure freshness, fresh, facility-made bread may be used only if made on the day of lunch preparation. Sandwiches should be individually wrapped or bagged in a secure fashion, to prevent the food from deteriorating. Meats, cheeses, etc., should be freshly sliced the day of sandwich preparation. Leftover cooked meats shall not be used after 24 hours.

In addition, each sack shall include:

1. One piece of fresh fruit or properly packaged canned fruit (paper cup with lid), complete with a plastic spoon; and
2. One ration of a dessert item, e.g., cookies, doughnuts, fruit bars. Extremely perishable items, e.g., fruit pie, cream pie, other items made with milk, cream, or other dairy ingredients shall be excluded; and
3. Such extras as properly packaged fresh vegetables, e.g., celery sticks, carrot sticks, and commercially packaged "snack foods," e.g., peanut butter crackers, cheese crackers, individual bags of potato chips. These items enhance the overall acceptance of the lunches.

**d. Packaging**

Preferably, the food service will pack sack meals intended for bus/air service in disposable "snack boxes," which are designed for proper placement of contents and to afford maximum protection during handling, packaging and transporting. These boxed lunches shall be stacked and stored in a secured, refrigerated area until pickup. If necessary, paper bags may be used.

## **H. SAFETY AND SANITATION**

### **1. General Policy**

All food service employees are responsible for maintaining a high level of sanitation in the food service department. Food service staff shall teach detainee workers personal cleanliness and hygiene; sanitary methods of preparing, storing, and serving food; and the sanitary operation, care and maintenance of equipment, including automatic dishwashers and pot-and-pan washers.

An effective food sanitation program both prevents health problems and creates a positive environment. This leads to a feeling of pride and cooperation among detainees, as evidenced in the wearing of uniforms by food service staff and detainees, including hats/hair nets, plastic gloves, etc.

Head coverings, gloves, and beard guards are encouraged, but not required, when staff are distributing covered serving trays.

### **2. Personal Hygiene of Staff and Detainees**

- a. All food service personnel shall wear clean garments, maintain a high level of personal cleanliness, and practice good hygienic while on duty. They shall wash hands thoroughly with soap or detergent before starting work, and as often as necessary during the shift to remove soil or other contaminants. Staff and detainees shall not resume work after visiting the toilet facility without first washing their hands with soap or detergent. The FSA shall post signs to this effect.
- b. Neither staff nor detainees shall use tobacco in a food service work area. If they use tobacco in a smoking-permitted area, they shall wash their hands before resuming work.
- c. All staff and detainees working in the food preparation and service area(s) shall use effective hair restraints. Personnel with hair that cannot be adequately restrained shall be prohibited from food service operations.
- d. Detainee food service workers shall be provided with and use clean white uniforms while working in a food preparation area or on the serving line.
- e. Approved rubber soled safety shoes shall be provided and used by all food service personnel working in food service.
- f. Staff and detainees who prepare or serve food shall not be used to clean latrines, garbage cans, sewers, drains, grease traps, or for other duties during the period of food preparation. This is to prevent cross-contamination. For instance, persons just finishing cleaning garbage cans would not go directly to preparing food without bathing and changing clothes.

- g. Only authorized food service personnel shall be used to prepare and serve food. Authorization is based on approval from the facility's Health Services Department.
- h. Only authorized personnel shall be allowed in the food preparation, storage, or utensil cleaning areas of the food service facility.

**3. Medical Examination**

- a. All food service personnel (both staff and detainee) shall receive a pre-employment medical examination. The purpose of this examination is to exclude those who have a communicable disease in any transmissible stage or condition. Detainees who have been absent from work for any length of time for reasons of communicable illness (including diarrhea) shall be referred to Health Services for a determination as to fitness for duty prior to resuming work.
- b. The food service workers' examination shall be conducted in sufficient detail to determine absence of:
  - 1. Acute or chronic inflammatory condition of the respiratory system.
  - 2. Acute or chronic infectious skin disease.
  - 3. Communicable disease.
  - 4. Acute or chronic intestinal infection.

**4. Daily Health Checks**

The CF or equivalent will inspect all detainee food service workers daily at the start of each work period. Detainees who exhibit signs of illness, skin disease, diarrhea (admitted or suspected), or infected cuts or boils shall be removed from the work assignment and immediately referred to Health Services for determination of duty fitness. The detainees shall return to work only after the FSA has received written clearance from Health Services staff.

**5. Environmental Sanitation and Safety**

All facilities shall meet the following environmental standards:

- a. Clean, well-lit, and orderly work and storage areas.
- b. Overhead pipes removed or covered, to eliminate the food-safety hazard posed by leaking or dusty pipes.
- c. Routinely cleaned walls, floors, and ceilings in all areas.

- d. Ventilation hoods, to prevent grease buildup and wall/ceiling condensation that can drip into food or onto food-contact surfaces. Filters or other grease-extracting equipment shall be readily removable for cleaning and replacement.
- e. Eighteen-inch clearance (minimum) underneath sprinkler deflectors.
- f. Hazard-free storage areas:
  - bags, containers, bundles, etc., stored in tiers; stacked, blocked, interlocked, and limited in height for stability/security against sliding or collapsing
  - no flammable material; no loose cords, debris, or other obvious accident-causers (stumbling, tripping, falling, etc.); no pest-harborage.
- g. Aisles and passageways shall be kept clear and in good repair, with no obstruction that could create a hazard or hamper egress.
- h. To prevent cross-contamination, kitchenware and food-contact surfaces should be washed, rinsed, and sanitized after each use and after any interruption of operations during which contamination could occur.
- i. A ready supply of hot water (105-120 degrees F).
- j. Garbage and other trash shall be collected and removed as often as possible. The garbage/refuse containers shall have sufficient capacity for the volume, and shall be kept covered, cleaned frequently, and insect- and rodentproof. The facility shall comply with all applicable regulations (local, state, and federal) on refuse-handling and disposal.
- k. The premises shall be maintained in a condition that precludes the harboring or feeding of insects and rodents. Outside openings will be protected by tight-fitting screens, windows, and doors that are self-closing, controlled air curtains, etc.

## **6. Equipment Sanitation**

Information about the operation, cleaning, and care of equipment will be obtained from manufacturers or local distributors. A file of such reference material should be maintained in the food service department and used in developing equipment-cleaning procedures for training. In the purchase and placement of equipment, sanitation shall be a primary consideration.

Equipment shall be installed for ease of cleaning, including the removal of soil, food materials, and other debris that collects between pieces of equipment or between the equipment and walls or floor. Although older facilities may not have the advantage of the latest designs and equipment, they can meet sanitation standards through careful planning, training, and supervising.

The FSA shall develop a schedule for the routine cleaning of equipment.

**7. Equipment and Utensils**

**a. Information**

All food service equipment and utensils shall meet the National Sanitation Foundation (NSF) standards (or equivalent standards of other agencies.).

**b. Materials**

1. Materials used in the construction or repair of multi-use equipment and utensils shall be nontoxic, corrosion-resistant, nonabsorbent, durable under normal use, smooth, and easily cleanable. These materials shall impart no odors, color, or taste. They shall retain their original properties under repeated use, creating no risk of food-adulteration as they deteriorate. Paint on any surface that could come into contact with food is prohibited.
2. Milk-dispensing tubes shall be cut diagonally about two inches from the cutoff valve. Bulk milk dispensers shall be equipped with thermometers.

**c. Design and Fabrication**

1. All food service equipment and utensils (including plasticware) shall be designed and fabricated for durability under normal use.  
  
Such equipment shall be readily accessible, easily cleanable, and resistant to denting, buckling, pitting, chipping, and cracking.
2. Equipment surfaces not intended for contact with food, but located in places exposed to splatters, spills, etc., require frequent cleaning. Therefore, they shall be reasonably smooth, washable, free of unnecessary, ridges, ledges, projections, and crevices, with upkeep that contributes to cleanliness and sanitation.

**d. Installation**

1. Equipment shall be installed in accordance with the manufacturer's instructions and good engineering practices.
2. Installers shall allow enough space between pieces of equipment and/or between equipment and walls to facilitate routine cleaning. Adjacent pieces may be butted together if the gap between them is sealed.

e. **General Cleaning Procedures**

1. Moist cloths for wiping food spills on kitchenware and food-contact surfaces on equipment shall be clean, rinsed frequently in sanitizing solution, and used solely for this purpose. They shall soak in the sanitizing solution between uses.
2. Moist cloths used for non-food-contact surfaces, such as counters, dining-table tops and shelves, shall be cleaned, rinsed, and stored in the same way as the moist cloths used on food-contact surfaces. They shall be used on non-food-contact surfaces only.
3. Detergents and sanitizers must have Food and Drug Administration approval for food-service uses.

f. **Manual Cleaning and Sanitizing**

1. A sink with at least three labeled compartments is required for manually washing, rinsing, and sanitizing utensils and equipment. Each compartment shall have the capacity to accommodate the items to be cleaned. Each shall be supplied with hot and cold water..
2. Drain-boards and/or easily movable dish-tables shall be provided for utensils and equipment both before and after cleaning.
3. Equipment and utensils shall be pre-flushed, pre-scraped and, when necessary, presoaked to remove gross food particles. A fourth sink compartment, with garbage-disposer, is useful for these purposes, and shall be included in plans for facilities being built or renovated.
4. Except for fixed equipment and utensils too large to be cleaned in sink compartments, the following procedures apply:
  - a. Wash in the first sink compartment, using a hot detergent solution changed frequently to keep it free from soil and grease.
  - b. Rinse in/under hot water in the second compartment, changing the rinse water frequently. This compartment should be kept empty, and a sprayer used for rinsing, to prevent rinse water from becoming soapy or contaminated.

- c. Sanitize in the third compartment using one of the following methods:
  1. Immerse for at least 30 seconds in clean water at a constant temperature of 170 degrees F that is maintained with a heating device and frequently checked with a thermometer. Use dish baskets to immerse items completely.
  2. Immerse for at least 60 seconds in a sanitizing solution containing at least 50 parts per million (ppm) chlorine at a temperature of at least 75 degrees F.
  3. Immerse for at least 60 seconds in a sanitizing solution containing at least 12.5 ppm iodine, with a pH not higher than 5.0 and a temperature of at least 75 degrees F.
  4. Immerse in a sanitizing solution containing an equivalent sanitizing chemical at strengths recommended by the Public Health Service.
  5. Periodically check and adjust as necessary the chemical concentrations in a sanitizing solution, using a test kit
  6. Air-dry utensils and equipment after sanitizing.
  7. Steam-clean oversized equipment, provided the steam can be confined to the piece of equipment. Alternatively, rinse, spray, or swab with a chemical sanitizing solution mixed to at least twice the strength required for immersion-sanitizing.

**g. Mechanical Cleaning and Sanitizing**

Spray- or immersion-dishwashers or devices, including automatic dispensers for detergents, wetting agents, and liquid sanitizer, shall be maintained in good repair. Utensils and equipment placed in the machine must be exposed to all cycles. Procedures for cleaning and sanitizing follow:

1. The pressure of the final-rinse water must be between 15 and 25 pounds per square inch (psi) in the water line immediately adjacent to the final-rinse control valve.
2. Install machine- or water line-mounted thermometers to check water temperature in each dishwasher tank, including the final-rinse water.

3. Use baffles, curtains, etc., to prevent wash water from entering the rinse-water tank(s). Time conveyors to ensure adequate exposure during each cycle.
4. Place equipment and utensils on conveyors or in racks, trays, baskets to expose all food-contact surfaces to detergent and wash and clean-rinse waters without obstruction and to facilitate free draining.
5. Maintain the following temperatures for hot-water sanitizing:
  - a. Single-tank, stationary rack, dual-temperature machine: wash temperature of 150 degrees F; final rinse, 180 degrees F.
  - b. Single-tank, stationary rack, single-temperature machine: wash and rinse temperature of 165 degrees F.
  - c. Multi-tank, conveyor machine: wash temperature of 150 degrees F; pumped rinse, 160 degrees F; final rinse, 180 degrees F.
  - d. Single-tank, pot/pan/utensil washer (stationary or moving rack): wash temperature of 140 degrees F; final rinse, 180 degrees F.
    1. When using a chemical spray in a single-tank, stationary rack, glass-washer, maintain a wash temperature of at least 120 degrees F unless otherwise specified by the manufacturer.
    2. Air-dry all equipment and utensils after sanitizing, by means of drain- boards, mobile dish-tables and/or carts.

**h. Equipment and Utensil Storage**

1. Eating utensils should be picked up by their bases or handles only. Utensils shall be stored in perforated pans only.
2. Glasses, tumblers, and cups shall be inverted before storing; other tableware and utensils may be either covered or inverted.

**8. Storage of Clothing and Personal Belongings**

Clothes and other personal belongings, e.g., jackets, shoes, etc. shall be stored in designated areas apart from food-preparation, -storage, -serving areas and utensil-washing and -storage areas. The FSA shall identify space for storing detainees' belongings.

**9. Lavatories**

- a. Adequate and conveniently located toilet facilities shall be provided for all food service staff and detainee workers. Toilet fixtures shall be of sanitary design and readily cleanable.

Toilet facilities, including rooms and fixtures, shall be kept clean and in good repair. Signs shall be prominently displayed directing all personnel to wash hands after using the toilet.

- b. Lavatories shall have readily available hot and cold water.
- c. Soap or detergent and paper towels or a hand-drying device providing heated air shall be available at all times in each lavatory. Waste receptacles shall be conveniently placed near the hand-washing facilities.

**10. Pest Control**

Good sanitation practices are essential to an effective pest control program. The FSA is responsible for pest control in the food service department. This responsibility includes contracting the services of an outside exterminator.

Air curtains or comparable devices shall be used on outside doors where food is prepared, stored, or served to protect against insects and other rodents.

**11. Hazardous Materials**

- a. Only those toxic and caustic materials required for sanitary maintenance of the facility, equipment, and utensils shall be used in the food service department.
- b. All staff members shall know where and how much toxic, flammable, or caustic material is on hand, aware that their use must be controlled and accounted-for daily. Detainee-type combination locks shall not be used to secure such material.
- c. All containers of toxic, flammable, or caustic materials shall be prominently and distinctively labeled for easy content identification.

- 1. All toxic, flammable, and caustic materials shall be segregated from food products and stored in a locked and labeled cabinet or room.

Cleaning and sanitizing compounds shall be stored apart from food products.

2. Toxic, flammable, and caustic materials shall not be used in a manner that could contaminate food, equipment, or utensils, or could pose a hazard to personnel or detainees working with or consuming food service products.
3. A system for intermediate storage of received hazardous substances shall secure the materials from time of receipt to time of issue
4. The FSA shall obtain and file for reference Material Safety Data Sheets (MSDSs) on all flammable, toxic, and caustic substances used in the facility. Food service staff and detainee workers shall be informed of the hazards associated with these items. The FSA shall forward copies of all MSDSs to the health services department, with a set available in each food service work area.

## **12. General Safety Guidelines**

- a. Extension cords shall be UL-listed and UL-labeled. They may not be used in tandem.
- b. All steam lines within seven feet of the floor or working surface, and with which a worker may come in contact, shall be insulated or covered with a heat-resistant material, or be otherwise guarded from contact. Inaccessible steam lines (guarded by location) need not be protected from contact.
- c. Machines shall be guarded in compliance with OSHA standards:
  1. Fans within seven feet of the floor or work surface will have blade-guard openings no larger than two inches.
  2. Protective eye and face equipment shall be used, as appropriate, to avert risk of injury. Dangerous areas presenting such risks shall be conspicuously marked with eye-hazard warning signs.
  3. Safety shoes will be worn in FSA-designated foot-hazard areas.
  4. Meat saws, slicers, and grinders shall be equipped with anti-restart devices.
  5. The maintenance manager shall provide ground-fault protection wherever needed in the food service department, and shall document same for the FSA.
- d. Light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment and materials attached to walls or ceilings shall be maintained in good repair,

- e. Lights in food-production areas, utensil- and equipment-washing areas, and other areas displaying or storing food, equipment, or utensils shall be equipped with protective shielding.
- f. An approved, fixed, fire-suppression system shall be installed in ventilation hoods over all grills, deep fryers and open flame devices. A qualified contractor shall inspect the system every six months. The fire-suppression system shall be equipped with a locally audible alarm and connected to the control room's annunciator panel.

Hood systems shall be cleaned after each use to prevent grease build-ups, which constitute fire risks. All deep-fryers and grills shall be equipped with automatic fuel or energy shut-off controls.

### **13. Mandatory Inspections**

- a. The facility shall implement written procedures for the administrative, medical, and/or dietary personnel conducting the weekly inspections of all food service areas, including dining, storage, equipment, and food-preparation areas. All components of the food service department, (ranges, ovens, refrigerators, mixers, dishwashers, garbage disposal, etc.) require frequent inspection to ensure their sanitary and operable condition. Staff shall check refrigerator and water temperatures daily, recording the results.

The FSA or CS of food service shall inspect food service areas weekly.

An independent, external source shall conduct annual inspections to ensure that the food service facilities and equipment meet governmental health and safety codes.

- b. Personnel inspecting the food service department shall note needed corrective action(s), if any, in a written report to the OIC. The OIC shall establish the date(s) by which identified problems shall be corrected.
- c. Daily checks of equipment temperatures shall follow this schedule:
  - Dishwashers: every meal;
  - pot- and pan-washers: daily, if water in the third compartment of a three-compartment sink is used for sanitation and the required minimum temperature is 80 degrees F;
  - refrigeration/freezer equipment (walk-in units): site-specific schedule, established by the FSA.

All temperature-check documentation shall be filed and accessible.

- d. The FSA shall develop a cleaning schedule for each food service area, and post it for easy reference. All areas (walls, windows, vent hoods, etc.) and equipment (chairs, tables, fryers, ovens, etc.) will be grouped by frequency of cleaning, e.g., After Every Use, Daily, Weekly, Monthly, Semiannually, or Annually.

## **J. FOOD STORAGE, RECEIVING AND INVENTORY**

### **1. General Policy**

Since control and location of subsistence supplies are site-specific, each FSA shall establish procedures for storing, receiving, and inventorying food.

On the purchase request for potentially dangerous items (knives, mace, yeast, nutmeg, cloves and other items considered contraband if found in a detainee's possession), the FSA shall mark them "hot," signaling the need for special handling.

### **2. Receiving**

The first step in receiving is matching incoming items with vendor, purchase order, and control specifications. Receiving staff shall examine deliveries promptly to determine acceptability both for quantity and quality, consistent with the contract. If immediate examination is not practical upon delivery because the inspection will involve time-consuming tests, the vendor shall receive a receipt confirming delivery of a particular number/gross weight of containers in good condition (or, if not, noting exceptions). Weekly deliveries of fresh produce, meats, and other perishable items shall be inspected for freshness, quality, and general appearance. Staff shall supplement their inspections of perishables with random checks of weight, count, size, etc.

### **3. Food Receipt and Storage**

The following procedures apply when receiving or storing food:

- a. Inspect the incoming shipment for damage, contamination, and pest infestation. Rats, mice, or insects may be hiding in the middle of a pallet.
- b. Promptly remove damaged pallets and broken containers of food. Separate damaged food containers from other food and store separately for disposal. Take special care in handling flour, cereal, nuts, sugar, chocolate, and other such products highly susceptible to contamination.
- c. Contact the FSA/CS for instructions on the next course of action upon finding an incoming food shipment contaminated.

- d. Store all products at least six inches from the floor and sufficiently far from walls to facilitate pest-control measures. A painted line may guide pallet placement.
- e. Store food items at least two inches from the walls and at least six inches above the floor. Wooden pallets may be used to store canned goods and other non-absorbent containers, but not to store dairy products or fresh produce.
- f. Store perishables at 35-40 degrees F to prevent spoilage and other bacterial action; maintain frozen foods at or below zero degrees F.
- g. Prevent cross-contamination by storing foods requiring washing or cooking separately from those that do not.
- h. For rapid cooling, use shallow pans (depth not exceeding four inches). Cover or otherwise shield refrigerated food from contamination.
- I. Do not store food in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical rooms, or under sewer lines, potentially leaking water lines, open stairwells, or other sources of contamination.

#### **4. Inventory**

Determining inventory levels and properly receiving, storing, and issuing goods are critical to controlling costs and maintaining quality. While the FSA shall base inventory levels on facility needs, each facility will at all times stock a 15-day-minimum food supply.

Procedures for checking the quality and quantity of food and other supplies, and distribution to point of use shall comply with industry established policies and financial management practices.

Food service inventory represents significant financial resources converted into goods in the form of food, supplies, and equipment. All food service personnel must be aware of the value of the inventory and of his/her responsibility for the security of these goods upon receipt.

The master-cycle menus offer guidance to managers planning inventory levels.

Inventory levels are established, monitored, and periodically adjusted to correct excesses or shortages.

**5. Stock Rotation**

Each facility shall establish a written stock-rotation schedule.

**6. Perpetual Inventory**

The process of recording all purchases and food issues is called keeping a perpetual inventory. Although details may vary, the information recorded always includes the quantity on hand, quantity received, quantity issued, and unit cost for each food and supply item.

Perpetual inventory records are important because they provide the FSA with up-to-date information on product usage and give direction for further purchases.

For accurate accounting of all food and supplies, a perpetual inventory record is insufficient. An official inventory of stores on hand must be taken annually with a food service staff member and a member of the financial management staff.

All food service departments shall complete a physical inventory of the warehouse quarterly.

**7. Housekeeping: Storeroom/Refrigerator**

**a. The Dry Storeroom**

Proper care and control of the dry storeroom involves the following

1. Keeping it dry and cool (45-80 degrees F) to prevent swelling of canned goods from swelling and general spoilage.
2. Sealing or otherwise making impenetrable all wall-, ceiling-, and floor-openings, to prevent entry of dirt, water, pests, etc.
3. Vigilant housekeeping, to keep the room clean and free from rodents and vermin. A drain for flushing is desirable.
4. Securing it under lock and key to prevent pilferage, with the FSA responsible for key distribution.

**b. Housekeeping in Refrigerators**

Butter, milk, eggs, and cream shall be separated from foods having strong odors. Eggs shall not be subjected to freezing temperatures.

Refrigeration units shall be kept under lock and key when not in use. Walk-in boxes shall be equipped with safety locks that require no more than 15 pounds of pressure to open easily from the inside. If latches and locks are incorporated in the door's design and operation incorporates, the interior

release-mechanism must open the door with the same amount of pressure even when locks or bars are in place.

Whether new or after-market, the inside lever of a hasp-type lock must be able to disengage locking devices and provide egress. The FSA, along with the Safety Manager, will review the walk-in freezer(s) and refrigerator(s) to ensure they operate properly.

**IV AMERICAN CORRECTIONAL ASSOCIATION STANDARDS REFERENCED**

American Correctional Association Standards for Adult Local Detention Facilities, 3rd Edition: 3-ADLF-4C-01, 4C-02, 4C-03, 4C-04, 4C-05, 4C-06, 4C-07, 4C-08, 4C-09, 4C-10, 4C-11, 4C-12, 4C-13, 4C-14, 4C-15, 4C-16.

**Approval of Standard**

  
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**Michael D. Cronin**  
Acting Executive Associate Commissioner  
Office of Programs

SEP 20 2000

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**Date**

  
\_\_\_\_\_  
**Michael A. Pearson**  
Executive Associate Commissioner  
Office of Field Operations

SEP 20 2000

\_\_\_\_\_  
**Date**

**AUTHORIZATION FOR COMMON FARE PARTICIPATION**

**Name of Detainee** \_\_\_\_\_ **A-Number** \_\_\_\_\_

I hereby request authorization to participate in the Common Fare Program. I agree to comply with the program requirements. I understand that, if I am observed consuming mainline foods or violating other program requirements, I may be temporarily removed from program participation and will not be eligible for immediate reinstatement. Repeated program violations may result in removal from the program for up to one year. I further understand that the same conditions for reinstatement may apply if I voluntarily withdraw from the program for any reason.

I understand that I must have a recorded religious preference in order to be eligible for the program, and that I must provide a written reason for requesting to participate in the religious diet program.

Religious Preference:

Specific Motivation for participating in the Religious Diet Program:

**Signature of Detainee** \_\_\_\_\_ **A-Number** \_\_\_\_\_

**Signature of Chaplain** \_\_\_\_\_ **Date** \_\_\_\_\_

Record Copy – Detainee Detention File; Copy - Chaplaincy File; Copy – Detainee

**U.S. Immigration and Naturalization Service  
NATIONAL DETENTION STANDARDS  
MONITORING INSTRUMENT**

**Policy:** Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

<b>FOOD SERVICE</b>			
<b>Components</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Is the food service program under the direct supervision of a professionally trained and certified service administrator (FSA)?			
2. Does the Cook Supervisor (CS) assist the FSA in day-to-day management of food service operations?			
3. Who determines the responsibilities of the cook foremen? a. Are these provided in writing?			
4. Are work schedules posted in accordance with the union agreement? a. Do all cooks work on a rotating schedule? b. Is the CS on duty on days when the FSA is off duty? c. Is the FSA on duty on days when the CS is off duty?			
5. Does the FSA provide food service employees with training that specifically addresses detainee-related issues? a. Including a review of the INS "Food Service" standard?			
6. Does the knife cabinet close with an approved locking device? a. Does the on-duty cook foreman maintain control of the key that locks the device? b. Under the CS's direct supervision?			
7. Are all knives not in a secure cutting room physically secured to the workstation? a. Does staff directly supervise detainees using knives at these workstations?			

FOOD SERVICE			
Components	Yes	No	Remarks
8. Does the FSA/CS monitor the condition of knives and dining utensils?			
9. Do special procedures govern the handling of food items that pose a security threat?			
10. Do standard operating procedures include daily searches (shakedowns) of detainee work areas?			
11. Do food service personnel conduct shakedowns along with detention staff?			
12. Does the FSA monitor staff implementation of the facility's counting procedures? a. Are these procedures in written form? b. Does the FSA train and routinely check staff in counting procedures? c. Has a single employee been designated responsible for ensuring compliance with procedures?			
13. Do the detainees assigned to the food service department look neat and clean? a. Does their clothing and grooming comply with the "Food Service" standard?			
14. Does the FSA annually review detainee-volunteer job descriptions to ensure they are accurate and up-to-date?			
15. Does the CS instruct newly assigned detainee workers in the rules and procedures of the food service department?			
16. Does training include workplace-hazard recognition and deterrence? a. Does training cover the safe handling of every hazardous material the detainee are likely to encounter in their work?			
17. During orientation and training session(s), does the CS explain and demonstrate: a. Safe work practices and methods? b. Safety features of individual products/pieces of equipment?			
18. Does the CS document enter all training in individual detainee detention files?			

FOOD SERVICE			
Components	Yes	No	Remarks
19. Are detainees paid in accordance with the "Voluntary Work Program" standard? a. How much?			
20. How many hours after the evening meal is breakfast scheduled? a. Is this maximum ever exceeded?			
21. Are detainees served at least two hot meals every day?			
22. Does the table arrangement facilitate free seating, ease of movement, and ready supervision?			
23. Does staff routinely follow procedures when displaying and serving food?			
24. Does the INS supervisor on duty ensure that INS officers (Detention Enforcement Officers, Deportation Officers and other law enforcement officers) participate in dining room supervision?			
25. Does a transparent "sneeze guard" protect both the serving line and salad bar line?			
26. Does the staff dining room offer the same food items as the detainee dining room?			
27. Does the facility have an established meal ticket program for employees and guests?			
28. Does the facility have a standard 35-day menu cycle?			
29. Does the FSA consider the ethnic diversity of the facility's detainee population when developing menu cycles? a. How? b. Examples?			
30. Does a registered dietitian conduct a complete nutritional analysis of every master-cycle menu planned?			
31. Are menus sometimes adopted without the dietitian's certification? a. If yes, under what circumstances?			
32. Has the CS established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes?			

**FOOD SERVICE**

<b>Components</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
33. Does the CS have the authority to change menu items if necessary? a. If yes, documenting each substitution, along with its justification? b. With copy to FSA?			
34. Do all staff and volunteers know and adhere to written "food preparation" procedures?			
35. Are detainees whose religious beliefs require the adherence to particular religious dietary laws referred to the Chaplain or FSA?			
36. Is a common-fare menu available to detainees whose dietary requirements cannot be met on the main? a. Can changes to the planned common-fare menu be made at the facility level? b. Are hot entrees offered three times a week? c. Do the common-fare menus satisfy nutritional recommended daily allowances (RDAs)? d. Can detainees select items from both the common-fare and regular menus? e. Does staff routinely provide hot water for instant beverages and foods? f. Are common-fare meals served with: i. Disposable plates and utensils? ii. Reusable plates and utensils? g. Does staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items?			
37. Who must approve a detainee's removal from the Common-Fare Program? a. Under what circumstances?			

FOOD SERVICE			
Components	Yes	No	Remarks
38. Does the OIC, in conjunction with the Chaplain and/or local religious leaders, provide the FSA a schedule of the ceremonial meals for the following calendar year? If so does it include a. The date, religious group, estimated number of participants, and any required special food purchases?			
39. Does the common-fare program accommodate detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year? a. Do Muslims fasting during Ramadan receive their meals after sundown? i. If yes, does this include individuals in the SMU? b. Do Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for-Passover meals as those who do participate? c. Do main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent?			
40. Does the FSA prepare quarterly cost estimates for the Common Fare Program? a. Is this quarterly estimate factored into the quarterly budget?			
41. Does a food service program address medical diets?			
42. Does the satellite-feeding program follow the guidelines for proper sanitation?			
43. Are hot and cold foods maintained at the prescribed, "safe" temperature(s) after two hours?			
44. Are all meals provided in nutritionally adequate portions?			
45. Is food used to reward good behavior? a. To punish bad behavior?			

<b>FOOD SERVICE</b>			
<b>Components</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
46. Does a member of the food service staff prepare the sack lunches for detainee transportation?			
47. Does the food service staff instruct detainee volunteers on: a. Personal cleanliness and hygiene? b. Sanitary techniques for preparing, storing, and serving food? c. The sanitary operation, care, and maintenance of equipment?			
48. Does everyone working in the food service department comply with food safety and sanitation requirements? a. If not, explain non-compliance.			
49. Do standard operating procedures include weekly inspection of all food service areas, including dining and food-preparation areas and equipment? a. If yes, who conducts the inspections?			
50. Does either the FSA or the CS inspect all food service areas once every week? a. According to a fixed schedule?			
51. Does an independent outside source inspect Food Service facilities and equipment for compliance with health and safety codes and regulations? a. If yes, how often? b. When was the most recent inspection? c. Which agency conducted the inspection?			
52. Does every inspection yield a written report of discrepancies? a. For submission to the AOIC? b. Is corrective action always completed by the deadline established by the AOIC?			
53. Does standard procedure include checking temperatures of all dishwashing machines during each meal? a. Do procedures include documenting each temperature check?			

FOOD SERVICE			
Components	Yes	No	Remarks
54. Does staff document the results of every refrigerator/ freezer temperature check?			
55. Is the cleaning schedule for each food service area conspicuously posted?			
56. Do written procedures cover: a. Requisitioning supplies? b. Nutrition reports?			
57. Do procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation?			
58. Does staff comply with the INS requirements for "food receipt and storage?"			
59. Are stock inventory levels periodically monitored and adjusted to correct overage and shortage problems?			
60. Does staff keep storage areas locked? a. Does a designated person issue goods?			
61. Does staff comply with all INS "Housekeeping, Storeroom/Refrigerator" requirements? a. If not, identify shortcomings. b. Explain.			

**U.S. Immigration and Naturalization Service  
NATIONAL DETENTION STANDARDS  
MONITORING INSTRUMENT**

**FOOD SERVICE**

**Verification Sources**

**The following may serve as sources of information for auditors verifying the facility's compliance with this detention standard:**

SOURCE	TIME	DATE	LOCATION
A. Observing dining room activities			
B. Observing detainee workers			
C. Inspecting storage areas			
D. Inspecting refrigeration areas			
E. Inspecting washer areas			
F. Reviewing written policy and procedures.			
G. Detainee and staff interviews			

Facilities must complete the attached Plan of Action for bringing operations into compliance. For each element found out of compliance, the plan of action will specify remedial action and the estimated timetable for compliance.

**Remarks:** *(Record significant facts, observations, other sources used, etc.)*

\_\_\_\_\_  
Auditors Signature

\_\_\_\_\_  
Date