

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Corrections Division/ Facilities Operations	<b>Reference Number:</b> IVL00-0002	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Introduction		12/15/02
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of <div style="text-align: center;">3</div>

**I. POLICY:**

It is the policy of the Food and Farm Services Subdivision to implement a centrally planned and managed food service program and establish a statewide plan of operation for this program.

**II. APPLICABILITY:**

All incarcerate facilities housing GDC inmates or probationers.

**III. RELATED DIRECTIVES:**

- A. GDC RULES: Chapter 125-4-3 on Food Service and 125-1-2-02 on Records Administration.
- B. Rules of Department Human Resources Public Health Chapter 290-5-14 ("Blue Book").
- C. GDC-SOP: IVL01-0023, IIB01-0017

**IV. DEFINITIONS:**

- A. Master Menu: A cyclical food menu, complete with standardized recipes, created by Central Food Service and designed to provide a nutritionally balanced diet. Specifically developed for the correctional setting and is certified annually by a registered dietitian. All kitchens following the Master Menu will be using the same recipes and serving the same meals statewide on any particular day.
- B. Menu Cycle: A four-week cycle (28 days) that is provided with meals according to the Master Menu and rotates approximately 13 times per fiscal year.

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C. Standardized Recipes: Recipes in which the amounts and proportions of ingredients, as well as the methods for combining the ingredients, are designed to consistently produce a high quality product and a specified number of portions.

D. Food Service Director: This term will be used to refer generally to the person in charge of the food services area of a facility.

**V. ATTACHMENTS:**

Attachment 1 - Daily Food Service Packet Checklist

**VI. PROCEDURE:**

A. Food and Farm Services Subdivision is responsible for ensuring that the centralized food service operation plan is cost-effective and entails a Master Menu that is certified annually by a registered dietitian to meet nutritional standards as set forth by the U.S. Department of Agriculture. The plan should:

1. Provide consistency of food served to offenders in GDC facilities, and to staff and visitors.
2. Provide a statewide food service and food supply delivery system proven to be effective for serving all state correctional facilities and centers.
3. Provide methods to meet or exceed State, Federal, and American Correctional Association standards in Georgia Department of Corrections (GDC) Food Service operations.
4. Provide for medically prescribed diets and religious diets, which GDC is capable of furnishing.
5. Provide procedures for contracted meals as applicable.

B. Food and Farm shall provide all GDC kitchens and/or facilities with:

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1. A copy of the Master Menu, plating guides, standardized recipes, and approved procedures to prepare them.
  2. Upon request, a copy of the Department of Human Resources handbook outlining rules and regulations for food services, Chapter 290-5-14, Revised, and to provide necessary methods and procedures to implement these rules and insure that they are enforced.
- C. Food and Farm shall provide auditing of food service operations through regional food service advisors. (Attachment 1) is a Daily Food Service Packet check list for the Food Service Director to use daily to make certain that essential documents have been produced, completed and examined for accuracy. It shall be signed by the Food Service Director (Attachment 1). Documentation shall be maintained in an active file for one year in the Food Service office and in an inactive file for four years. (Child Nutrition facilities refer to IVL01-0023).
- D. It is the responsibility of the Warden/Superintendent, Business Manager, and Food Service Director in each facility to implement Food Service procedures as outlined in the Food Service SOPs. Each facility shall establish and operate a Food Service Program in accordance with these procedures. Accordingly, it is the responsibility of the local administrators to maintain a full-time food service staff.
- E. Food Service SOPs shall be an integral part of the planning process for new facilities and facilities with changing missions to insure that Food Service is provided in the best interest of the department.
- F. The Food Service Director shall review all documentation for completeness and accuracy prior to filing. The Food Service Director is responsible for the final review of all documentation. The Food Service Director's signature signifies the documents are accurate and complete and ready to be filed.

**VII. RETENTION SCHEDULE:**

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Attachment 1 of this SOP will be kept locally for one year in an active file and five years in an inactive file, then destroyed.