

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Introduction

Policy Number: 409.04.01

Effective Date: 9/23/2020

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service's Subdivision to implement a centrally planned and managed food service program for Georgia Department of Corrections (GDC) and establish a statewide plan of operation for this program. All policies related to this food service program are applicable to GDC State Prisons, Residential Substance Abuse Treatment Centers, Transitional Centers, Pre-Release Centers, Parole Centers, and Detention Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

II. Authority:

- A. GDC Board Rules: 125-1-02 and 125-4-3-3; and
- B. ACA Standard: 5-ACI-5C-13 (ref. 4-4324).

III. Definitions:

- A. **Master Menu** - A cyclical food menu, complete with standardized recipes. This menu is specifically developed for the correctional setting and certified annually by Food and Farm Service's Central Office Registered Dietitian to ensure provision of a nutritionally balanced diet. 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.
- C. **Standardized Recipes** - Recipes in which the amounts and proportions of ingredients, as well as the method for combining the ingredients, are designed to consistently produce a high-quality product and a specified number of portions.

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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.

IV. Statement of Policy and Applicable Procedures:

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 Food and Farm Service's Central Office Registered Dietitian to meet nutritional standards as set forth by the U.S. Department of Agriculture. The plan shall provide the following:

1. Consistency of food served to offenders in GDC facilities;
2. A statewide food service and food supply delivery system proven to be effective for serving all state correctional facilities and centers;
3. Methods to meet State, Federal, and American Correctional Association standards in GDC Food Service operations;
4. Medically prescribed diets and Alternative Meals, which GDC is capable of furnishing; and
5. Procedures for contracted meals as applicable.

B. Food and Farm Services shall provide all GDC kitchens and/or facilities with a copy of the Master Menu, plating guides, standardized recipes, and approved procedures to prepare them.

C. Food and Farm Services shall provide auditing of food service operations through regional food service advisors. Attachment 1 is a Daily Food Service Packet checklist for the Food Service Director to use daily to ensure essential documents have been produced, completed and examined for accuracy. It shall

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be signed by the Food Service Director. Documentation shall be maintained in an active file for one year in the Food Service office and in an inactive file for four years.

- 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 all Food Service Standard Operating Procedures (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 ensure 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.

V. Attachments:

Attachment 1: Daily Food Service Packet Checklist

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be kept in local filing area for five years, one year active and four years inactive, and then be destroyed.