STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Procedure: 354.02.02

Subject:	**Food Service In Special Housing Units**		
Effective Date:	**July 31, 1997**	**Review and Re-Issue Date:**	
Supersedes:	**NEW**	**APA Rule Number:**	

Recommended for approval by:		**Authorized By:**	
Signature	**Date**	**Signature**	**Date**

1. **Authority:**

   1.1 28 V.S.A. §§ 101(1), and 102(b)(2) under which the Commissioner establishes and administers programs for the custody, control, treatment, and rehabilitation of persons committed to the Commissioner's custody.

2. **Purpose:**

   2.1 To outline procedures for food service operations in special housing units in all Department of Corrections facilities.

3. **Applicability/Accessibility**

   3.1 Superintendents, food service officers, food service staff, and inmates in special housing units. Anyone may have a copy of this procedure.

4. **Procedure**

   4.1 PROCEDURAL GUIDANCE

   4.2 Facilities will serve to inmates confined in special housing units the same diet as that provided to inmates in general population. The manner of service and packaging food for service in special housing units may be altered in the interest of legitimate security and safety factors.

   4.2.1 Special Feeding

   4.2.1.1 An inmate who uses food or utensils as a disruptive factor in the unit may be placed by the superintendent on a nutritionally equivalent,

specially packaged or prepared menu designed to minimize the potential for disruption.

4.2.1.2 The Superintendent will remove inmate from this special feeding status as soon as there is reasonable belief that inmate will no longer engage in the type of disruptive conduct that initiated the restriction. If inmate continues to act in a way that demonstrates regular diet or meal service will be disrupted, superintendent will renew this special feeding status in seven day increments.

4.2.2 Other Factors

4.2.2.1 Additional factors apply to food service in special housing units. Food service officer will assure that food as delivered to inmates in their cells is attractively presented, and within the intended temperature range at time of service. Persons retrieving service tray from inmates, will ascertain that all utensils and other items given to inmate are returned. Utensils may not be retained in cells; food may be retained only as authorized by the superintendent pursuant to Directive 354.01.

4.2.2.2 Staff will search carefully all food carts and containers moving in and out of a unit, and will search each tray. Any food preparation, distribution, or storage area in a special housing unit will be maintained in accord with all applicable safety and sanitation standards, and will be subject to inspection requirements of Department Directive 354.04 entitled Food Service Safety and Sanitation. Medical / dental and religious diets for inmates in special housing units will be available through the same approval processes as applied to inmates in general population. Security and operations supervisor may confer with food service officer and establish additional local requirements or regulations, consistent with the need for security within a specific unit.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

9. Responsible Director and Draft Participants