

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>INMATE MEAL DISTRIBUTION</b> <b>AND MODIFIED DIETS</b>	<b>Policy Number</b> <b>DG-7</b>
		<b>Effective Date</b> <b>07-09-21</b>
<b>Related Information</b> DJ-8, <i>Alternative Meal Disciplinary Sanction (Alternative Meal Muffin)</i>	<b>Supersedes</b> DG-7 (12-12-13) DG-2 (02-23-11)	

**PURPOSE**

The purpose of this Office Policy is to establish guidelines and procedures for the authorization and distribution of all meals to inmates in Office custody.

**POLICY**

It is the policy of the Office to ensure inmates and those inmates designated as requiring a modified diet for medical or religious reasons, and those who have been sanctioned to an alternative meal, are offered adequately nutritional meals each day.

**DEFINITIONS**

**Alternative Meal Muffins:** An Alternative Meal Disciplinary Sanction that may be used to replace a regular meal. The Alternative Meal Muffins contain a standardized recipe of food ingredients that are mixed together and baked in bread dough. Two servings of Alternative Meal Muffins meet or exceed the daily calories and other nutrients for a sedentary adult as recommended by the United States Department of Agriculture (USDA), as specified in the Dietary Guidelines for Americans Report. The Alternative Meal Muffins are served twice daily without a beverage, food tray, or utensils.

**Inmate Meals (Regular Meals):** A regular diet meal that meets or exceeds the daily caloric intake for a sedentary adult, as recommended by the United States Department of Agriculture (USDA); are vegetarian; are high in nutrients, low in cholesterol, sugar, and sodium; and are appropriate for diabetics in accordance with American Diabetic Association guidelines.

**Medical Diet:** A meal that meets or exceeds the USDA requirements of a regular diet meal while consisting of specific foods, or food prepared with specific techniques, satisfying a medical diet therapy, including dental requirements, as prescribed by a qualified healthcare professional. Examples of medical diets, include, but are not limited to, the following:

1. Clear Liquid: A diet consisting of clear fruit juice, broth, and gelatin designed to provide oral fluids and small amounts of electrolytes to inmates.
2. Dialysis: A diet provided for inmates currently on dialysis, designed to be higher in protein than the renal diet but lower in sodium, potassium, and phosphorus than the regular diet. Fluid is provided at meals as on a regular diet. If fluid restriction is required, fluids not provided with meals will need to be monitored.

3. Full Liquid: A diet designed for inmates who require a liquid diet, not restricted to a clear liquid diet, and are unable to tolerate a blended diet, or a mechanical soft diet. This diet is expected to be used short term and/or on a transitional basis.
4. Jaw Fracture (Blenderized): A diet which follows the regular diet as closely as possible with the foods blenderized for tolerance for those inmates with a fractured jaw. It can also be used for those with chewing and swallowing problems who cannot tolerate solid foods.
5. Low Body Mass Index (BMI): A high calorie diet for those inmates determined to have a BMI < 19. It provides additional calories to the regular diet by including a bedtime snack. This diet is prescribed one month at a time with follow up by Correctional Health Services (CHS) to determine if desirable weight gain is met and if there is a need to continue high calorie intake.
6. Low Residue: A diet nutritionally adequate and follows the regular diet as closely as possible but is low in fiber for those with gastrointestinal disorders where high fiber is not well tolerated.
7. Mechanical Soft: A diet which follows the regular diet with the inclusion of canned/cooked soft fruits and vegetables in place of fresh/raw fruits and vegetables when provided on the regular diet. This diet is a nutritionally adequate diet prescribed for inmates with poor dentition and swallowing problems, or dental, mouth, and/or throat pain. The inmate will be responsible for avoiding foods which may cause chewing or swallowing difficulties.
8. Post-gastrectomy: A nutritionally adequate diet low in concentrated sweets with no fluids allowed with meals in order to decrease the incidence of food moving too fast from stomach to small intestine. It does not avoid spices or foods containing caffeine, which may result in gastric distress. This diet is for inmates who have had a gastric surgery in the previous six months and require small volume multiple feedings. This diet is not appropriate for controlling diarrhea not caused by post-gastric surgery.
9. Pregnancy: A diet which follows a regular diet with allowance for additional calories, milk, and fruit required for the development of a healthy fetus, as specified in the United State Department of Agriculture guidelines for pregnancy. This diet allows for a morning meal with the addition of a snack and an additional bedtime snack included with the evening meal.
10. Renal: A diet which provides for restricted protein for those inmates with End Stage Renal Disease classified as Stage IV, but not on dialysis. This diet is restricted in sodium, potassium, and phosphorus, and meets guidelines from the American Kidney Foundation. Fluid is provided at meals as on a regular diet. If fluid restriction is required, fluids not provided with meals will need to be monitored.

**Modified Diet Meal:** Any inmate meal containing specific ingredients or preparation techniques differing from the regular diet. This includes medical and religious diets.

**Religious Diets:** A dietary regimen based on religious regulations, some of which may be extremely rigorous, such as kosher or halal.

**TechCare:** An electronic health record program used by Maricopa County Correctional Health Services (CHS) for managing and documenting the healthcare of inmates while in Office custody. Information within TechCare includes, but is not limited to, medical care, mental health care, dental integrated care services, and medical directives for inmate health care requirements.

**Written Warning:** A formal action taken by a Custody Bureau Hearing Unit sergeant documenting a rule violation committed by an inmate on a Disciplinary Action Report (DAR).

## PROCEDURES

1. **Distribution of Inmate Meals:** The Food Services Division shall prepare two or more meals for each inmate during a 24-hour period. Food Services Division personnel shall ensure all inmate meals are prepared according to the specifications of the diet. Every precaution shall be taken to ensure that meals are served in a fresh and unspoiled condition, as required by health authorities.
  - A. Jail facility commanders are responsible for determining when inmate meals shall be served at their respective jail facilities. The interval between the evening and morning meals shall be no more than 14 hours.
  - B. Detention personnel shall supervise the serving and/or ensure distribution of all inmate meals. Meals shall not be withheld from any inmate present during mealtimes, unless the inmate is in restraints and is behaviorally unstable.
  - C. General population inmates shall be allowed access to dayrooms during mealtimes unless the security or safe operation of a jail facility has been threatened.
  - D. Sack meals will be provided to inmates in intake holding areas or to those inmates who are absent from their housing units during mealtimes.
  - E. Inmates in restrictive housing will normally be served the same meals as those in general population.
  - F. Detention personnel shall confirm the identity of inmates authorized to receive modified diet meals prior to serving each meal. Juvenile inmates shall receive an additional milk with their meals, to meet dietetic guidelines for adolescents.
  - G. If an inmate authorized to receive a modified diet meal is not present in the housing unit for meal distribution, detention personnel shall indicate "absent" in the signature block, along with their serial number on the *Diet Listing Report*.
  - H. Unserved modified diet meals should be returned to the Food Services Division after documenting the return in the Sheriff's Inmate Electronic Data (SHIELD).
2. **Modified Diet Meals:** Modified diet meals shall be prepared for an inmate upon authorization from a Correctional Health Services (CHS) medical provider or Office clergy.
  - A. An inmate who requests a medical diet meal shall be instructed by Office personnel to complete an *Inmate Request Form* either by paper copy or electronically through the inmate tablet addressed to CHS for review.
  - B. An inmate who requests a religious diet meal shall be instructed by Office personnel to complete an *Inmate Request Form* either by paper copy or electronically through the inmate tablet addressed to Office clergy for review. Clergy personnel will review the request once it has been received.
    1. If an inmate is approved for a religious diet meal meeting kosher dietary requirements, they shall receive, during Passover, in addition to the inmate meal, matzo and other fare as determined by Office clergy and labeled "Pesach."

2. The purchase and preparation of food for a religious diet meal shall be accomplished according to the guidelines, instructions, and authorization of appropriate Office clergy.
  - C. All modified diet meals shall adhere to the specifications established by the Food Services Division, and whenever possible, shall consist of the same food items and diet as the inmate meal.
  - D. Modified diet meals shall remain authorized for the duration of the inmate's incarceration or until canceled by a CHS medical provider or Office clergy.
3. **Discontinuation or Refusal of Modified Diet Meals:** Inmates requesting to discontinue a modified diet meal shall submit an *Inmate Request Form* requesting cancellation to CHS or Office clergy. A decision whether to terminate the modified diet meal shall be rendered within three business days. The modified diet shall continue to be offered until a new diet has been prescribed. If the modified diet meal is refused by the inmate, the following shall occur:
  - A. Detention personnel shall document the inmate refusal in a Shift Log entry in SHIELD and either CHS or Office clergy shall be contacted for appropriate action.
  - B. Detention personnel shall indicate "refused" and write their serial number in the signature block on the *Diet Listing Report*.
  - C. Inmates refusing a modified diet meal shall not receive a regular diet meal as a replacement. The modified diet meal shall continue to be offered until the matter is resolved by CHS personnel or Office clergy.
  - D. The refused modified diet meal should be returned to the Food Services Division after documenting the return into SHIELD.
4. **Abuse of Modified Diet Meals:** Any inmate authorized to receive a modified diet meal who is found to be consuming unauthorized food items, or distributing modified diet meal items to other inmates, shall be given a written warning documenting the date and type of violation and the employee who witnessed it. Subsequent violations may result in further disciplinary action or restriction. The authorizing personnel, such as the Office dietitian, CHS medical provider, or Office clergy, shall be notified by the use of a memorandum or e-mail through the chain of command. Authorizing personnel may discontinue the modified diet meal for inmates found guilty of a diet abuse violation.
5. **Alternative Meal Muffins Sanctions:** Inmates found to be in violation of the *Rules and Regulations for Inmates* involving threatening, assault or aggravated assault, assault with body fluids, or possession of altered sharpened instruments, may be served the Alternative Meal Muffin, as specified in Office Policy DJ-8, *Alternative Meal Disciplinary Sanction* (Alternative Meal Muffins).
6. **When Both Medical and Religious Diets Meals are Requested:** Requests for medical diet meals take precedence over religious diet meals. If an inmate has been authorized for a religious diet meal and it is later determined they require a medical diet meal, the Office dietitian shall be consulted. The medical diet will be prescribed by CHS with an additional note entered in the comments section of the TechCare program for the religious meal as a secondary diet.
7. **Documentation of Meals:** SHIELD shall be used to record the number of regular diet meals, modified diet meals, and alternative meals. Reports generated by this system are used by Food Service Division personnel to determine the amount of meals to prepare.

- A. Modified diet meal information shall be documented in SHIELD by authorized Office personnel, specifying the type of diet the inmate is to receive, the duration of the diet, and any special instructions or comments.
  - B. Each inmate that receives a modified diet meal shall be instructed to initial the *Diet Listing Report*, indicating receipt of the meal. If an inmate is not given the opportunity to sign for the modified diet meal for classification or disciplinary reasons, detention personnel delivering the meal shall legibly write their serial number in the signature block, indicating that the modified diet meal was issued to the inmate.
  - C. The completed *Diet Listing Report* with the inmates' initials shall be forwarded to the Food Services Division. The reports shall be collected and sent monthly to the Records Retention Section for storage, as required by retention guidelines and storage space considerations.
  - D. Alternative Meal Muffin sanction information shall be documented in SHIELD by the Custody Bureau Hearing Unit.
8. **Inmate Diet Meal Requests:** Requests from inmates for modified diet meals that may be considered medically necessary and is not listed in this Office Policy, such as allergy diets, or other special medical diets shall be referred to the Office dietitian for review and authorization. The Office dietitian shall forward the requests to CHS to order the modified diet meal and enter the modified diet order in the TechCare program.