

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Alternate Meal Service	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 60-FSM-05
RULE/CODE REFERENCE:	SUPERSEDES: 60-FSM-05 DATED: 04/18/14
RELATED ACA STANDARDS: 4-4264, 4-4320	EFFECTIVE DATE: April 22, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish procedures to be utilized when providing inmates with an alternative meal service.

III. APPLICABILITY

This policy applies to all persons employed or contracted by the Department of Rehabilitation and Correction, and all inmates in segregated status, to include inmates housed in residential treatment units, crisis cells, infirmary, 4b, 5a and/or 5b units.

IV. DEFINITIONS

Alternative Meal Service (LOAF) – A product made from the combination of food items used in the preparation of mainline meals, using standardized portion sizes and nutritionally balanced recipes. The approved recipe for the alternate meal service is detailed in Appendix A and Appendix B.

Responsible Health Authority – The Health Care Administrator, an on-duty registered nurse or institution physician may be the responsible health authority.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide an alternative meal service to an inmate who uses food or food service equipment in a manner that is hazardous to self, staff, and/or other inmates. Alternative meal service shall be provided on an individual basis based on health and safety considerations only. In all cases, the alternate meal service shall meet basic nutritional requirements and only occur with the written approval of the Managing Officer and responsible health

authority. Delegation of Alternate meal service approvals can only be assigned to the staff person acting in the Managing Officer's official capacity during their absence.

VI. PROCEDURES

- A. Inmates may be placed on an alternative meal service (Loaf) for the following reasons:
1. Misuse of food, serving trays, or eating utensils;
 2. Refusing to return uneaten food, serving trays, dishes or eating utensils when ordered to do so by staff;
 3. Destroying a serving tray or throwing a tray of food; or
 4. Using food and/or water containers to hold or throw other substances, such as water or human waste products.
- B. The responsible Deputy Warden, Security Chief, Unit Management Chief, Shift Commander, or Unit Manager shall forward an Incident Report (DRC1000) detailing the above actions by an inmate and a completed Alternative Meal Service Request (DRC4258) to the Managing Officer's Office for review and processing.
- C. Upon receipt of the incident report and accompanying documentation, the Managing Officer or person acting as Managing Officer shall review the responsible health authority's recommendation as to any reason(s) why the inmate could not be placed on an alternative meal service. The recommendation made by the responsible health authority shall be recorded in the inmate's medical file.
- D. In the event that an incident occurs after business hours or on the weekend, the Managing Officer or person acting as Managing Officer shall be contacted by the Shift Commander, by phone, for his/her approval or disapproval of the request after obtaining the Health Authority's recommendation on the request. The Shift Commander shall indicate what the Managing Officer's or person acting as Managing Officer decision was and sign for the Managing Officer. The Shift Commander shall also sign his/her name. The date and time of the call shall be documented in the Managing Officer's Recommendation area of the form. As indicated in Paragraph C, the entire packet shall be forwarded to the Managing Officer's Office for the Managing Officer's review and personal signature the next business day.
- E. The Managing Officer or person acting as Managing Officer shall forward the approved request for alternative meal service to the Food Service Manager following his/her approval. Copies of the approved request shall be forwarded to the segregation supervisor, or Unit Manager, and the Chief of Security's Office, and a copy placed in the inmate's unit file in OnBase.
- F. Upon receipt of the approved alternative meal service form, the Food Service Department shall provide the loaf to the inmate to coincide with the regular meal service. The loaf shall be prepared by using the attached standardized menu (Appendix A or Appendix B). The loaf shall meet all nutritional and caloric requirements set forth by the Department's Registered Dietician. The Vegetarian Loaf Recipe accommodates vegetarian diets.

- G. Food shall not be withheld, nor the standard menu varied, as a disciplinary sanction. Alternate meal service shall only be used to correct the inmate behavior and shall be discontinued once the inmate discontinues the behavior which warranted the use of the alternate meal service. The alternate meal service may only be ordered for a two (2) day period and must be reordered if an extension beyond two (2) days is warranted by the inmate behavior.
- H. Alternate meal service shall only be used beyond two (2) days when the inmate continues to use food or food service equipment in a manner that is hazardous to self, staff, and/or other inmates. To authorize the extension beyond a two (2) day period, an additional incident report (DRC1000) and Alternative Meal Service Request Form (DRC 4258) must be generated and approved in compliance with this policy, including the review and approval of the Managing Officer or person acting as Managing Officer and responsible health authority. This process must be repeated for each extension beyond a two (2) day period.
- I. The use of the loaf shall not be used as a Rules Infraction Board sanction for misconduct. However, the inmate may be subject to the disciplinary process as set forth in Administrative Rules 5120-9-06 through 5120-9-07.

Attachments:

Food Loaf Recipes	Appendix A
Vegetarian Food Loaf Recipes	Appendix B

Related Department Forms:

Alternative Meal Service Request Form	DRC4258
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Appendix A**Food Loaf Recipe**

The Food Loaf is mixed together and formed just like a meatloaf. Bake at 325 degrees for one hour (internal temperature of at least 165 degrees). This recipe should make 15 servings and shall be served on a paper plate with no utensils. All liquid beverages shall be served as called for on the master menu with the exception of coffee.

Breakfast Recipe:

2 lbs. Uncooked Oatmeal
2 Cups Eggs
32 Slices of Crumbled Toast
8 oz. Melted Butter
½ gal. Orange Juice
1½ lbs. Powdered Milk

Lunch Recipe:

1 lb. Lemon Gelatin powder
1 lb. Powdered Dry Milk
2 lb. Dry Bread Crumbs
½ oz. Garlic Powder
3 lbs. Ground Beef, Raw
2 lbs. Grated Cheese
1 lb. Potato Flakes
2 lbs. Vegetables, cooked, finely chopped
4 lbs. Raisins
2½ lbs. Cooked Beans, Ground
½ lbs. Melted Butter
1 lb. Ketchup

Dinner Recipe:

1 lb. Lime Gelatin Powder
2 lbs. Dry Bread Crumbs
1 lb. Powdered Dry Milk
3 lbs. Ground Beef, Raw
2¼ lbs. Vegetables, Cooked, Chopped
2½ lbs. Canned Fruit, Chopped
2¼ lbs. American Cheese, Shredded
2½ lbs. Cooked Dry Beans, ground
½ lb. Melted Butter

****These recipes are suitable for inmates on therapeutic diets.****

Appendix B**Vegetarian Food Loaf Recipe**

The Food Loaf is mixed together and formed just like a meatloaf. Bake at 325 degrees for one hour (internal temperature of at least 165 degrees). This recipe should make 15 servings and shall be served on a paper plate with no utensils. All liquid beverages shall be served as called for on the master menu with the exception of coffee.

Breakfast Loaf:

2 lbs. Unsweetened Dry Cereal
1 lbs. Sugar
32 Slices of Crumbled Toast
8 oz. Melted Soy Margarine
½ gal. Orange Juice
1½ lbs. Powdered Soy Milk

Lunch and Dinner Loaf:

1 Cup Spinach
6 Pc Whole Wheat Bread
2 Cups Rice
3 Cups Beans-ground (cooked) blackeyed or kidney beans
1 Cup Tomato Paste/Ketchup
½ Cup Raisins
¼ Cup Margarine or vegetable oil
2 T. Cornstarch
¼ Cup Soy Sauce
½ Cup Applesauce

****These recipes are suitable for inmates on therapeutic diets.****