


SUBJECT: Alternate Meal Service	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 60-FSM-05
RULE/CODE REFERENCE:	SUPERSEDES: 60-FSM-05 dated 04/22/15
RELATED ACA STANDARDS: 4-4264, 4-4320	EFFECTIVE DATE: April 30, 2018
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 Ohio Department of Rehabilitation and Correction (DRC), 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 (Food 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 (DRC) 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 set forth by the DRC registered dietitian and only occur with the written approval of the managing officer and responsible health authority. Delegation of Alternate Meal Service (LOAF) approvals may 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 (Food 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 (i.e., 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 – Food Loaf (DRC4258) to the office of the managing officer for review and processing.
- C. Upon receipt of the Incident Report (DRC1000) 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 (Food Loaf). The recommendation made by the responsible health authority shall be recorded in the inmate's medical file.
- D. In the event 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 Responsible 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 section VI.C of this policy, the entire packet shall be forwarded to the office of the managing officer for his/her 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 (Food Loaf) to the food service manager following his/her approval. Copies of the approved request shall be forwarded to the Transitional Program Unit (TPU) supervisor or unit manager and the security chief's office. A copy shall also be placed in the inmate's unit file in OnBase.
- F. Upon receipt of the approved Alternative Meal Service Request (Food Loaf) form, the Food Service department shall provide the food loaf to the inmate to coincide with the regular meal service. The food loaf shall be prepared by using the attached standardized menu (Appendix A or Appendix B). The food loaf shall meet all nutritional and caloric requirements set forth by the DRC'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. Alternative Meal Service (Food Loaf) 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 Alternative Meal Service (Food Loaf). 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. Alternative Meal Service (Food Loaf) 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 – Food Loaf (DRC4258) 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 Food 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:

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| Food Loaf Recipes (Approved by ODRC Registered Dietician) | Appendix A |
| Vegetarian Food Loaf Recipes (Approved by ODRC Registered Dietician) | Appendix B |

Related Department Forms:

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| Alternative Meal Service Request (Food Loaf) | 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 Chicken, 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 Chicken, 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) black-eyed 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.****