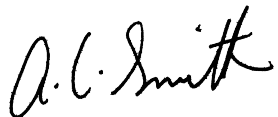




SUBJECT: Alternative Meal Service	PAGE <u> 1 </u> OF <u> 3 </u> .
	NUMBER: 60-FSM-05
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 60-FSM-05 dated 04/30/2018
RELATED ACA STANDARDS: 5-ACI-4A-18 (4264), 4B-18 (0019); 5-ACI-5C-08 (4320)	EFFECTIVE DATE: September 1, 2021
	APPROVED: 

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 incarcerated individuals with an alternative meal service.

III. APPLICABILITY

This policy applies to all persons employed or contracted by the Ohio Department of Rehabilitation and Correction (ODRC), and all incarcerated individuals in segregated status, to include those housed in residential treatment units, crisis cells, infirmary, and Extended Restrictive Housing (ERH).

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Alternative Meal Service (Food Loaf)**
- **Extended Restrictive Housing (ERH)**
- **Responsible Health Authority**

V. POLICY

It is the policy of the ODRC to provide an alternative meal service to an incarcerated individual who uses food or food service equipment in a manner that is hazardous to self, staff, and/or other incarcerated individuals. Alternative meal service shall be provided on an individual basis based on health and safety considerations only. In all cases, the alternative meal service shall meet basic nutritional requirements set forth by the ODRC registered dietitian and only occur with the written approval of the managing officer and responsible health authority. Delegation of alternative meal service (food loaf) approvals may only be assigned to the staff person acting in the managing officer's official capacity during their absence.

VI. PROCEDURES

- A. Incarcerated individuals 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 incarcerated individual and a completed Alternative Meal Service/Food Loaf Request (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 incarcerated individual could not be placed on an alternative meal service (food loaf). The recommendation made by the responsible health authority shall be recorded in the incarcerated individual'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 their approval/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 their 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 managing officer for their review and personal signature the next business day.
- E. The managing officer or person acting as managing officer shall forward the approved Alternative Meal Service/Food Loaf Request (DRC4258) to the food service manager following their 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 incarcerated individual's unit file in OnBase.
- F. Upon receipt of the approved Alternative Meal Service/Food Loaf Request (DRC4258), the Food Service department shall provide the food loaf to the incarcerated individual 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 ODRC'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 individual’s behavior and shall be discontinued once the incarcerated individual discontinues the behavior which warranted the use of the alternative meal service/food loaf. The alternative meal service/food loaf 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 individual’s behavior.

- H. Alternative meal service/food loaf shall only be used beyond two (2) days when the incarcerated individual continues to use food or food service equipment in a manner that is hazardous to self, staff, and/or other individuals. To authorize the extension beyond a two (2) day period, an additional Incident Report (DRC1000) and Alternative Meal Service/Food Loaf Request (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 alternative meal service/food loaf shall not be used as a Rules Infraction Board sanction for misconduct. However, the incarcerated individual may be subject to the disciplinary process as set forth in Administrative Rules 5120-9-06 through 5120-9-07.

Attachments:

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

Referenced Forms:

Incident Report	DRC1000
Alternative Meal Service Request (Food Loaf)	DRC4258

Appendix A

Food Loaf Recipe

The food loaf is mixed together and distributed evenly into a sheet pan. Bake at 325 degrees for one hour (internal temperature of at least 165 degrees). This recipe yields 18 servings. All beverages shall be served as called for on the master menu except for coffee.

Breakfast Recipe:

3 lb	Uncooked Oatmeal
1 qt Cup	Eggs
64	Slices of Bread/Toast
1 lb	Margarine
2 qt	Apple Juice
2 lb	Powdered Milk

Lunch Recipe:

1 lb	Lemon Gelatin powder
1 lb	Powdered Dry Milk
2 lb	Dry Breadcrumbs
1 oz	Garlic Powder
3 lb	Ground Chicken, Raw
2 lb	Shredded Cheese
1 lb	Potato Flakes
2 lb	Vegetables, cooked, finely chopped
4 lb	Diced Apples, Thawed
1 lb	Melted Margarine
1 lb.	Ketchup

Dinner Recipe:

1 lb	Lime Gelatin Powder
2 lb	Dry Breadcrumbs
1 lb	Powdered Milk
3 lb	Ground Chicken, Raw
2 ½ lb	Vegetables, Cooked, Chopped
2½ lb	Canned Pineapple, Drained, Chopped
2 ½ lb	Cheese, Shredded
2½ lb	Dry Pinto Beans, Cooked
1 lb	Melted Margarine

****These recipes are suitable for incarcerated individuals on therapeutic diets.****

Appendix B

Vegetarian Food Loaf Recipe

The food loaf is mixed together and distributed evenly into a sheet pan. Bake at 325 degrees for one hour (internal temperature of at least 165 degrees). This recipe yields 18 servings. All liquid beverages shall be served as called for on the master menu except for coffee.

Breakfast Loaf:

3 ½ lb	Uncooked Oatmeal
2 lb	Sugar
64	Slices of Bread/Toast
1 lb	Melted Margarine
1 gal	Apple Juice
1 lb	Soy Granules
2 qt cup	Water

Lunch and Dinner Loaf:

2 lb	Cabbage, Shredded
12	Slices Wheat Bread
4 lb	Rice, Cooked
5 lb	Dry Pinto Beans, Cooked
1 lb	Ketchup
1 lb	Diced Apples, Thawed
8 oz	Margarine
¼ cup	Cornstarch
½ cup	Soy Sauce
1 lb	Applesauce
1 lb	Soy Granules

****These recipes are suitable for incarcerated individuals on therapeutic diets.****