

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
269**

FOOD SERVICES

Supersedes: AR 269 (08/13/10); AR 269 (Temporary, 07/17/14); 09/16/14;
(Temporary, 02/13/17)
Effective: 03/07/17

AUTHORITY

NRS 209.131; NRS 209.382

PURPOSE

It is the responsibility of the Department to provide inmates with nutritious, well-balanced meals within the constraints and guidelines of the Nevada Revised Statutes, Administrative Regulations (AR), Operational Procedures (OP) and all applicable federal and state health and safety requirements.

RESPONSIBILITY

The Deputy Director of Support Services is responsible to ensure the management and administration of fiscal and contract policies, including food services.

The Chief of Purchasing & Inmate Services is responsible to ensure implementation of the establishment and maintenance of all master menus for the Department.

It is the responsibility of the institution's Food Service Manager (FSM) and facility's culinary officer to plan, control, direct and evaluate all aspects of institutional food service, and provide three meals a day within menu guidelines under sanitary conditions.

269.01 PURCHASING

1. Master menus shall meet or exceed minimum requirements for recommended Dietary Reference Intakes (DRIs) as established by the National Academy of Sciences or other nationally recognized food and nutrition organizations.

- A. Medical diets will be prescribed by the Medical staff in accordance with AR 626.
- B. Medical diets will be developed and reviewed by a licensed dietitian.
- C. Religious diets will be approved in accordance with ARs 810.3 and 814.
- D. Special holiday meals will be provided upon approval of the Director/designee.

269.02 FOOD SERVICE MANAGEMENT

1. Food products and related materials purchased must meet Department specifications.
 - A. The FSM may make short term adjustments to the master menu at the individual institution, to allow for opportunity buys, seasonal product use, reduction of overstock inventory and shortage of product due to spoilage or shipment.
 - B. During lock-down, alterations may be made to the menu to meet operational requirements.
 - C. Standard meals may not be used as a disciplinary measure.
2. Federal and State occupational safety and health codes will serve as standards for all Department food service programs.
3. All food sanitation programs must be in accordance with AR 490.

269.03 BUDGET CONTROLS

1. Food consumption and loss control is to be documented by the FSM.
 - A. The culinary inventory and Food Inventory and Consumption (FIC) report as prescribed by the Chief of Purchasing & Inmate Services/designee is a standardized report for calculating inmate food costs.
 - B. This FIC must be completed and submitted monthly to the Chief of Purchasing & Inmate Services/designee.
2. When costs exceed the approved per diem allowance, an analysis by the FSM and the Business Manager must be included with the FIC report along with a description of corrective measures.

269.04 SANITATION INSPECTIONS

1. Each FSM or culinary officer will perform safety and sanitation inspections.
 - A. Inmates and other persons working in food service are monitored each day for health and cleanliness by the FSM/Designee.
 - B. FSM/designee will provide for not less than a weekly inspection of all food services areas.
2. Institutions shall have written OPs that provide adequate health protections for all inmates and staff in the food service area.

3. Food products that are grown/produced by the Department must follow federal, state, local requirements and OPs prior to institutional food service use.

269.05 SALE OF MEALS

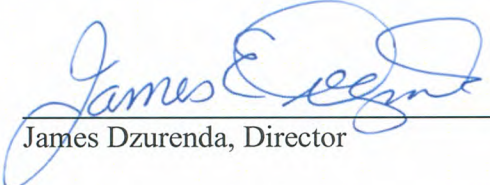
1. Staff members may purchase regular meals at an institution/facility that provides meal service. Meals will be purchased using employee ducats.

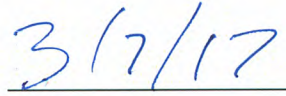
APPLICABILITY

1. This regulation requires an OP for each institution and facility.
2. The regulation requires an audit.

REFERENCES:

ACA Standards: 4-4314 through 4-4328


James Dzurenda, Director


Date