

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
269**

FOOD SERVICES

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

AUTHORITY

NRS 209.131; NRS 209.391

RESPONSIBILITY

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

The Chief of Purchasing/Inmate Services is responsible to establish and maintain all master menus for the Department.

It is the responsibility of the institutional Food Service Manager/Culinary (FSM) 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 should 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 dietician.
- C. Religious diets will be approved in accordance with AR 810.
- D. Special holiday meals will not be provided.

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.
2. Federal and State occupational safety and health codes will serve as standards for all Department food service programs. All food sanitation programs must be in accordance with NAC 443 and 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 cost spreadsheet (Food Inventory/Consumption report) as prescribed by the Chief of Purchasing/Inmate Services or designee is a standardized report for calculating inmate food costs.
 - B. This report must be completed and submitted monthly to the Chief of Purchasing/Inmate Services or designee.
2. When costs exceed the approved per diem, an analysis by the FSM and the Business Manager (BM) must be included with the Food Inventory/Consumption report along with corrective measures.

269.04 SANITATION INSPECTIONS

1. Each FSM or culinary officer will perform daily safety and sanitation inspections.
2. Institutions shall have written operational procedures (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 and operational procedures prior to institutional food service use.

269.05 SALE OF MEALS

1. Staff members may purchase regular meals at any Department institution or facility that provides meal service. Meals will be purchased through the use of employee ducats.

APPLICABILITY

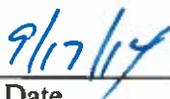
1. This regulation requires an Operational Procedure for each institution and facility.
2. This regulation requires an audit as a part of the annual review of internal controls pursuant to SAM 2418.0.

REFERENCES:

ACA Standards: 4-4314, 4-4315, 4-4328, 4-4316, 4-4317; NAC 443



Director



Date