



# Nevada Department Of Corrections

## Administrative Regulation Control Sheet

AR Number:	AR 703
AR Title:	Inmate Labor in Food Service Areas

## AR Revision History

Revision Details	Effective Date
This AR was reviewed by the Subject Matter Expert and it was determined that no changes are required as of this date.	04/28/14
No Additional revisions beyond this line.	---

  
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Director

  
\_\_\_\_\_  
Date

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
703**

**INMATE LABOR IN FOOD SERVICE AREAS**

**Supersedes:** AR 703 (Temporary, 10/13/10)

**Effective Date:** 04/08/11

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

The Warden is responsible to ensure the provisions of this Administrative Regulation are complied with.

**703.01 CLASSIFICATION COMMITTEE**

1. An institutional classification committee will assign inmates to work in food service areas. The inmates assigned to food service areas must be medically cleared prior to assignment.
2. The institution classification committee will assign inmate workers to the culinary as needed, to include the replacement of removed workers. A list of available approved workers is to be maintained by the institution classification committee.
3. Classification committees will not assign any inmate to culinary duty for disciplinary reasons. Inmates assigned to extra duty through the disciplinary process may be allowed to work off their sanction by working in the culinary.

**703.02 FOOD SERVICE MANAGER**

1. The Food Service Manager/designee is responsible for making sure there is an adequate number of inmate workers assigned. When there are no qualified candidates within the culinary inmate work force, the classification committee will be notified and they are to give high priority to filling these positions from the approved list of inmate workers.
2. It is the responsibility of the Food Service Manager to ensure that inmate workers comply with the Department's standard personal hygiene requirements for inmates.
3. Food managers and supervisors are to provide inmate workers with on-the-job training in food service, preparation, safety, sanitation, and the proper operation of food service equipment. Each inmate worker approved to work in the Culinary shall be required to successfully complete food handlers training within thirty (30) calendar days of beginning their culinary duties.

- A. Training will be documented.
  - B. Supervisors should prepare annual evaluations on all inmate workers noting when an inmate worker has demonstrated proficiency or deficiency in an area of food service.
4. The Food Service Manager/designee shall supervise all inmates working in the food service areas and shall keep accurate records of the days and hours worked by inmates.
5. Food Service staff is responsible for maintaining accurate work records that reflect the tasks the inmate workers were assigned and the specific shifts and related work hours which the inmates worked.
- A. When workers do not report on time to work, the Food Service Manager/designee shall report their names and the number of absences to the shift supervisor, who is responsible for either getting those workers to their assignment or providing temporary workers when necessary.
  - B. The Food Service Manager/designee on duty shall notify the designated Associate Warden when there are not enough inmate workers assigned to adequately prepare and serve meals; operate the dish room; and keep the dining room tables clean during the service of meals. The institution's Associate Wardens will ensure that there are an adequate number of inmate worker replacements to prepare and serve meals.
6. Food Service staff may remove inmate workers from their job for justified disciplinary reasons (i.e. disrespect, refusal to work, pilferage, fighting, unsanitary habits, etc.) but CANNOT fire an inmate worker until they have been seen by the institutional classification committee.
- A. Culinary staff must provide a written report to the classification committee within one day when an inmate worker is removed from his job and sent from the culinary.
  - B. In case of removal for disciplinary reasons, a replacement worker shall be provided as soon as possible.

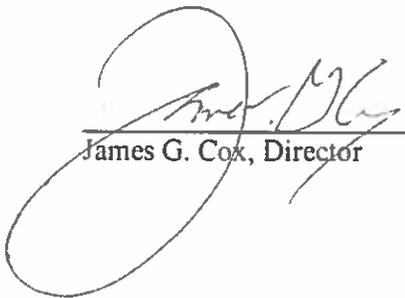
### **703.03 INMATE WORKERS**

1. Inmate workers shall maintain standards of sanitation and personal hygiene while working in the culinary. Inmate workers should also be familiar with AR 705 – Inmate Grooming and Personal Hygiene.
- A. Hair and face nets and other head coverings will be used, as required.
  - B. Hands must be washed after each visit to the bathroom and prior to handling food. Plastic gloves may also be required.

2. Inmate workers are not authorized to remove food or materials from the culinary. Any unauthorized institutional food or materials found outside the culinary will be considered contraband and possession may result in disciplinary action.

**APPLICABILITY**

1. This AR requires an Operational Procedure at each institution.
2. This AR requires an audit.



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James G. Cox, Director

3/14/11

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Date