



**Youth Detention Facility
OPERATIONAL ORDER**

FREQUENCY OF SERVING-TITLE XV 1460

Purpose and Scope

Meals shall be provided at least three times during each 24-hour period, with one of the meals to include hot foods. No more than 14 hours shall elapse between the evening and breakfast meal.

Food shall be offered to youth at the time of initial intake; food shall be served if more than 14 hours pass between meals; and food shall be served to youth on medical diets as prescribed by the facility physician. A nutritious snack shall be provided to all youth between two to four hours after the dinner meal is served.

A minimum of 20 minutes shall be allowed for the actual consumption of each meal except of those youth on medical diets where the facility physician has prescribed additional time. Provisions shall be made for youth who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and youth on medical diets shall be provided with their prescribed meal.

Group dining shall be provided, except when security or safety considerations justify other arrangements. In accordance with Title XXIV, Section 460 A. 1. 16, fifteen square feet of space and sufficient tables and seating shall be provided per person fed at any time. In addition, dining areas shall not contain toilets or showers in the same room without appropriate visual barrier. Withholding food shall not be used for disciplinary action.

Affected Personnel

All YDF Employees.

Authority

Title XV 1460

Effective

October 1, 2019

I. Guidelines

- A. Every effort shall be made to ensure all youth receive their meals as soon as the meal cart arrives on the unit. Hot food should be hot when served and cold food should still be cold.
- B. A meal cart delivery schedule that includes the specified housing units and designated meal times will be utilized so staff can anticipate and prepare for dining (weekends/Holidays add one hour to breakfast delivery). The schedule will be reviewed and monitored to ensure compliance with CSA standards.
- C. All meal carts shall be checked thoroughly and in the following manner:
 - 1. When opening the cart to begin serving a meal, unit staff shall visually inspect it for contraband prior to allowing any youth access to the cart.
 - 2. Immediately prior to sending the cart out of the unit, unit staff shall open the cart and visually inspect it for contraband.
 - 3. All units shall maintain a "Meal Cart Visual Inspection" log. The log shall be stored with the unit security checklist. Upon completion of the visual inspection prior to sending the cart out of the unit, the inspecting staff shall complete the log thoroughly by printing his or her first and last name, time of inspection, and unit/location in which the cart was sent to.
- D. Youth shall be out of their rooms, seated and ready for their meal prior to the arrival of the food cart.
- E. Youth whose behavior threatens the security and safety of the unit may be asked to eat inside their rooms if such action is approved by the Duty Supervisor. Such approval shall be documented in a chrono and in the unit red book. The Duty Supervisor will advise staff if the situation requires documentation in an incident report.
- F. Youth seated in the dining area of the living unit shall be served first. Youth who are dining in their rooms shall be served after youth are served in the day space.
- G. Prior to dispersing sporks, staff shall count them to verify the number provided to the unit. One spork shall be given to each youth at the same time the meal tray is served to the youth.
- H. All youth shall be served every item that is being offered during each meal. All portions should be equal. If juice is provided, it should be poured into cups and dispersed to all youth at the same time as the trays.
- I. Youth who have been prescribed special diets by the facility physician shall receive food according to her on her dietary needs.
- J. After minimum of 20 minutes has been allotted for all youth to consume their meal, staff shall simultaneously collect the sporks, trash and empty trays from

youth dining in their rooms. After collecting all the sporks, staff shall again conduct a count to confirm they have the same number of issued sporks. All sporks shall be collected before residents are allowed to "bus" their trays.

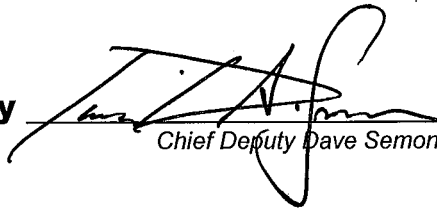
K. Kitchen Carts shall be loaded with empty trays and ready for pick-up as follows:

1. Breakfast-0800 (0900 on weekends and Holidays)
2. Lunch—1300
3. Dinner—1800

Attachments

Amends/Replaces Previous Order

Authorized By


Chief Deputy Dave Semon

Date

9/18/19