

MEAL DELIVERY

STANDARD NO(S):

NYSSA #

DATE:

December 17, 2009
Reissued: 04/22/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To ensure a systematic method for the delivery of inmate meals.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to oversee and organize the delivery and distribution of inmate meals to the housing units and individual inmates.

III. MEAL DELIVERY:

- A.** Escort Officers will confirm tray and utensil counts prior to the meals being delivered to their designated housing units.
- B.** Food carts will be delivered to the housing units by escorted inmate workers.
- C.** Inmates that are not under lock-in or in classification will eat at the tables in their dayroom. All other inmates will eat in their assigned cells.
- D.** The inmates in general population or segregation will be instructed to line up single file and in an orderly manner to receive one meal. The Housing Unit Officer or Escort Officer will deliver one meal to the cell of each inmate in lock-in or classification. Once everyone in the unit has been served, the cart will be stored by the officer's station.
- E.** Any drink served from a bulk container will be dispensed into each inmate's facility issued brown cup.
- F.** If an inmate alleges a problem with their meal, the Housing Unit Officer will attempt to correct the situation. If the Housing Unit Officer is unable to correct the situation, they will contact the Shift Supervisor for assistance.
- G.** No facility meal items will be saved for later consumption.

- H.** When the Housing Unit Officer or Escort Officer is ready to collect trays and utensils, they will have the general population or segregation inmate's line up single file to turn in their items. The Housing Unit Officer or Escort Officer will retrieve trays and utensils directly from inmates in lock-in or classification. If, upon inspection by the Housing Unit Officer or Escort Officer, any returned tray or utensil is damaged, disciplinary action will be taken. If any trays or utensils are unaccounted for, a search of the housing unit will be conducted.
- I.** After inspection, the officer will place the food cart in the housing unit sallyport for an inmate worker to pick up and return to the kitchen.