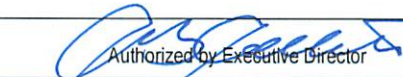


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| For:     | <b>Correctional Facilities</b>        | <br>Authorized by Executive Director |                        |

**1. Policy**

- 1.1 Correctional Services will ensure that correctional facilities provide food services to individuals in custody in accordance with [Canada's Food Guide](#), [Health Canada's Office of Nutrition Policy & Promotion on the New Food Guide](#), industry trends, and food service standards.
- 1.2 The superintendent is responsible to ensure food service staff provide nutritionally adequate and properly prepared meals; the adherence to meal menus and to current preparation standards.


**2. Authority**

- 2.1 The requirements for this policy are derived from
  - 2.1.1 section 58 of the *Correctional Services Act*
  - 2.1.2 section 55 of the *Correctional Services Regulations*
  - 2.1.3 *Food Safety Code of Practice For Canada's Food Service Industry*
  - 2.1.4 *The Nova Scotia Food Retail & Food Services Code.*

**3. General Requirements**

- 3.1 All facilities are required to have access and refer to a current copy of the Food Safety Code of Practice for Canada's Food Service Industry and The Nova Scotia Food Retail & Food Services Code.
- 3.2 All meal planning and preparation follow an approved menu. Food service staff will ensure a high standard of
  - 3.2.1 flavour
  - 3.2.2 texture
  - 3.2.3 temperature
  - 3.2.4 appearance
  - 3.2.5 palatability
- 3.3 There will be a provision for the preparation and distribution of special diets based upon individual medical needs and religious beliefs.

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- 3.4 Group dining will be available to all physically able to individuals in custody except when housed in close confinement in accordance with policy and procedures 43.00.00 [Administrative and Disciplinary Close Confinement](#).
- 3.5 All individuals will be provided with
  - 3.5.1 three meals daily, including two main meals, Monday to Friday
  - 3.5.2 two meals daily, a brunch and a main meal, weekends and holidays
- 3.6 Food is not to be withheld as a form of punishment or offered as a reward

**4. Menu Planning**

- 4.1 A nutritionally balanced diet and menu portions will be provided from the three food groups as outlined in Canada's Food Guide.
- 4.2 Every facility will follow a rotational menu approved by the superintendent or designate in consultation with the director, Correctional Services.
- 4.3 Facility menu plans are required to be approved by a licenced nutritionist/dietitian and revised seasonally.
- 4.4 The facility menu plan ([see form 45.00.00 A](#)) will indicate
  - 4.4.1 date and type of meals to be served
  - 4.4.2 food items to be served at each meal
  - 4.4.3 the size of the portion to be served
  - 4.4.4 the beverage to be served
- 4.5 On weekends and holidays, the superintendent may authorize special brunch meals or other variations to provide variety to the food program.
- 4.6 The cook is required to prepare a traditional menu for the following holidays
  - 4.6.1 Easter
  - 4.6.2 Thanksgiving
  - 4.6.3 Christmas

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- 4.7 If any food items other than the regular menu that are required by an individual for medical, cultural, or spiritual reasons, the facility's nurse or chaplain will notify the superintendent or designate.
- 4.8 All diet change requests will be provided in writing on the Diet Change Request form ([45.00.00-B](#)) and approved by the Superintendent or designate
- 4.9 Kitchen staff will prepare meals in the quantities required according to approved menus and using standardized recipes.
- 4.10 Any changes in the menu of the day is to be approved by the superintendent or designate and recorded in the Daily Kitchen Log or communications book.

**5. Serving Facility Meals**

- 5.1 The facility is required to have a meal schedule for each day, with no
  - 5.1.1 more than fourteen hours between the evening and breakfast meal
  - 5.1.2 less than ten hours between breakfast and the evening meal
- 5.2 All meals will be served in accordance with approved meal schedules as authorized by superintendent or designate.
- 5.3 Evening lunches will be served nightly and follow approved meal schedule.
- 5.4 A suitable meal will be provided to individuals admitted to the correctional facility after the scheduled evening meal.
- 5.5 Only authorized staff members are permitted to serve meals.
- 5.6 Eating utensils will be counted by facility staff before and after each meal period.

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- 5.7 If any of the eating utensils/meal trays are missing, a search of individuals in the dayroom is to be conducted.
- 5.8 The security status of individuals will determine where meals will be served.
- 5.9 Individuals in closed confinement will be served eating utensils approved by the superintendent appropriate to their security status.

## 6. Special Diets

- 6.1 Health and therapeutic diets will be provided in accordance with the following
  - 6.1.1 the facility physician and/or nurse and approved by the superintendent or designate
  - 6.1.2 as directed or approved by a dietitian/nutritionist
  - 6.1.3 as a complete meal and not as a supplement or a choice between dietary or regular meals
  - 6.1.4 special diets reviewed by health care staff on an as needed basis and communicated to the kitchen staff
  - 6.1.5 approved special diets will be prepared in accordance with 4.1 above
- 6.2 Individuals requesting a special diet for therapeutic reasons, e.g., weight loss or allergies, will direct their request to facility health care staff. Facility health care staff will
  - 6.2.1 assess the request
  - 6.2.2 where appropriate, forward the request in writing to the manager responsible for food services
- 6.3 Medical and therapeutic meals provided will follow the regular meal as close as possible and be part of a complete diet plan.
- 6.4 Staff will monitor all meals served to individuals on special diets and report abuses to the unit manager as soon as possible.

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**7. Diet of Conscience**

- 7.1 Diet of conscience requests will be forwarded to the manager responsible for kitchen services or designate and provided in accordance with the following
  - 7.1.1 the food preferences and food dislikes of an individual will not be considered
  - 7.1.2 individual demonstrates their dietary practice or belief system has been held over time
  - 7.1.3 consultation may occur with community supports to determine best approach for the individual
  - 7.1.4 as approved, in writing as per 4.7, by the superintendent
  - 7.1.5 approved diets of conscience will be prepared in accordance with 4.1 above

**8. Religious/Cultural Diets**

- 8.1 Religious diets will be served
  - 8.1.1 as approved, in writing as per 4.7., by the superintendent, and recommended by the chaplain
  - 8.1.2 approved religious diets will be prepared in accordance with 4.1 above


**9. Complaints**

- 9.1 Complaints regarding meals or food service will be
  - 9.1.1 documented and processed in accordance with Policy and Procedures, Subject 5.04.00, [Offender Complaint Process](#)
  - 9.1.2 forwarded to manager responsible for food service for response/corrective action

**10. Standard Operating Procedures (SOP)**

- 10.1 The superintendent will develop SOP to identify
  - 10.1.1 staff designated for developing the rotational menu
  - 10.1.2 staff designated to approve the rotational menu and requested changes

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- 10.1.3 documentation required to request special diets in accordance with 4.8
- 10.1.4 documentation regarding changes to the menu in accordance with 4.10
- 10.1.5 specific precautions to be taken during food service