



# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 16.12-4 DOC	<b>EFFECTIVE DATE:</b> 01/11/2021	<b>PAGE 1 OF 3</b>
	<b>SUPERCEDES:</b> 16.12-3 DOC	<b>DIRECTOR:</b> <span style="float: right;">Please use BLUE ink.</span> 	
<b>SECTION:</b> FOOD SERVICE		<b>SUBJECT:</b> FOOD SERVICE FACILITIES AND EQUIPMENT INSPECTIONS	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
<b>REFERENCES:</b> the most recent version of RIDOC policies # 17.02 DOC; <a href="#">Violation/Citation Coding: Quarterly Environmental Inspections</a> ; # 18-14B DOC; <a href="#">Food Service Screening - Inmate Workers</a> ; RIDOH Food Code R23-1, 21-27-FOOD			
<b>INMATE / PUBLIC ACCESS?</b>		<input checked="" type="checkbox"/> YES	
<b>AVAILABLE IN SPANISH?</b>		<input checked="" type="checkbox"/> NO	

**I. PURPOSE:**

To ensure the facilities and equipment related to food preparation are sanitary and in good, safe, operating condition; and the dishwasher rinse and food storage area temperatures are verified.

**II. POLICY:**

- A. The Associate Director of Food Services/designee is responsible for providing safe, sanitary facilities in all food service areas, including dining and food preparation areas and equipment.
- B. The Associate Director of Food Services or the Supervisor of Food Services conducts informal weekly inspections and a formal monthly inspection.
- C. The items inspected include, but are not limited to ranges, ovens, refrigerators, mixers, dishwashers, garbage disposals, sanitation, and staff performance and supervision of inmates.

III. **PROCEDURES:**

- A. Correctional Officer (CO) Stewards conduct daily inspections of food service areas and maintain logs of dishwasher rinse temperatures and temperatures of the dry storage area, refrigerated foods, and the freezer. The logs remain in the Food Services Office for review by the Supervisor of Food Services, Wardens, Deputy Wardens and Shift Commanders.

Standard temperatures are:

1. Dishwasher rinse cycle - 180°F, or between 140°F and 160°F if a sanitizer is used on the final rinse.
2. Ambient temperature of dry storage - 45°F to 80°F.
3. Refrigerated foods - 35°F to 40°F.
4. Ambient temperature of the freezer - 0°F.

The C.O. Steward in each facility completes a [Food Services Sanitation and Maintenance Inspection Form](#) daily. This form contains all of the aspects of a kitchen and dining operation that must be checked every day. A copy of this report is maintained by the CO Steward, and a copy is sent to the Associate Director of Food Services.

- B. The Associate Director of Food Services or the Supervisor of Food Services conducts informal weekly inspections and a formal monthly inspection that covers all aspects of the Food Services operation ([Food Services Facility Inspection Report](#)). These inspections are unannounced and should take place at different times of the day and on different days of the week. A copy of the monthly inspection report is sent to the Assistant Director of Institutions & Operations and to the facility Warden.
- C. The Environmental Health Coordinator is responsible for sanitation and environmental inspections, investigations, implementation in carrying out a comprehensive program in the following areas:
1. Food Services sanitation:

- a. To inspect and determine compliance with State and Federal food service regulations and ordinances.
  - b. To inspect and monitor the operation for the proper storing, handling, and disposing of garbage and other refuse.
2. The Environmental Health Coordinator conducts monthly Food Services inspections. He/she forwards copies of these inspection reports to:
- a. Associate Director of Food Services
  - b. Assistant Director of Institutions and Operations
  - c. Warden of affected facility
  - d. Deputy Warden(s) of affected facility
  - e. Associate Director of Facilities and Maintenance
3. The citation codes in the most recent version of RIDOC policy 17.02 DOC; [Violation/Citation Coding: Quarterly Environmental Inspections](#) are utilized in the monthly Food Services Inspection Reports.
- D. The Shift Commander notifies the Associate Director of Food Services and the Environmental Health Coordinator if a Rhode Island Department of Health Officer or Food Protection Inspector, or an inspector from another state or federal agency, seeks access to a facility to conduct an inspection.