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|                                        | <b>MARICOPA COUNTY SHERIFF’S OFFICE</b><br><b>POLICY AND PROCEDURES</b>  |                                                                  |
|                                                                                                                         | <b>Subject</b><br><b>MENU PLANNING, PURCHASING,<br/>AND FOOD STORAGE</b> | <b>Policy Number</b><br><b>DG-1</b>                              |
|                                                                                                                         |                                                                          | <b>Effective Date</b><br><b>09-29-22</b>                         |
| <b>Related Information</b><br><i>Dietary Guidelines for Americans Report</i><br><i>Maricopa County Procurement Code</i> |                                                                          | <b>Supersedes</b><br>DG-1 (02-23-11)                             |
| <b>Version Date</b><br>09-29-22                                                                                         | <b>Review Approval Date</b><br>04-14-25                                  | <b>Description of Review</b><br>Statement of Review – No Changes |

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for Office personnel assigned to the Food Services Division whose responsibilities include, but are not limited to, the preparation and review of menus, ensuring the nutritional adequacy of inmate meals and purchasing and storing of food.

## POLICY

It is the policy of the Office to purchase food in advance, within budget appropriations, to provide inmates the same meal at each mealtime, and to ensure inmates are provided with nutritionally adequate meals prepared and served in a manner meeting governmental health and safety standards.

## DEFINITIONS

**Inmate:** A person who has been accepted for confinement into an Office jail facility.

**Sedentary:** A lifestyle that includes sitting or remaining inactive for most of the day with little or no exercise.

## PROCEDURES

1. **Food Services Division Operations:** The Food Services Division Manager is responsible for the management and overall operation of the Food Services Division. The Food Services Division Manager shall be responsible for minimizing food losses, coordinating food service activities, and selecting and purchasing food in compliance with the Maricopa County Procurement Code. The selection and purchase of food shall be completed by the Food Services Division Manager or designee prior to the anticipated need by providing timely estimates of future food service requirements, locating financially favorable food purchases, and providing information necessary for determining the cost of each meal. The Food Services Division Manager reports to their respective bureau chief.
2. **Meal Menus:** The Food Services Division Manager shall ensure menus and menu changes are submitted to a qualified dietician for approval prior to implementation.
  - A. Menus shall meet or exceed the daily calories for a sedentary adult, as recommended by the United States Department of Agriculture (USDA) and as specified in the Dietary Guidelines for Americans Report.
  - B. Menus, including modified diet menus, shall be planned, dated, and available for review by the Food Services Division Manager and a qualified dietician at least one week prior to

implementation. Any substitutions in the planned menu will be of similar nutritional and caloric value and properly documented.

- C. Menus of meals served shall be retained by the Food Services Division to verify provisions of a nutritionally adequate diet. Menus will be purged according to the Arizona State Library, Archives and Public Records retention schedule for the Office.
- 3. **Nutritional Analysis:** To ensure basic nutritional needs of inmates are met, a qualified dietician shall be responsible for preparing a written nutritional analysis for the Food Services Division Manager at least semi-annually, and not to exceed six-month intervals, to meet the requirements of USDA standards.
- 4. **Food Storage:** The Food Services Division shall maintain a sanitary, temperature-controlled storage facility and shall maintain an inventory control system to ensure the storage of food products do not exceed established food safety standards.