

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject FOOD SERVICES DIVISION SAFETY AND SANITATION	Policy Number DG-3 Effective Date 09-29-22
Related Information DM-1, <i>Inmate Work Program</i> DO-1, <i>Intake Process</i>		Supersedes DG-3 (02-23-11)
Version Date 09-29-22	Review Approval Date 04-14-25	Description of Review Statement of Review – No Changes

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the safe and sanitary operation of the Food Services Division.

POLICY

It is the policy of the Office to ensure the Food Services Division operates in accordance with applicable state and local health safety laws and regulations to provide safe and sanitary working conditions for Food Services Division personnel and working inmates.

DEFINITIONS

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

TechCare: An electronic health record program used by Maricopa County Correctional Health Services (CHS) for managing and documenting the healthcare of inmates while in Office custody. Information within TechCare includes, but is not limited to, medical care, mental health care, dental integrated care services, and medical directives for inmate health care requirements.

PROCEDURES

1. **Safety and Health Regulations:** The Food Services Division facility and equipment shall meet established safety and protection standards. Food Services Division personnel shall comply with applicable federal, state, and local regulations.
 - A. The Food Services Division Manager shall ensure food service areas are inspected on a weekly basis.
 - B. Documentation of safety and health regulation compliance shall be maintained at the Food Services Division facility.
 - C. Food Services Division personnel are required to possess and maintain an Arizona Food Handler Card or Certificate.
2. **Sanitation and Cleanliness Standards:** Food Services Division personnel shall instruct working inmates in the preparation and service of meals to ensure compliance with sanitation standards.

- A. Food Services Division personnel and working inmates shall be instructed to wash their hands prior to working after handling garbage, eating, drinking, using restroom facilities, and other times when their hands have been contaminated.
 - B. Food preparation areas shall have a restroom and hand washing accommodations in the vicinity available for Food Services Division personnel and working inmates.
 - C. A sanitation checklist shall be provided to, and used by, Food Services Division supervisory personnel to maintain an acceptable level of sanitation.
 - D. Food Services Division personnel and working inmates assigned to food service areas shall wear a hair restraint while **directly** involved in the preparation of food to prevent hair contact contamination of food or food preparation areas. Hair restraints include, but are not limited to, hair nets and hats, as determined by the Food Services Division Manager.
 - E. Food Services Division personnel and working inmates assigned to food service areas shall wear non-latex gloves while directly involved in the preparation of food, or the serving of non-packaged food. Wearing non-latex gloves are meant to minimize contamination from bare hand contact.
3. **Medical Assessment:** Prior to an inmate being assigned to any work detail, inmates that are fully-sentenced to a Maricopa County Sheriff's Office (MCSO) jail facility shall have completed a medical assessment by Correctional Health Services (CHS), as specified in Office Policy DM-1, *Inmate Work Program* and a work clearance through MCSO Workbox. This assessment is mandatory before an inmate can be assigned to the Food Services Division.
4. **Inmate Health and Cleanliness Standards:** All working inmates assigned to food service areas shall be monitored each day for health and cleanliness by detention personnel, Food Services supervisors, or CHS personnel. Working inmates who demonstrate an inability to meet applicable health and cleanliness standards, or whose conduct results in a direct threat to health or safety, shall be immediately relieved of their food service area duties, and may be given a work assignment elsewhere, as specified in Office Policy DM-1, *Inmate Work Program*.