

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 215
SUBJECT: FOOD PREPARATION & SERVICE**

I. PURPOSE

To provide guidelines for the preparation and service of food.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that food will be prepared and served by responsible employees, under healthful and comfortable conditions.

III. PROCEDURE

A. The Food Services Supervisor is directly responsible for the food service operation and reports to the Chief, Inmate Services Branch through the chain of command.

1. The Food Services Supervisor will insure the efficient operation of the kitchen.
2. The Food Services Supervisor is responsible for the training and supervision of employees and inmates assigned to food service.
3. The Food Services Supervisor is responsible for the security, safety and sanitation of the food service facility and equipment.

B. Hours of operation.

1. The dining facility is operational seven days a week from 0030 hours to 1830 hours.

C. Meals.

1. Inmates are served three meals a day, of which two are hot meals. No more than 14 hours will elapse between evening meals and breakfast. Meal times are:
 - a. 4:00 AM to 6:00 AM Breakfast
 - b. 11:00 AM to 12:00 PM Lunch
 - c. 4:30 PM to 6:00 PM Dinner
2. All inmates, except inmate workers, will be fed in their cell blocks or cells.
 - a. A staff cook will escort the food service personnel and equipment from the kitchen to the floors. If assistance is required, the staff cook will contact the Confinement Shift Supervisor.
 - b. Eating utensils, trays, cups and milk cartons will be collected as soon as possible after each feeding.
 - c. Eating utensils and food are not to be placed in a cell block for an inmate unless the assigned individual is there.
 - d. Individuals under close observation for violent and aggressive behavior will be served with paper cups and plates.
 - e. Deputies assigned to the Receiving and Segregation Areas will make an effort to see that inmates in these areas eat the food served. Deputies

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will document inmates' refusals to eat or drink. Inmate consumption of very small amounts of food and/or drink will also be documented.

- f. Dining space is large enough to allow meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.

D. Meal Time Activities and Preparation.

- 1. Inmate kitchen workers on the morning shift will be awakened by the post deputy at times specified by the staff duty cook.
- 2. Food slots will be opened when the meal arrives at each cell or cellblock. They will be closed at all other times.
- 3. All inmate activities will cease 15 minutes prior to meal time. Inmates will return to their respective cell blocks immediately after being released from the activity.
- 4. Commissary or laundry will not be delivered while food carts are present on the floors.

E. When the food cart arrives on a post, the serving operation will take priority over all other functions of the Fairfax County Adult Detention Center, except for security. The post deputy will see that the food is served as quickly as possible.

F. Staff who find it necessary to host a meeting which requires support from the food service section will advise the Chief, Services Branch of their exact requirements at least three (3) working days prior to the date of the event.



**STACEY A. KINCAID
SHERIFF**

**08/24/01
DATE APPROVED**

**08/24/01
EFFECTIVE DATE**

Revised: December 2007, December 2013