

Amy V. Howell / Commissioner



DEPARTMENT OF JUVENILE JUSTICE

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April 15, 2011

TRANSMITTAL #11-04

TO: DJJ Staff

FROM: Amy V. Howell
Commissioner

RE: DJJ 9.1, Food Service Management
DJJ 9.2, Menu Planning and Meal Service
DJJ 9.3, Safety and Sanitation of Food Service
DJJ 14.1, Restorative Justice
DJJ 14.11, Victim Notification

DJJ 9.1, Food Service Management, states that the Department of Juvenile Justice Nutrition Program Administrator shall oversee Department food service operations, including ensuring compliance with Dietary Reference Intakes (DRIs) for youth. This policy replaces the existing DJJ 9.1, Food Service Management. The policy does not require local operating procedures. The following changes were made to the policy:

- The food service personnel will receive on-the-job training, attend Department-required annual training, and attend training in school nutrition and food service related areas every other year. (See Section A.2.)
- The Food Service Manager or designee will print the Population Movement Report from the Juvenile Tracking System (JTS) at the times designated for all meals and snacks. (See Section C.2.)
- The Population Movement Report will be used to determine the number of meals to prepare. Employee meals and the projected number of youth intakes will be taken into account. (See Section C.3.)
- The Population Movement Report will be attached to the Daily Meal Count Record (Attachment B). (See Section C.4.)
- The Nutrition Program Administrator or designee will conduct edit checks to ensure accurate daily meal counts prior to the submission of claims for reimbursement. (See Section C.5.)
- The Food Service Manager or designee will document the projected number of meals to be prepared, menu, each menu item, the total amount prepared of each menu item, and the cost per meal in the Production Record (yellow book). (See Section D.1.)
- Production records will be retained for 5 years. (See Section D.2.)
- The Food Service Manager or designee will conduct an inventory of all purchased foods monthly. (See Section E.1.)
- The Purchased Food Inventory Form (Attachment C) will be used to document the inventory. (See Section E.2.)

- The Purchased Food Inventory Form will be retained for 5 years. (See Section E.3.)
- The Food Service Manager or designee will conduct an inventory of all USDA commodity foods monthly. (See Section F.1.)
- The USDA Commodity Food Inventory Form (Attachment D) will be used to document the inventory. (See Section F.2.)
- The USDA Commodity Food Inventory Form will be retained for 5 years. (See Section F.3.)

DJJ 9.2, Menu Planning and Meal Service, states that the Department of Juvenile Justice secure facilities shall provide youth with 3 meals per day, 2 of which are hot, nutritionally adequate, properly prepared, and served in pleasant surroundings. This policy replaces the existing DJJ 9.2, Menu Planning and Meal Service. This policy does not require local operating procedures. The following changes were made to the policy:

- Menus will take into consideration variety, food flavor, texture, color, temperature, eye appeal and palatability. (See Section A.)
- The planned and approved 4-week menu cycle must be followed. Other foods that are given as a reward must be offered only after the afterschool snack has been served. (See Section A.1.)
- The Nutrition Program Administrator must approve any deviations from the planned menu (other than for a documented special diet). At a minimum, deviations will be approved a week in advance. The Nutrition Program Administrator will document the deviation on the Central Menu with the name of the facility and the approved deviation. (See Section A.2.)
- The Nutritional Program Administrator will monitor each facility 2 times each year to ensure that after school snacks are being given. The Nutritional Program Administrator will issue a report to the facility Director. (See Section A.3.)
- Factors such as age, regional food preferences, holidays and other special occasions, climate, seasons, product availability, and ethnic makeup of the youth will be considered in menu planning. (See Section A.5.)
- Special therapeutic diets, food substitutions and other modifications in the meal pattern necessary to meet the dietary requirements of youth with disabilities and other special dietary needs, including orders for finger foods, will be prepared and served as ordered by a physician, licensed mental health professional, physician's assistant, nurse practitioner or dentist. (See Section C.1.)
- When a special diet is ordered where a menu is not available, the Special Diet Form will be immediately e-copied to the DJJ Nutrition Program Administrator. (See Section C.2.)
- The Special Diet Form will be kept by the Food Service Manger in a locked cabinet behind a locked door. Youth will not be given access to Special Diet Form. (See Section C.2.)
- The diet must be specific and include the name of the person authorizing the diet and the date(s) the diet will be in effect. The Special Diet Form must identify the youth, type of diet, the food or foods to be omitted from the youth's diet, if applicable. (See Section C.3.)
- All youth must be served the same food in the same quantities, unless authorized otherwise by a Special Diet. Menus and/or meal portions will not be altered for youth in isolation, detention, segregation, etc. (Isolated youth determined to be at risk of self-harm may be served a special diet, as ordered by the physician, physician assistant, or nurse practitioner or licensed mental health professional, which may include finger foods or the restriction of utensils.) (See Section E.)

DJJ 9.3, Safety and Sanitation of Food Service, states that the Department of Juvenile Justice shall provide a food service program that ensures the highest possible level of food safety and sanitation

practices. This policy replaces the existing DJJ 9.3, Safety and Sanitation of Food Service. This policy does not require local operating procedures. The following changes were made to the policy:

- The Nutritional Program Administrator will monitor each facility 2 times each year to ensure that after school snacks are being given. (See Section A.)
- Department food service staff will post the official Food Service Establishment Inspection Report in the front of the food service area for public viewing. (See Section B.)
- Facilities/programs that have an outside food service agency or facility will maintain written verification that the outside provider complies with all applicable rules and regulations regarding food services. A copy of the food service permit and official Food Service Establishment Inspection Report will be maintained on file at the facility. The written verification will be forwarded to the Nutrition Program Administrator. (See Section C.)
- Food service staff will save a complete sample tray (approximately one-tablespoon of each food item sealed in an individual plastic bag) for each meal served in a day with the name of food item, meal, time of collection and date marked clearly with a label, grease pencil, or permanent marker. The sample tray will be held in the refrigerator at 38°F, and will never be frozen. The sample meal will be held for 7 days and then discarded. (For example: a sample tray placed in the refrigerator on Monday will be removed the following Monday.) (See Section D.)
- Temperature logs will be maintained in the food service area for 90 days for audit purposes. Following that period, the temperature logs will be forwarded to the facility Records Coordinator to be maintained in accordance with the established retention schedule (see DJJ 5.1, Records Management). (See Section E.6.)
- All sharps (ice picks, cleavers knife sharpeners, slicer blades, can openers, etc.) and cooking utensils (i.e. serving spoons, ladles, spoodles, tongs, and dishers) will be accounted for, marked, numbered, securely stored on a shadow board with a locking device and inventoried at the end of each shift. An accountability system that includes the use of chits and logbooks will be established in the facility's local operating procedures for DJJ 7.30, Tool Control. (See Section J.)
- The Kitchen Area Cleaning Schedule (Attachment D) will be used to document the required cleaning of the food service area and its appliances and equipment. (See Section K.1.)
- The Food Safety and Sanitation Weekly Checklist (Attachment E) will be used to document a weekly inspection of safety/sanitation measures taken in the food service area. (See Section K.2.)

DJJ 14.1, Restorative Justice, states that the Department of Juvenile Justice has a philosophical framework of balanced and restorative justice. As such, the Department shall utilize balanced and restorative justice practices to protect the public, to hold youth accountable, to provide opportunities for youth to develop new competencies, to form community collaborations, and to build or repair relationships between victims, communities and youth. This policy is new. The policy requires local operating procedures for all administration.

DJJ 14.11, Victim Notification, states that the when a youth has been accused of a violent delinquent act or adjudicated to have committed a violent delinquent act, the Department of Juvenile Justice shall provide notice to any person who was the victim of the youth's delinquent acts that he/she is being released from a secure facility, either on pass or permanently. When a youth has been adjudicated delinquent for the commission of a designated felony act, the Department of Juvenile Justice shall provide notice to any person who was the victim of the youth's delinquent acts that he/she is being released from a secure facility either on pass or permanently. This policy replaces

the existing DJJ 14.11, Victim Notification. This policy does not require local operating procedures. The following changes were made to the policy:

- When a youth is being served in an Independent Juvenile Court or in any Superior Court in the state of Georgia, the case expeditor assigned to the youth's catchment area, will collect the victim's name, address and phone number and enter this information into the Juvenile Tracking System (JTS) in the Demographics Module. (See Section A.5.)
- If the youth is being released from an RYDC by an Independent Juvenile Court or a Superior Court unexpectedly or without 24 hours notice, the Case Expeditor will provide notification to the victim as soon as possible, but no later than 48 hours from the release. (See Section C.2.)
- If a youth escapes from a DJJ secure facility and the escapee has been adjudicated to have committed a violent delinquent act or is a designated felon, every attempt will be made to contact the victim(s) of that youth as soon as possible but within 24 hours of the escape. The facility Director or designee will make the victim notification. All contacts and attempts to notify the victim(s) will be documented in JTS. Additionally, the DJJ Victim Advocate will be notified within 24 hours of the escape. (See Section G.)

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 9.1, Food Service Management
- DJJ 9.2, Menu Planning and Meal Service
- DJJ 9.3, Safety and Sanitation of Food Service
- DJJ 14.11, Victim Notification

Place the following policies in the policy manual

- DJJ 9.1, Food Service Management
- DJJ 9.2, Menu Planning and Meal Service
- DJJ 9.3, Safety and Sanitation of Food Service
- DJJ 14.1, Restorative Justice
- DJJ 14.11, Victim Notification

Make the proper notations