

# FOOD SERVICE MANUAL

12-8-93  
MFL  
142893

142893

**U.S. Department of Justice  
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by  
Arkansas Valley Correctional  
Facility

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

# ARKANSAS VALLEY CORRECTIONAL FACILITY

## MISSION STATEMENT

---

---

The mission of the Arkansas Valley Correctional Facility is to confine and control medium custody offenders as assigned by the Colorado Department of Corrections in a lawful, safe, humane, and secure environment, to provide programs to enhance the opportunities for inmates to successfully progress to a less secure environment, and to continuously improve the quality of services in all aspects of the facility's operation.

## PURPOSE

- \* To confine and control offenders in accordance with both federal and State laws and by following the policies of the Department of Corrections as set forth in DOC Administrative Regulations and the Operational Memoranda of the Facility.
- \* To strive to attain the accreditation of the American Correctional Association by meeting established professional correctional standards.
- \* To provide staff with opportunities for continued training to promote an optimum in professionalism.
- \* To provide offenders with constructive activities to promote positive facility behavior and to prepare them for an eventual and successful reintegration into society.
- \* To improve the quality of services in the facility by encouraging ongoing planning, implementation, and evaluation of work processes.

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICES DIRECTIVES

GENERAL INDEX

FOREWORD

MISSION STATEMENT

AVCF FOOD SERVICE DEPARTMENT

THERAPEUTIC DIETS/DOUBLE PORTIONS	DIRECTIVE #1
MEAL SERVICE/DEADMAN'S TRAY	DIRECTIVE #2
INMATE MANAGEMENT/DRESS CODE	DIRECTIVE #3
SANITATION & PERSONAL HYGIENE	DIRECTIVE #4
INMATE MANAGEMENT/ORIENTATION	DIRECTIVE #5
REFRIGERATION TEMPERATURES	DIRECTIVE #6
FOOD SERVICE TOOL CONTROL	DIRECTIVE #7
TOOL CONTROL INVENTORY	DIRECTIVE #7
DAILY DINING ROOM FLOOR CARE	DIRECTIVE #8
CONTROL OF INMATE WORKERS DURING MEAL SERVICE	DIRECTIVE #9
SNACKS AND SACK LUNCHES	DIRECTIVE #10
BREAKFAST SERVICE	DIRECTIVE #11
CLEANING OF DRINKING TUMBLERS	DIRECTIVE #12
FOOD SUBSTITUTIONS	DIRECTIVE #13
DINING ROOM WAITER SERVICE FOR HANDICAPPED	DIRECTIVE #14
INMATE EMPLOYEE PERFORMANCE APPRAISALS	DIRECTIVE #15
MEAL ACCOUNTABILITY	DIRECTIVE #16
ACCOUNTABILITY OF ASSIGNED INMATES AT WORK	DIRECTIVE #17
YEAST CONTROL	DIRECTIVE #18
NEW EMPLOYEE ORIENTATION	DIRECTIVE #19
NEWLY ASSIGNED FOOD SERVICE STAFF ORIENTATION	DIRECTIVE #20
FOOD CONTROL	DIRECTIVE #21
CLEANING, SANITATION, HYGIENE & DISPOSITION OF CHEMICALS	DIRECTIVE #22
DIET KITCHEN MED LINE SNACKS AND SACK LUNCHES	DIRECTIVE #23
PREVENTATIVE MAINTENANCE WORK ORDERS	DIRECTIVE #24
POSTED OPERATIONAL RULES	1550-2 att. A
POSTED OPERATIONAL RULES	1550-2 att. B
POSTED OPERATIONAL RULES	1550-2 att. C
POSTED OPERATIONAL RULES	1550-2 att. D
POSTED OPERATIONAL RULES	1550-2 att. E

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL

January 4, 1993

FOREWORD

This food Service Manual was prepared by the Food Service Manager in an effort to standardize the management of the AVCF Food Service Operations. This manual will be the reference used by all Food Service Supervisors, Leadworkers and all others concerned with bringing about the highest quality food program at the AVCF Correctional Facility.

It is the responsibility of each assigned Staff member to formulate methods consistent with the mission of the Arkansas Valley Correctional Facility and as closely as possible adhere to the policies, regulations, procedures, rules, and guidelines outlined in this manual.

The primary responsibility and duty of all DOC employees in a correctional institution is to provide humane facilities and programs which ensure the security of the public, safety of the staff and inmates by maintaining order within the facility and preventing escapes. While fulfilling this responsibility, the Food Service Program has the following additional goals:

1. To provide inmates and staff with meals that are nutritionally adequate, properly prepared, and attractively served.
2. To provide safe working conditions and a clean environment.
3. To be fiscally responsible.
4. To provide inmates assigned to the department the opportunity to acquire skills and abilities that may assist in obtaining gainful employment after release.

In achieving these goals, the Food Service Program contributes directly to the over all Arkansas Valley Correctional Facility climate, security, guidance, and training of inmates.

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL

MISSION STATEMENT

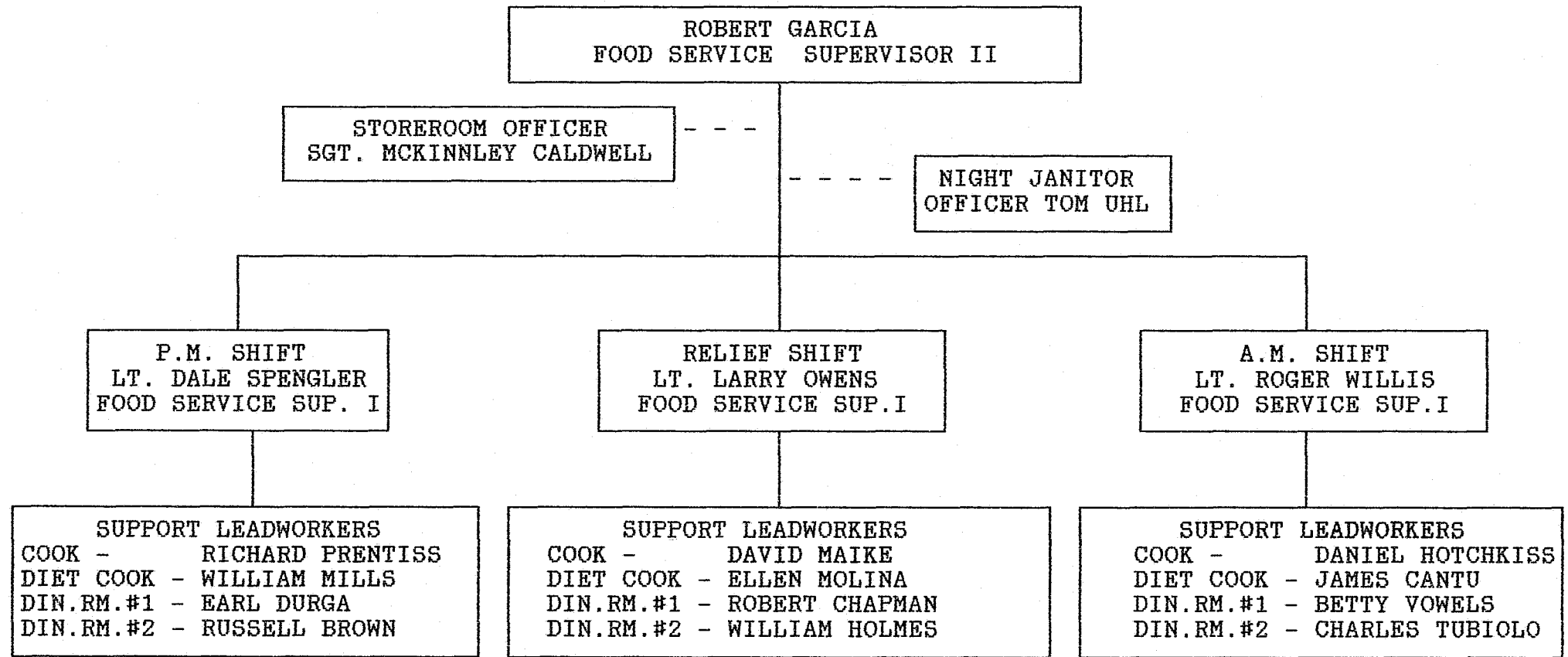
January 4, 1993

The mission of the AVCF Food Service Department is to provide nutritious, appetizing meals within the sanitation standards and budgetary limitations for inmate population, staff and guest. The \$1,083,000.00 a-year budget is to provide the following types of meal service:

- \* Dietary meals as determined by Medical and Dietitian
- \* In between-meal diet snacks
- \* Cafeteria style meals in dining room (3 times a day).
- \* Special meals for escape and emergency teams.
- \* Shape-up meals
- \* Inmate special functions requiring coffee, drink and possibly snack
- \* Sack lunches for work crews (inmate).
- \* Sack lunches for transient inmates.
- \* Sack lunches for patients being transported to State Hospital.

The department is to comply with the DOC standardized 6 week cycle menus that maximize the use of equipment, personal, raw food, supplies, and USDA commodities.

# FOOD SERVICE ORGANIZATION CHART



COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #1

THERAPEUTIC DIETS

DOUBLE PORTIONS

January 1, 1993

This directive defines and clarifies the making and serving of prescribed double portions as agreed upon by P.A. Gary Norman and the replacement of P.A. Larry Thompson, AVCF Medical Department.

I. All prescribed Double Portions will coincide with the following:

A. Breakfast Meal:

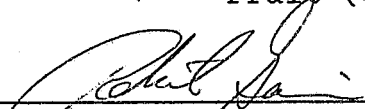
- \* Main entree: Double the main entree when eggs, french toast, pancakes, biscuit/gravy or cereal, etc., is the main course.
- \* Side Order: Meat: serve double portions.
- \* Side Order: Potatoes: serve double portions.

B. Lunch and Supper Meals:

- \* Two entree's (the main course of the meal)
- \* Two portions of vegetables
- \* Two portions of starch (potatoes, rice, noodles, beans, etc.)

II. Double portions of the following foods will not be served at any meal, unless otherwise prescribed by the AVCF Medical Department on the diet request form ...

- \* Bread Products
- \* Butter
- \* Jelly
- \* Desserts, sweet rolls, donuts, cakes, etc.
- \* Fruit (canned or fresh)

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #2

MEAL SERVICE

DEADMAN'S TRAY

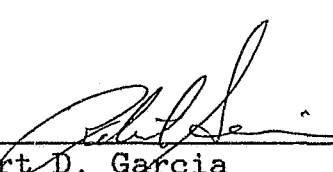
January 4, 1993

This directive establishes procedures and assigns responsibility relating to making, storage, testing and discarding of deadman's tray.

- I. At each meal service the Dining Room Supervisor in Dining Room #1 will be responsible for the following:
  - A. Making up a portioned tray of food from the serving that is identical to what is being served the inmate, subsequently covered with plastic wrap, labeled with appropriate meal ie., breakfast, lunch or dinner and the date.
  - B. Place the completed meal in the designated area in the working freezer. Also at this time remove and discard a like meal of the same type but being 4 days old, ie, breakfast for breakfast, lunch for lunch and supper for supper. All deadman's trays will be kept for a period of three full days and discarded on the forth day unless the tray of food has been requested by the medical department for lab testing due to reported cases of food poisoning illness.

AUTHORITY:

Directed by DOC

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department



COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #3

INMATE MANAGEMENT

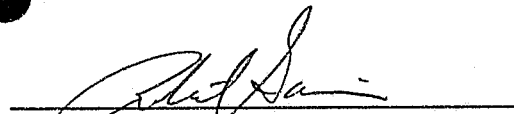
DRESS CODE

January 4, 1993

This directive supplements AVCF Administrative Procedure #1550-22, Inmate Dress Code, for Inmate Food Service employee. It further sets forth operational procedures and responsibilities for staff to follow toward the issuing and enforcement of the inmate dress code.

- I. All inmates assigned to the Food Service Department, will wear clean, unless otherwise authorized, issued (by the laundry department) white short-sleeved summer-type shirt white trousers, authorized white paper hats or hair nets and white cloths aprons ( see exceptions below).
- II. It shall be the responsibility of the Food Service Clerk to:
  - A. Issue four (4) sets of white shirts and pants to the list of inmates that will be provided to you by the kitchen on a weekly basis, except as follows:
    1. Inmates assigned to storeroom.
    2. Obtain a signed DOC Form 167, Misc. withdrawal ticket from each inmate receiving the uniforms. Also, to submit the withdrawal slips to inmate fail to return signed out clothing upon termination of employment.
    3. Frequent inventory of the white clothing on hand keeping the Food Service Department informed as to when it will be necessary to purchase additional clothing to meet with the Food Service dress code requirements.
    4. To exchange, mend, alter, or replace worn out clothing.
  - B. The Food Service administration office will provide the laundry supervisor a current assigned inmate roster identifying new hires and terminations.
- II. Work supervisors responsible for inmates in the following areas will:
  - A. Pots & Pans: Provide inmates workers with suitable rubber aprons, rubber boots and rubber gloves.
  - B. Storeroom: Provide a heavy weight coat for inmates required to work extended amounts of time in walk-in coolers and freezers. This is to remain in the Food Service Storeroom.

- II. It will be the responsibility of each work supervisor to:
- A. Motivate inmate employees towards conforming to dress and appearance requirements through initial orientation, on the job spot corrections, daily inspections, counseling, work evaluations, and disciplinary actions, if necessary, to insure compliance.
  - B. Document non-compliance of dress standards by filling out an Inmate Behavior/Results Citation.
  - C. Inform inmates who do not meet the dress code standards that their grade will be lowered on their monthly performance evaluation.
  - D. Disallowing inmates from bringing or washing any personal laundry in the Food Service Department.
- IV. The following clothing is unauthorized work clothing: Any type of hair cover other than those issued by the Food Service Department. Green uniform (unless the employee is new or hasn't yet been issued white clothing all headbands, sweatshirts and T-shirt.



Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

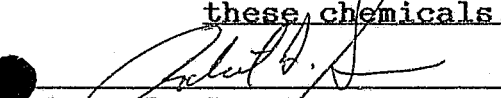
COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT  
AVCF FOOD SERVICE MANUAL  
DIRECTIVE #4

CLEANING, SANITATION AND PERSONAL HYGIENE PROGRAM  
SOILED WASH CLOTHS AND MOPS

January 4, 1993

This directive set forth operational procedure and responsibilities regarding the collection and cleaning of wash cloth and floor mops.

- I. It will be the responsibility of the respective shift supervisor to insure that all zone work supervisors work together and;
  - A. Collect all soiled washing cloths at the completion of each shift and deposit them in the laundry for subsequent washing by the laundry.
  - B. Collect all soiled floor cleaning mops subsequently placing them in a solution of bleach and water and allow to soak in the solution, 10 minutes, remove the mops from the soaking solution, ring them out, cut all stringers off, and re-hang them on the mop rack in the cart/can wash area. Also insure that the soaking container is emptied and cleaned. Replace worn out floor cleaning mop heads..
- II. It will be the responsibility of the respective shift supervisor and his subordinates to:
  - A. Issue clean washing cloths at the beginning of each respective shift. Distribute used clean cloths first before obtaining new ones. Record the number used and record the number returned by each supervisor.
- III. It will be the responsibilities of the respective shift supervisor to insure that all members of their inmate crew:
  - A. Are furnished with four complete sets of whites. That each inmate employee reports to work in a clean set of white clothes for each shift and that the inmate's own personnel hygiene has been checked and ok'd for work.
- IV. It will be the responsibilities of the respective shift supervisor to insure that NO FULL STRENGTH chemicals get passed out to inmates. All chemicals ie. (bleach, degrease, hand cleaner, pot licker etc.) are handled in a diluted state.
  - A. The staff member who handles the diluted process is to utilize goggles, rubber apron, and gloves when working with these chemicals.

  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #5

INMATE MANAGEMENT

ORIENTATION

January 4, 1993

This directive supplements AVCF Administrative Regulation 650-1 by setting forth supervisory staff responsibilities, requirements and steps to follow in acquainting all new inmate employees to the Food Service Department.

- I. PURPOSE OF ORIENTATION: To prepare each new inmate employee for his job, and to disseminate information concerning policies, procedures, regulations and rules, and to promote a better working relationship.
  
- II. PROCEDURE:
  - A. Staff preparation for Orientation:
    1. Have job descriptions available.
    2. Copy of Inmate Posted Operational Rules.
    3. Copy of 48 ways you can Foil Food Infections.
    4. Applicable DOC Manuals, Regulations, Procedures and Operational Orders needed for clarification.
  
  - B. Conducting the Orientation:
    1. Present in quiet surrounding.
    2. Be pleasant and courteous and put the new employees at ease.
    3. Know the facts about the job and ask questions which will help determine the individuals' ability in assigning and performing the job.
    4. Communicate clearly, precisely and effectively, using both oral and written communication.
    5. Items that are to be disseminated during the orientation.
  
  - C. Food Service Supervisor Section:
    1. How employee fits in the organization.

2. Management philosophy.
3. Whom employee reports to.

D. Shift Leaders' Section:

1. Work requirements and expectations.
  - a. Working schedule and hours (40 hour week).
  - b. Assignment to a particular job but required to perform any job as requested by a staff member.
  - c. Changes in schedule.
  - d. being called to work on days off.
  - e. Consequences of refusing to, or quitting work.
  - f. How to quit work the correct way, (consequences of choosing not to work).
  - g. Leaving work without permission.
  - h. Free time.
  - i. Absenteeism and tardiness.
  - j. Sick Call and leaving for medications.
  - k. Illness at work without appointment slips
  - l. Approved Lay-In.
  - m. Visitations (Fri-Sat-Sun).
  - n. Out-to-Court.
  - o. Education Programs.
  - p. Appointments. Medical, Education, Legal, etc.
  - q. Request for Inter-department Job Change and/or job change from the department.
2. Payroll Policies (AR Regulation 805-3):
  - a. Pay period is from the 5th through the 4th of each month.
  - b. Starting pay grade and level and clock in.
  - c. Requirements for pay raise.
  - d. Possible deductions from pay:

- (1) Poor work performance
  - (2) No pay for legal appointments.
  - (3) No pay for refusing to work.
  - (4) Visitations.
  - (5) Out to court.
  - (6) Failure to return signed out clothing.
  - (7) Absenteeism and Tardiness.
  - (8) What to do if pay not what you expected.
3. Performance Appraisals: Evaluate Monthly, 29th -30th of each month
- a. Evaluated by work supervisor on:
    - (1) Work Habits.
    - (2) Response to Supervision.
    - (3) Attitude.
    - (4) Quality of Work.
    - (5) Quantity of Work.
    - (6) Care, Safety, Sanitation, Personal Hygiene.
  - b. Reason for evaluation:
    - (1) Provide Job Recognition.
    - (2) Provide means of quality control.
    - (3) Factor in Earned Time.
    - (4) Factor in job change request.
    - (5) Justify changes in pay rates, grade and step changes.
    - (6) As a follow up to check on correcting deficiencies, problems or expectations.
  - c. Discuss any evaluation disagreement or dissatisfaction with Work Supervisor and Food Service Supervisor.
4. Clothing Issuance:

AVCF Food Service Directive #5

- a. Four white shirts.
  - b. Four white pants.
  - c. Returning clothing after termination.
5. Food Services: (Inmate Posted Operational Rules)
- a. Office: Phone, use of office, etc.
  - b. Sanitation: Performance graded on monthly work evaluations: (Hair restraints, smoking, coats, personal habits, Food Handlers Certificate, Communicable Diseases and Physical Limitations).
  - c. Safety: Proper use of equipment, using/storage of chemicals and reporting any injuries>
  - d. Security: Theft and shake-downs.
  - e. Kitchen Controls: Eating, taking of food, etc..
6. Upon Completion of Orientation:
- a. Give job description to each employee, and read it to him if necessary.
  - b. Give copy of Inmate Posted Operational Rules to him and read if necessary and explain consequence of violations.
  - c. Give copy of 48 ways to foil food infections.
  - d. Clear up any questions he may have.
  - e. Complete orientation form. (attachment #1).
  - f. Introduce new worker to staff, fellow workers.
  - g. Issue hair restraint and start on the job training.

Attachments: Inmate Assignment Work History.

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #6

CLEANING, SANITATION AND HYGIENE PROGRAM

REFRIGERATION TEMPERATURES

January 4, 1993

This directive sets forth operational procedures for staff to follow in regularly checking and recording refrigerator temperatures to assure that potentially hazardous foods are being stored at required temperatures.

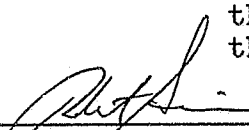
I. Staff will check both the external built-in thermometer and interior mounted thermometer of all refrigerated units, three times daily, between the following hours: 0600 - 0800, 1200 - 1330, and 1800 - 1930. Also the staff member responsible for taking the temperatures will record the temperature of each unit on the current monthly singular Refrigeration Unit Standard Temperature Chart.

A. Required Temperatures:

Garbage Cooler #742	38°F - 40° F (3.3 to 4.4 C)
Dairy Cooler #764	38°F - 40° F (3.3 to 4.4 C)
Meat Cooler #721	36°F - 40° F (2.2 to 4.4 C)
Produce Cooler #763&765	40°F - 45° F (4.4 to 7.2 C)
Bakery Cooler #722	36°F - 40° F (2.2 to 4.4 C)
Work Cooler #741	36°F - 45° F (2.2 to 7.2 C)
Reach-in Coolers	36°F - 45° F (2.2 to 7.2 C)
Freezer #716	-10°F - 0° F

B. If a unit is not functioning within the above required temperature ranges the staff member will immediately take the following action to assure that potentially hazardous foods are being stored and protected at required temperatures by:

1. Immediately notifying maintenance that there is a potential emergency and to check on the unit. If maintenance cannot correct the problem, notify Plant Manager or his designate at ext. 585, after hours notify the control center, duty officer and Kitchen Manager.
2. Removing all food from the defective unit and storing it in a unit meeting the required temperatures. Once the food is removed from the defective unit the door of the unit will be left open until it is repaired.

  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department



AVCF Food Service Directive #6a

REFRIGERATION UNIT STANDARD TEMPERATURE CHART

FACILITY AVCF - FOOD SERVICE	UNIT	CHART FOR MONTH OF
---------------------------------	------	--------------------

TEMPERATURE RANGE OF THIS UNIT SHOULD BE:	NOT LESS THAN (Degrees F.)	NOR MORE THAN (Degrees F.)
---	----------------------------	----------------------------

Temperatures of this unit will be checked and recorded 3 times daily between the following hours: (To be entered by supervisor)

DAY	MORNING (BETWEEN)			MID-DAY (BETWEEN)			EVENING (BETWEEN)			DAILY AVERAGE TEMP
	TEMP	TIME	INITIALS	TEMP	TIME	INITIALS	TEMP	TIME	INITIALS	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

NAME OF KITCHEN SUPERVISOR	SIGNATURE
----------------------------	-----------

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #7

CUSTODY AND SECURITY

FOOD SERVICE TOOL CONTROL

January 4, 1993

This directive supplements AVCF Administrative Procedure 300-9, Tool Control. It outlines food service operational procedure, responsibilities, requirements, and standards for staff to follow on controlling, safeguarding, and tracking of all Class A, B, and C, kitchen tools.

I. **PURPOSE:** The purpose of this directive is to assist in preventing escapes; assure staff and inmate safety; use of in the manufacture of weapons, to reduce replacement cost for tools, and to maintain tools in good repair.

II. **DEFINITIONS:**

A. Class A tools - any tool or other implements presenting a threat to security or safety if left uncontrolled or allowed in the hands of unauthorized offenders, including:

1. Any device that could be used to disable or neutralize a security barrier, to include sawing or spreading bars or disabling locking systems.
2. Any tool that can be used to disengage, disable, or neutralize a lock or locking systems.
3. Maintenance tools including wrenches, pliers, screwdrivers, cutting torches, pipe cutters, files, drills, and welding equipment.
4. Any device that could be used to cut or puncture.
5. Any instrument that could be used to cut or sharpen metal, wood, wire, etc.
6. Any device that could be used to pry or dig.
7. Any device that could be used to scale walls or fences, such as ropes, ladders, and scaffolding.

B. Class B tools - any tool not presenting an immediate threat to security or safety but requiring accountability is access to offenders is allowed.

- C. Class C tools - tools include all instruments of manual operation, power equipment, implements used in the kitchen, medical surgical equipment, maintenance equipment, and shop equipment.

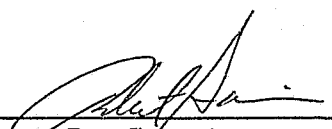
### III. PROCEDURES:

- A. All new tools purchased will be immediately safeguarded; given the next K Number or the same K Number (example; K1, K2) of the tool being replaced and then added to the Food Service Tool Inventory List. The tool will then be processed, through the AVCF tool control supervisor, by marking (engraved, etched, color coded, or stamped) with the Food Service symbol: K and assigned number. Tools that cannot be marked without damage such as; individual drill bit, socket set, etc., shall be listed on a single Inventory List and given an K Number as a set.
- B. All excess and unserviceable tools being discarded will be turned in, by a Food Service Supervisor I or II, to the tool control officer supervisor and the appropriate changes will be made to the tool assignment Storage Cabinet Inventory List.
- C. A current tool inventory list shall be maintained and posted in the interior of each storage box (knife box, storeroom cabinet, utensil cabinet). A copy of the master inventory list will be forwarded to the Tool Control Officer and updated as new tools, replacements, reported losses or discarded tools are documented. When a tool is permanently removed from inventory, the corresponding shadow, picture, or other identification in the storage cabinet shall be removed and updated as required.
- D. All controlled tools, knives and other inventoried implements will be issued only to authorized inmates, indicated on the approved Security Utensil/tool Authorization List, for the performance of their assigned duties. When a tool is issued from inventory the staff member issuing will control the item by logging the inmate's name, number, utensil description (including K number), time out, date, and place his initials in the Out column of the AVCF Security Utensils - Control Log. When the item is returned the staff member will insure that the tool is clean and once the tool is placed in its designated spot he will log the time in and place his initials in the In column.
- E. All controlled, inventoried tools, shall be inventoried before, during issuing, and at the end of each shift against the posted Inventory List in each controlled storage cabinet. The staff member conducting the inventory will annotate, on the Food Service Shift Log, that the inventories were completed.

- F. In the event of loss or misplacement of a knife or other inventoried tool the staff member will immediately notify his supervisor; notify security master control; inform all food service staff; secure the entire food service department and begin a thorough search to include questioning and searching of all inmates who may have access to the item. Also, notify the cellhouse living units. All inmates will be detained in the food service department until they have been shaken and interviewed or the item is found or approval is granted from security to discontinue the search. When a tool is missing or recovered an Incident Report shall be made and immediately submitted to the Security Shift Commander on duty.

IV. RESPONSIBILITIES:

- A. The Food Service Supervisor shall be responsible for maintaining an up-to-date inventory to the Tool Control Officer monthly.
- B. Each Shift Supervisor will inventory all assigned tools at the beginning, during and at the end of his shift and report any missing tools to the Security Shift Commander on Duty.
- C. Each staff member will be responsible to make a written incident report to the Security Shift Commander on Duty of the loss or misuse of tool assigned to his area of responsibility.
- D. Staff finding a tool unattended shall pick it up, log it back in, and secure it in the appropriate Storage Cabinet.
- E. The food Service Supervisors will attempt to identify what staff was responsible for any tool left unattended and initiate appropriate corrective action.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
 ARKANSAS VALLEY CORRECTIONAL FACILITY  
 FOOD SERVICE DEPARTMENT

DIRECTIVE #7a  
 INTERNAL SECURITY  
 TOOL CONTROL RECORDING LOG

DATE: \_\_\_\_\_  
 FACILITY UNIT OR WORK AREA: KITCHEN  
 DEPARTMENT SUPERVISOR: ROBERT GARCIA  
 DEPARTMENT LETTER CODE: K  
 DEPARTMENT COLOR CODE: -Ø-

TOOL CABINET

QUANTITY	TOOL DESCRIPTION	TOOL NUMBERS	SPECIAL NOTES
3	FRENCH KNIVES	K1, K2, K3	12" BLADE
2	BREAD KNIVES	K1, K2, K3	12" LONG MUNDIAL 567-12E
3	PARING KNIVES	K?, K7, K9	3" BLADE
2	TWO-TINED FORKS	K1, K3	WOOD HANDLE 13" OVERALL
	HOSE NOZZLE	NO MARKINGS	4" BRASS
1	SHARPENING STONE	NO MARKINGS	BOX OF 2 STONE TYPE
1	CHOPPER BLADE	K1	6" REMOVE BLADE
2	SCRAPERS (ALL)	K4, K5	1Ø" LONG WOOD HANDLE
3	SANDWICH SPREADER	K3, K4, K3	9" OVERALL LENGTH
1	SANDWICH SPREADER	K4	7 1/2" OVERALL LENGTH
1	STEEL	K1	
4	POT SCREENS	K11, K19	ROUND 3"
5	SPATULAS	NO MARKINGS	8" LENGTH
2	SPATULAS	K6, K9	4" LENGTH
1	GRILL SCRAPER	K1	4" SPREADER 2" HANDLE
1	DOUGH CUTTERS	K2	2 - 1/2" LONG
1	BOX CUTTER	NO MARKINGS	6" LONG REPLACEABLE BLADE
1	VEGETABLE PEELER	K7	6" LENGTH

Tools are subject to be inventory at any time. Any, and all tool shortages must be reported immediately to the Security Manager or the Shift Commander.

Reference: A.V.C.F. Procedure 300-9

Approved By: \_\_\_\_\_

*Robert D. Garcia*  
 Robert D. Garcia

COLORADO DEPARTMENT OF CORRECTIONS  
 ARKANSAS VALLEY CORRECTIONAL FACILITY  
 FOOD SERVICE DEPARTMENT

INTERNAL SECURITY

TOOL CONTROL RECORDING LOG

DATE: \_\_\_\_\_  
 FACILITY UNIT OR WORK AREA: KITCHEN  
 DEPARTMENT SUPERVISOR: ROBERT GARCIA  
 DEPARTMENT LETTER CODE: K  
 DEPARTMENT COLOR CODE: -Ø-

TOOL CABINET

QUANTITY	TOOL DESCRIPTION	TOOL NUMBERS	SPECIAL NOTES
5	PIZZA CUTTERS	K1, K2, K3, K4, K5	REMOVABLE CUTTER
3	WIRE	NO MARKINGS	
3	SQUEEGEES	NO MARKINGS	
3	LADLES	K4, K6, K7	3 oz 11" HANDLE
3	LADLES	K9, K11, K13	6 oz 13" HANDLE
4	LADLES	K2Ø, K21, K24, K27	8 oz 13" HANDLE
2	LADLES	K1, K7	1Ø oz 13" HANDLE
2	SCOOPS	K16, K17	#7Ø 6" LENGTH
6	SCOOPS	K2, K3, K4, K5, K6, K7	#16 7" LENGTH
2	TONGS	K1, K2	6" COMB TYPE
7	SPOONS	K1, K2, K3, K4, K5, K6, K7	SOLID STAINLESS STEEL
4	SPOONS (SLOTTED)	K2, K3, K5, K1Ø	SOLID STAINLESS STEEL
2	COOKIE & DOUGHNUT CUTTERS	K1, K3	2 1/2" LONG
2	WHIPS	K5, K6	17" LENGTH
1	CRESCENT WRENCH	K1	12" LENGTH
4	SCOOPS	K1Ø, K11, K13, K15	#12 7" LENGTH
3	PERFORATED SPOONS	K1, K6, K7	14" LENGTH
3	SCOOPS	K4, K5, K6	#3Ø

Tools are subject to be inventory at any time. Any, and all tool shortages must be reported immediately to the Security Manager or the Shift Commander.

Reference: A.V.C.F. Procedure 3ØØ-9

Approved By: \_\_\_\_\_

*Robert D. Garcia*  
 Robert D. Garcia

COLORADO DEPARTMENT OF CORRECTIONS  
 ARKANSAS VALLEY CORRECTIONAL FACILITY  
 FOOD SERVICE DEPARTMENT

INTERNAL SECURITY

TOOL CONTROL RECORDING LOG

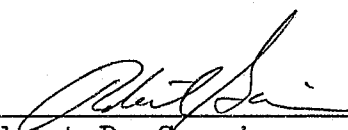
DATE: \_\_\_\_\_  
 FACILITY UNIT OR WORK AREA: KITCHEN  
 DEPARTMENT SUPERVISOR: ROBERT GARCIA  
 DEPARTMENT LETTER CODE: K  
 DEPARTMENT COLOR CODE: -Ø-

**REPLACEMENT TOOLS (OLD PHYSICAL PLANT)**

QUANTITY	TOOL DESCRIPTION	TOOL NUMBERS	SPECIAL NOTES
1	LADLES		4 oz
4	LADLES	K1, K8, K22, K23	8 oz 13" HANDLE
8	LADLES	K1, K3-K7, K1Ø, K13	6 oz 12" HANDLE
21	SOLID SPOON	K6-K16, K18-K26	8" HANDLE
26	SLOTTED SPOON	K 1, 4, 8, 11, 13-2Ø, 22-29, 32-35, 38, 4Ø, 41	8" HANDLE
1	HAND MIXER	K1	
8	CRANKS	K1-K8	18" OVERALL
5	SPATULA	NO MARKINGS	8" OVERALL W/ 12" HANDLE
3	MEASURING CUPS	NO MARKINGS	6 PER SET
2	DOUGHNUT CUTTER	NO MARKINGS	2 SETS OF 3
1	TIMER 6Ø MIN	NO MARKINGS	PLASTIC WITH DIAL
3	PLASTIC TONGS	NO MARKINGS	8" OVERALL LENGTH
2	PERFORATED SERVING 4 oz	K1, K2	6" HANDLE
1Ø	METAL TONGS	K4, K7-8, K1Ø-15	8" OVERALL LENGTH
3	WIRE BRUSH	NO MARKINGS	
3	VEGETABLE PEELER	K1, K2, K4	METAL 6" LENGTH
2	CORE & VEG. PEELER	K1, K2	METAL-PLASTIC 6" HANDLE
2	TONGS	K5, K6	8" OVERALL COMB TYPE

Tools are subject to be inventory at any time. Any, and all tool shortages must be reported immediately to the Security Manager or the Shift Commander.

Reference: A.V.C.F. Procedure 3ØØ-9

Approved By:   
 Robert D. Garcia

COLORADO DEPARTMENT OF CORRECTIONS  
 ARKANSAS VALLEY CORRECTIONAL FACILITY  
 FOOD SERVICE DEPARTMENT

INTERNAL SECURITY

TOOL CONTROL RECORDING LOG

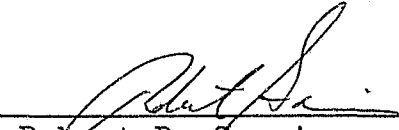
DATE: \_\_\_\_\_  
 FACILITY UNIT OR WORK AREA: KITCHEN  
 DEPARTMENT SUPERVISOR: ROBERT GARCIA  
 DEPARTMENT LETTER CODE: K  
 DEPARTMENT COLOR CODE: -Ø-

**REPLACEMENT TOOLS (OLD PHYSICAL PLANT)**

QUANTITY	TOOL DESCRIPTION	TOOL NUMBERS	SPECIAL NOTES
8	SPOONS PERFORATED	K12, K26, K3Ø, K31, K36, K37, K39, K42	
1	OIL DIP SHARPENER	K2	1 BOX TYPE
5	FRENCH KNIVES	K3, K4, K4, K5, K6	17" OVERALL LENGTH
4	SANDWICH SPEARDERS	K2, K3, K5	7 1/2" OVERALL LENGTH
9	SCOOP	K1, K7-K11, K14, K?, K?	#7Ø
1	SCOOP	K1	#16
	PARING KNIVES	K6, K8, K?	3" OVERALL BLACK HANDLE
	CRANKS-SERVE Ø LIFT		BLACK HANDLE
3	BUTCHER STEELS	K2, K3, K4	14" SHANK 19" OVERALL
1	SCOOPS	K1	#8
7	SPREADERS 1Ø"	K1, K4-K8, K1Ø	1Ø" OVERALL 15"
1	BOX CUTTER	K?	6" LANG REPLACEMENT BLADE
12	LADLES	K1-K12	4 oz 13" HANDLE
1	LADLES	K3	3 oz 11" HANDLE
1Ø	LADLES	K1-K6, K8-K11	1Ø oz 13" HANDLE
1	SPREADERS 8"	K6	8" OVERALL WIDTH

Tools are subject to be inventory at any time. Any, and all tool shortages must be reported immediately to the Security Manager or the Shift Commander.

Reference: A.V.C.F. Procedure 3ØØ-9

Approved By:   
 Robert D. Garcia



COLORADO DEPARTMENT OF CORRECTIONS  
 ARKANSAS VALLEY CORRECTIONAL FACILITY  
 FOOD SERVICE DEPARTMENT

INTERNAL SECURITY

TOOL CONTROL RECORDING LOG

DATE: \_\_\_\_\_  
 FACILITY UNIT OR WORK AREA: KITCHEN  
 DEPARTMENT SUPERVISOR: ROBERT GARCIA  
 DEPARTMENT LETTER CODE: K  
 DEPARTMENT COLOR CODE: -Ø-

REPLACEMENT TOOLS (OLD PHYSICAL PLANT)

QUANTITY	TOOL DESCRIPTION	TOOL NUMBERS	SPECIAL NOTES
7	PIZZA CUTTER	K6-K1Ø, K12, K13	REMOVABLE CUTTER
1	SCOOPS (ICE)	NO MARKINGS	ALL METAL 8" OVERALL
2	SCOOPS	K9, K12	#12
9	HAND WHIPS	K2-K5, K7-K1Ø	17" LENGTH
1Ø	HAND WHIPS	K2-K8, K1Ø-K13	14" LENGTH
1	WIRE HANDLE	NO MARKINGS	
1	EGG SLICERS	K1	PALER #T52ØØ
Ø	SCOOPS	K2-K7	#8 6" OVERALL LENGTH
2	VALVE HANDLE SHUT-OFF	NO MARKINGS	4" METAL
1	CHINA CAP STM RACK	NO MARKINGS	3 TIERED METAL
5	MEASURING SPOONS	NO MARKINGS	SETS
7	SCOOP	K5-K1Ø & ANOTHER K6	#3Ø
2	ADJ. DOUGH DIVIDERS	K1, K2	
3	SPATULAS SLOTTED	K1, K2, K3	ALL METAL
1	SPATULAS	K8	4" OVERALL
3	SOLID SPOONS -SMALL	K1, K2, K3	
6	FORKS	K2, K4, K5-K8	

Tools are subject to be inventory at any time. Any, and all tool shortages must be reported immediately to the Security Manager or the Shift Commander.

Reference: A.V.C.F. Procedure 3ØØ-9

Approved By: \_\_\_\_\_

*Robert D. Garcia*  
 Robert D. Garcia

SHIFT: A.M.  
P.M.  
RELIEF

ARKANSAS VALLEY CORRECTIONAL FACILITY  
EQUIPMENT INVENTORY CHECKLIST  
INVENTORY AS OF

TOTAL	ITEM	SECURITY NUMBER	MON	TUE	WED	THUR	FRI	SAT	SUN
	FRENCH KNIVES	K1,K2,K3							
2	BREAD KNIVES	K1,K2,K3							
3	PARING KNIVES	K?,K7,K9							
2	TWO-TINED FORKS	K1,K3							
1	HOSE NOZZLE	NO MARKINGS							
1	SHARPENING STONE	NO MARKINGS							
1	CHOPPER BLADE	K1							
2	SCRAPERS (ALL)	K4,K5							
3	SANDWICH SPREADER 9"	K3,K4,K3							
1	SANDWICH SPREADER 3"	K5							
1	STEEL	K1							
4	POT SCREENS	K11,K19							
5	SPATULAS, 8"	NO MARKINGS							
2	SPATULAS, 4"	K6, K9							
1	GRILL SCRAPER	K1							
1	DOUGH CUTTERS	K2							
1	BOX CUTTER	NO MARKINGS							
	VEG. PEELER	K7							
3	PIZZA CUTTERS	K1,K2,K3							
3	WIRE	NO MARKINGS							
2	SQUEEGEES	NO MARKINGS							
3	LADLES, 3 oz.	K4,K6,K7							
3	LADLES, 6 oz.	K9,K11,K13							
4	LADLES, 8 oz.	K20-21,K24,K27							
2	LADLES, 10 oz.	K1,K7							
2	SCOOPS, #70	K16,K17							
4	SCOOPS, #12	K10,K11,K13,K15							
2	TONGS, (METAL)	K1, K2							
7	S.S. SPOONS (SOLID)	K1,K2,K3,K4,K5,K7,K?							
4	S.S. SPOONS (SLOTTED)	K2,K3,K5,K10							
2	COOKIE & DOUGHNUT CTR	K1,K3							
2	WHIPS	K5,K6							
1	CRESCENT WRENCH	K1							
6	SCOOPS, #16	K2,K3,K4,K5,K6,K7							
	PERFORATED SPOONS	K1,K6,K7							
3	SCOOPS, #30	K4,K5,K6							
3	SCOOPS, ICE	NO MARKINGS							
APPROVED BY ROBERT D. GARCIA									

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #8

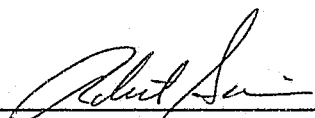
CLEANING, SANITATION AND PERSONAL HYGIENE PROGRAM

DAILY DINING ROOM FLOOR CARE

January 4, 1993

This directive sets forth operational procedures and responsibilities for the Dining Room Supervisor to follow in maintaining the daily cleanliness, finish and appearance of the dining room and entrance floors.

- I. The Dining Room Supervisor will supervise inmate employees involved in the daily cleaning of the tile floors in the dining rooms and entrance ways to insure that:
  - A. All spills are cleaned up immediately to prevent accidents, scratching or marring of the finish and to limit the spread of the spill.
  - B. The floors are swept before, between, after, or as needed during meal service and before mopping, to clean the dust, loose soil and debris.
  - C. The floors are mopped according to the following procedures:
    1. Always use clean mops that have been specifically designated for cleaning the floors. After use, clean, rinse and store the mops in the can/cart wash area.
    2. Use only cold or luke-warm water for mopping, never hot water as this will damage the finish.
    3. Never use soap, strong cleansers or detergents, ammonia or bleach, as they will eat away the finish.
    4. Mop a small area at a time. Rinse and press the mop after every pickup pass to avoid spreading dirt or scratching the finish with dirt carried in the mop.
    5. Change the mop water frequently to ensure that the dirt picked up by the mop goes down the drain, not back on the floor.

  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #9

CUSTODY AND SECURITY

CONTROL OF INMATE WORKERS DURING MEAL SERVICE

January 4, 1993

This directive establishes operational procedures and responsibilities for staff to follow in controlling the inmate food service workers before, during, in-between and after each meal service.

I. BEFORE MEAL SERVICE:

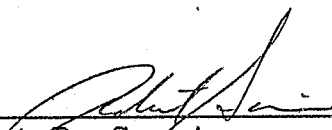
- A. Dining Room Supervisor Responsibilities: The Dining Room Supervisor will clear all on duty inmate food service workers, from both dining rooms, by directing them back into the kitchen area 5 minutes prior to each meal service and prior to the dining room entrance doors being open for service by security. Thereafter, the doors between the service line and dining rooms will be secured during the entire meal service and the inmates directed to return to their respective jobs.
- B. Work Supervisors Responsibilities: The staff work supervisor will control their assigned inmate workers by directing them back to work, or allowing them to leave for medications, laundry, appointments, etc. Work supervisor are reminded that, before they allow any of their workers to leave, they are accountable for meeting all operational requirements and standards.

II. During, between and after each meal service. It shall be the responsibility of each Work Supervisor to restrict or deny inmate workers movement near the serving line window and between the kitchen area and dining rooms as follows:

- A. Inmate workers who are not assigned to the serving line area will be directed to return to their respective job area. Also, all inmate workers are not permitted to loiter near or around the serving line window during feeding.
- B. Inmate workers will not be released into the dining rooms, for eating, visiting with friends, obtaining beverage, etc. when inmates from population are still present in the dining rooms and until Security has cleared the dining rooms and secured the exit doors. The only exceptions:
  - 1. Inmate workers will be allowed to exit, under staff control and supervision, from the kitchen area into the dining rooms during the A.M./P.M. shift change but only after the population luncheon meal has finished.

2. When an inmate worker is needed to perform an operational dining room task and then upon completion of the task he will be directed back into the kitchen area.

III. SHAKE DOWN OF INMATE WORKERS: It will be the responsibilities of all work supervisors to conduct a shake down of all inmate workers before allowing them access into the dining room during meal service or to exit the Food Service Department.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #10

FOOD PREPARATION AND PRODUCTION

SNACKS AND SACK LUNCHES

January 4, 1993

This directive sets forth operational procedures for staff to follow in the preparation of snacks and sack lunches.

I. **PURPOSE:** To insure staff uniformity in the preparation of snacks and sacks lunches.

II. **DEFINITIONS:**

- A. Snacks: A partial light meal given for between regular meals that have been prescribed and approved by the medical department or requested by a work supervisor, with prior approval, as additional nourishment to supplement the diet.
- B. Medication Snacks: A medical prescribed amount of food issued to a person on medications.
- C. Cold Sack Lunches: A light cold full meal served in lieu of a regular hot meal which contains foods from the basic four food groups - Dairy, Meat, Vegetable or Fruit, Bread/Cereals (Grains) and fats (desserts).
- D. Leftovers: Prepared and cooked portions or remnants of food from a regular meal service that may or may not depending on perishability be re-used to fulfill future meal/snack requirements.

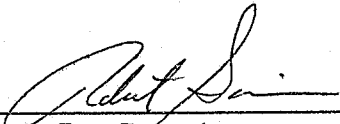
III. **SPECIAL MANAGEMENT, DIET, AND SWING SHIFT SNACKS:**

- A. The evening Special Management Snacks will be prepared by the diet kitchen inmate workers in accordance with the Diet Technician Special Management Snack Menu (see attached Special Management Snack Schedule guide). The Diet Technician will up-date the menu on a quarterly basis to provide variety and to ensure that each snack meal contains at least the following foods:
  - 1. One (1) Cold Sandwich.
  - 2. 1/2 pint of milk 2%.
  - 3. Fruit (canned/fresh) or fresh vegetable.
- B. Prescribed Restricted Diet Snacks: These snacks will be prepared in accordance with the DOC Therapeutic Weekly Diet

Menu (see attached AVCF Food Service Department Diet Snacks Menu) or as prescribed, directed and approved on a Medical Department Diet Request.

- C. Medication Snacks: These snacks shall normally consist of one (1) 1/2 pint of milk and one (1) cup of oyster crackers unless otherwise prescribed by the medical staff on a Diet Form Request.
- D. Distribution of all evening diet snacks shall be in accordance with AVCF Administrative Regulation 700-3.

IV. **COLD SACK LUNCHES:** It shall be the responsibilities of the departments requesting sack lunches to request the number needed prior to 0800 hours. Also, the food service person receiving the order and prior to issuing the sack lunches, shall account for the lunches by recording the information on a AVCF Food Service Take-out Meal Request. Sack lunches shall be prepared in accordance with the attached Sack Lunch 4 Basic Food Group Guide and addition instructions as indicated below.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #11

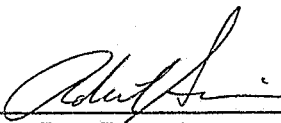
MEAL SERVICE PROGRAM

BREAKFAST SERVICE

January 4, 1993

This directive defines operational procedures and staff responsibilities towards being consistent in regards to the following breakfast service issues.

- I. **ALL BRAND CEREAL:** The DOC Master Menu dictates that All Brand Cereal will be available at the Breakfast meal to any inmate, upon request. Hence, any staff working the food service line will honor inmate request for All Brand Cereal by substituting the regular cereal being served on the line with a One (1) box of All Brand Cereal and a cereal bowl.
- II. **REQUEST FOR SIDE ORDERS IN BOWLS AND CUPS:** Staff will not honor inmate requests or permit side orders of bulk or singular condiments such as sugar, syrup, butter, jelly, etc. to be served in bowls or cups.
- III. **COFFEE QUALITY:** The staff member responsible for making coffee will use between 3/4 and 1 lb of coffee in each coffee machine tank, turn to brew and push start brew button.



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department



# AVCF FOOD SERVICE DEPARTEMENT SNACKS

## DIABETIC 1200

### PM SNACK

- 1 MEAT EXCHANGE
- 1 VEGETABLE EXCHANGE
- 1 FRUIT EXCHANGE
- 1 WHOLE WHEAT BREAD
- 1 FRUIT

## DIABETIC 1500

### PM SNACK

- 1 MEAT EXCHANGE
- 1 BREAD EXCHANGE
- 1 FRUIT EXCHANGE

### HS SNACK

- 1 MEAT EXCHANGE
- 1 BREAD EXCHANGE
- 1 FAT EXCHANGE
- 1 MILK EXCHANGE (SKIM)

## DIABETIC 1800

### PM SNACK

- 1 oz PEANUT BUTTER
- 1 CELERY STICK
- 1 JUICE
- 2 WHOLE WHEAT BREAD

### HS SNACK

- SKIM MILK
- 1 WHOLE WHEAT BREAD
- 1 oz MEAT
- 1 MAYONNAISE

## DIABETIC 2400

### PM SNACK

- 2 oz PEANUT BUTTER
- 1 CELERY STICK
- 1 JUICE
- 1 WHOLE WHEAT BREAD

### HS SNACK

- 1 SKIM MILK
- 1 WHOLE WHEAT BREAD
- 2 oz MEAT

## DIABETIC 2600

### PM SNACK

- 1 FRUIT EXCHANGE
- 1 BREAD EXCHANGE

### HS SNACK

- 1 MILK EXCHANGE
- 1 BREAD EXCHANGE
- 1 FRUIT EXCHANGE

## DIABETIC #2

### AM SNACK

- 1 MILK EXCHANGE

### PM SNACK

- 1 MEAT EXCHANGE
- 1 VEGETABLE EXCHANGE
- 1 FRUIT EXCHANGE

### HS SNACK

- 1 MEAT EXCHANGE
- 1 BREAD EXCHANGE
- 1 FRUIT EXCHANGE
- 1 FAT EXCHANGE

## INFIRMARY HS SNACK

- 1/2 PINT MILK
- 1 WHOLE WHEAT BREAD
- 1 oz MEAT
- 1 MAYONNAISE
- 1 MUSTARD

### HS SNACK

- 2 BREAD EXCHANGE
- 2 MEAT EXCHANGE
- 1 MILK EXCHANGE

### HIGH FIBER

### AM SNACK

- ALL BRAN CEREAL
- 1/2 PINT MILK

### PM SNACK

- 1/2 CUP FRESH VEGETABLES

### HS SNACK

- MON: 2 APPLES
- TUE: VEGETABLE SALAD SALAD DRESSING
- WED: CANNED FRUIT OR FRESH FRUIT
- THU: 1/2 CUP DRIED FRUIT
- FRI: CANNED FRUIT OR FRESH FRUIT
- SAT: 2 APPLES CELERY AND CARROT STICKS

## HYPOGLYCEMIC/ POST-GASTRECTORMY

### AM SNACK

- 1 MILK
- 1 CEREAL

### PM SNACK

- 2 oz PEANUT BUTTER
- 1 WHITE BREAD

### HS SNACK

- 1 WHITE BREAD
- 2 oz MEAT
- 1 MAYONNAISE

## DIABETIC 2000

### PM SNACK

- 2 oz PEANUT BUTTER
- 1 CELERY STICK
- 1 JUICE

### HS SNACK

- 2 WHOLE WHEAT BREAD
- 2 oz MEAT
- STRICT BLAND

### AM SNACK

- 1 SKIM MILK
- 1 DRY CEREAL

### PM SNACK

- 1/2 PEANUT BUTTER SANDWICH

### HS SNACK

- 1 WHITE BREAD
- 1 oz MEAT OR CHEESE
- 1 MAYONNAISE

ATTACHMENT FOR DIRECTIVE #11

**SACK LUNCH 4 BASIC FOOD GROUPS**

BREADS	MEATS	DAIRY	LEGUMES	VEGETABLES	FRUITS (CANNED IF POSSIBLE)	FATS
WHOLE WHEAT	ROAST BEEF	MILK	BEANS	LETTUCE SALAD		ALL DESSERTS
WHITE	VEAL PATTIES	PUDDINGS	PEANUTS	TOMATOES	APPLES	SALAD DRESSING
HAMBURGER BUN	PORK ROAST	COTTAGE CHEESE	PEANUT BUTTER	CELERY STICKS	ORANGE	MAYONNAISE
HOT DOG BUNS	COLD CHICKEN	CHEESE		CARROT STICKS	PEACHES	BUTTER/MARGARINE
FRENCH BREAD	BEEF PATTIES*	EGGS		ONIONS	PEARS	
DINNER ROLLS	HAM*			POTATO CHIPS	BANANAS	
WHEAT ROLLS	BOLOGNA*			PICKLES	FRUIT COCKTAIL	
	SALAMI*				APPLESAUCE	
	ROAST TURKEY*					

\* = SERVE CHEESE WITH THESE SANDWICHES

EXAMPLE

- 2 - 1 oz slices of meat per sandwich
- 1 fruit or vegetable
- 1 milk
- 1 desert if available

individual packets of mayonnaise, catsup, and mustard

INSTRUCTIONS

Always use leftovers whenever possible. If there are insufficient leftovers to meet 4 the basic food groups, prepare fresh food to meet this need. Include in all sacks the appropriate condiments, mustard, mayonnaise, catsup, tomatoes, pickles, onions, lettuce, etc. that are appropriate for the meal being served.

Always include two sandwiches in each meal, except when there is leftover chicken, then substitute one sandwich with one portion of cold chicken.

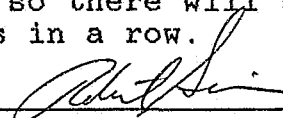
When serving desserts use the leftover desserts and pastries first. If there are no leftover desserts then check for leftover canned fruit, if this is unavailable then serve fresh fruit only as a last resort.

If there are no leftovers to use in the preparation of these sack lunches then you are to prepare fresh foods.

**DO NOT USE ANY LEFTOVER BREADED FISH IN THESE SACK LUNCHES. BREADED MEAT ARE OK AS LONG AS IT IS NOT FISH**

Food for the construction workers and graveyard workers will be alternated daily. This means that there will not be bologna two days in a row, or any other foods. Prepare the foods if necessary.

You can use the same foods for the transportation and RDC sack lunches without the daily rotation because these are different inmates every day so there will be no problem with inmates serving the same food two days in a row.

  
 Robert D. Garcia  
 Correctional Support Supervisor II  
 AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #12

CLEANING, SANITIZING, AND PERSONAL HYGIENE

CLEANING OF DRINKING CUPS

January 4, 1993

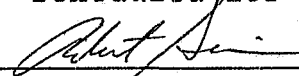
This directive establishes operational procedures and standards that will be followed by all staff to insure that all plastic drinking cups are properly pre-washed or soaked to remove food debris before being washed and sanitized in the dishmachine.

I. The Dining Room Supervisor is responsible to insure that all drinking cups meet sanitary requirements before use by the customers. Hence, to insure that sanitary standards are being met the Dining Room Supervisor will:

A. Require that all soiled cups are pre-washed and soaked, during every meal service, as indicated below, before being washed and sanitized in the dishmachine.

1. Use the 55 gallon barrel. Fill with a solution of diluted bleach and hot water.
2. The dishroom workers are to separate the cups from the food trays and place them in the 55 gallon barrel filled with a bleach/water solution.
3. When cups are needed during the meal service to fulfill service needs they will then be removed from the soak solution, washed with bleach and placed in appropriate racks and then sent through the dishwasher to be cleaned and sanitized.
4. Upon completion of the meal service the remaining soiled cups are to be removed from the soak barrel solution and sent through the dishwasher to be cleaned, sanitized and allowed to air dry in the appropriate racks.
5. Frequent inspections of cups will be made by the Dining Room Supervisor and Shift Supervisor to insure that cups for service meet the required standards.

II. It will be the responsibility of the scheduled A.M. Dining Room Supervisor to check on the dishroom during the lunch period, any and all discrepancies are to be noted and foolup training scheduled for the inmate employee.

  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #13

FOOD SUBSTITUTIONS

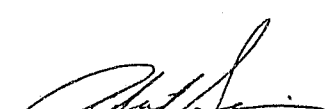
January 4, 1993

This directive establishes operational procedures that staff will follow when an inmate, who isn't on a prescribed diet, requests luncheon or supper entree substitution (meat, poultry, fish or an entree dish made with these foods).

- I. In accordance with DOC; policy peanut butter and jelly, plain hot cooked beans such as: pinto, lima, or vegetarian beans; cheese, macaroni and cheese, meatless sauce, is to be offered as a entree substitution for the luncheon and supper meals.
- II. Procedure: When an inmate requests an entree substitution Staff shall:
  - A. Decline request when asked for breakfast meat substitutions.
  - B. Substitute with the appropriate substitution selection as master menu provides at the luncheon meal or supper meal.
    1. Control, restrict and serve substitute only upon request during the luncheon, supper meals and as prescribed for Inmate Diet Snacks. It will not be offered freely or placed out where inmates are able to help themselves.
  - C. Staff shall deny all special requests to double up, substitute or supplement with any other foods being served, such as giving extra cereal, pancakes, vegetables, potatoes, desserts, etc., unless prescribed by a Doctor or P.A. or OK'd by shift supervisor and with the following exceptions that have been authorized as a substitution by the DOC Food Service Administrator.
    1. Granulated sugar: offer three each portion packages of Sugar Twin or Equal.
    2. Hot/Cold Cereal: offer at breakfast only All Bran Cereal.
    3. Butter: offer margarine.
    4. Two Eggs: offer one egg
    5. Whole or 2% milk: offer skim milk.

II. Responsibilities:

- A. It will be the Diet Kitchen Supervisor's responsibility to control theft and for issuing to the inmate requesting the entree substitution.
- B. It will be the Storeroom supervisor responsibility to maintain a stock of dry beans and issue them first to the Cook Supervisor for preparation, cooking and issuing to the staff on the serving line.
- C. It shall be the morning Cook Supervisor responsibility to prepare and/or cook and have available a plain pan of beans for the luncheon staff on the serving line during the luncheon meal when the main entree is a meat bean dish.
- D. It shall be the afternoon Cook Supervisor responsibility to prepare and have available at each supper serving line meal a pan of plain hot cooked dry beans, without pork, meat etc. The Cook Supervisors will also vary the type of beans being offered as a entree substitution on a nightly basis, in rotation with the master menu.
- E. Cook Supervisors will utilize the dry beans and use the already prepared vegetarian beans as an emergency back-up, unless notified differently on the master menu.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #14

DINING ROOM WAITER SERVICE FOR HANDICAPPED

January 4, 1992

This directive stipulates operational procedures and responsibilities that staff shall follow in providing dining room waiter service to Handicapped Inmates.

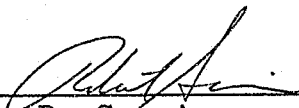
- I. **PURPOSE:** To provide handicapped inmates reasonable dining accommodations and meal service.
- II. **DEFINITION:**
  - A. Handicapped: Any inmate who has documented record of, or regarded as having an physical or mental impairment which substantially limits one or more major life activities such as: being confined to a wheel chair, having to walk with crutches, unable to see, cannot stand for long periods to time, having difficulty with respiratory system, extreme cardiovascular problems etc.
  - B. Inmate Waiter Service: An assigned food service worker who's primary duty is to serve both food, beverage, at breakfast, lunch and supper meals to handicapped inmates, at designated handicapped tables in the West Dining Room, who have been identified by medical as being unable to wait on themselves.
- III. **PROCEDURE:**
  - A. The food service administrative office will maintain and print a current daily list of handicapped inmates who have been approved to receive waiter service. Handicapped inmates must meet the following criteria before being placed on the list.
    1. Inmates confined to wheelchairs, on crutches or using a walker will be placed on the handicapped list by the food service department, if requested by medical.
    2. No other inmates will be placed on the list unless the food service department has on file a completed medical slip that has been approved and signed by a P.A. or Doctor from the AVCF Infirmary. The medical slip must also indicate a time period for non-permanent disabilities.
  - B. The food service staff member controlling the issuance of diets will also control and issue handicapped meals as requested by the inmate waiter during meal service for delivery to the designated handicapped inmate by checking

off the name of the inmate receiving the food (at each meal service) on the Food service Handicapped List so as to prevent duplication and theft. An incident report will be completed and turned in to the shift commander when this occurs.

- C. Waiter service will be provided only at the designated reserved tables located in front of the West Dining Room. Handicapped inmates desiring to move to another location after receiving their meal may do so without the assistance of the assigned inmate waiter.

## II. RESPONSIBILITIES:

- A. The Diet Kitchen Supervisor shall be responsible for maintaining a current Handicapped List thru close coordination with the AVCF Infirmary.
- B. All food service staff shall abide by this directive.
- C. The shift Supervisor shall immediately resolve all issues not covered under this directive.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #15

INMATE MANAGEMENT

INMATE EMPLOYEES PERFORMANCE APPRAISALS

January 4, 1992

This directive establishes staff responsibility, requirements, and standards to follow for grading the overall job performance of each inmate employee assigned to the Food Service Department.

I. PURPOSE: The systematic evaluations essential; to provide employees with adequate feedback concerning their performance; to serve as a basis for modifying or changing behavior toward more effective working habits, to provide basis for determining training needs towards achieving performance standards and to provide supervisors with data which they may use to judge future job assignments and compensation. Hence, work supervisors shall evaluate each inmate employee assigned to them in accordance with the following prescribed procedures and standards.

II. PROCEDURES:

A. The food service administrative clerk shall:

1. By the 27th of each month prepare a Employment Academic Vocational Evaluation form on every inmate assigned to the food service as follows:
  - a. Fill in Full Name, DOC number, Check Employment Block, Job assignment, half/full day, date assigned, current pay rate and report dates.
  - b. Add under Item 6, Care and Safety; Sanitation and Personal Hygiene.
  - c. Upon completion of the above, distribute the forms to appropriate work supervisors.
2. Collect and account for, by the 1st of each month, all completed and non-completed evaluations originally distributed to work supervisors. The Food Service Supervisor will be provided a list of the inmates names and the name of the work supervisors who have failed to complete evaluations on time.

B. Work supervisors responsibility:



1. Each work supervisor shall be responsible for completing an Employment Academic Vocational Evaluation (D.C. Form 40-81) on every inmate assigned under his supervision who:
  - a. Have completed at least ten working days during the reporting period (1st of each month through the end of the same month).
  - b. Were terminated for cause, suspended, or reassigned by classification. The completed evaluations shall be forwarded to the case managers within two days after termination or reassignment.
  - c. Meets the requirements for a pay raise. These completed evaluations must be completed, approved, and forwarded to the Classification secretary no later than the 3rd of every month. Failure to meet this date will result in the pay raise being held-up.
2. Work supervisors shall adhere to the following criteria, or standards before completing the evaluations.
  - a. Collect all relevant information about the inmate being evaluated . . . . through personal observation, reviewing records, or talking with other staff who have direct knowledge of the person.
  - b. Have a clear understanding of the inmate job requirements and standards of satisfactory performance required.
  - c. Facilitate inmate adjustment during the evaluation period by recognizing changes in behavior, such as excessive absenteeism, tardiness, moodiness, withdrawal, and decline in job performance thru immediate counseling and corrective action as necessary to diminish the outcome of the final evaluation.
  - d. Appraise on the basis of representative, sufficient and relevant information.
  - e. Utilize the attached Pre-Evaluation and Guideline of expected standards plus informal day-to-day Inmate Action Reports, Incident Reports, etc., to help appraise each inmate employee before arbitrarily grading.

- f. Be prepared to justify ratings of over 2.5 under Item 6, Care, Safety, Sanitation, Personal Hygiene.
- g. Make an honest appraisal.
- h. Explain in the remarks/Comment Section reasons for ratings that are below 2.0 or above 3.0.

B. Review of Evaluations:

1. All completed evaluations will be reviewed and mutually agreed upon by the work supervisors and his supervisor before scheduling an evaluation interview with the inmate. When the work supervisor conducts the appraisal review with the inmate he will:
  - a. Emphasize strengths on which the individual can build rather than stress weaknesses to be overcome.
  - b. Avoid suggestions involving the changing of traits but rather suggest more acceptable ways of acting.
  - c. Concentrate on opportunities for growth that exist within the framework of the individual's present position.
  - d. Inform the inmate that should he disagree with his evaluation he may request an audience with the work supervisor superior and the Food Service Supervisor for possible resolution.
  - e. Obtain the inmate signature on the evaluation. If the inmate refuses to sign and/or rejects an audience as stated in above then the work supervisor will note this in the remarks section of the final evaluation.

C. Completed Evaluation:

1. Completed Evaluations shall be turned over to the Shift Supervisor I for review/comments and final approval before forwarding to the respective case managers.
2. The Shift Supervisor will consult with the Work Supervisor on all ambiguous evaluations for discussion and clarification before being forwarded to the inmate case manager.
3. When all evaluations have been completed the Goldenrod copy will be filed in the appropriate inmate food service work file jacket and the remaining three copies will be forwarded to the inmate's assigned case manager by the 1st of every month.

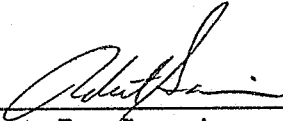
page 4 con't AVCF Food Service Directive #15

4. Work Supervisors will maintain confidentiality of completed inmate employees evaluations.

III. AUTHORITY: AR 850-3

Attachments:

Employment/Academic/Vocational Evaluation D.C. Form 40-81  
Pre-Evaluation and Guideline for Inmate Evaluation.



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

DEPARTMENT OF CORRECTIONS  
EMPLOYMENT/ACADEMIC/VOCATIONAL EVALUATION  
FACILITY AVCF

INMATE NAME	DOC NO	EVALUATING PROGRAM	EMPLOYMENT PROGRAM <input checked="" type="checkbox"/>	ACADEMIC <input type="checkbox"/>	VOCATIONAL <input type="checkbox"/>	
INMATE PROGRAM ASSIGNMENT FOOD SERVICE	HALF DAY <input type="checkbox"/> FULL DAY <input checked="" type="checkbox"/>	DATE ASSIGNMENT	CURRENT PAY RATE			
REPORT DATES FROM: TO:	4 OUT- STANDING	3 ABOVE AVERAGE	2 SATIS- FACTORY	1 NEEDS IMPROVEMENT	0 UNSATIS- FACTORY	RATING
1. WORK HABITS: Consider: Promptness, dependability, absence, use of time.	( )	( )	( )	( )	( )	
2. RESPONSE TO SUPERVISION: Consider: Knowledge/skills and amount of supervision needed.	( )	( )	( )	( )	( )	
3. ATTITUDE Consider: Work relations with fellow workers and staff; willingness to cooperate, motivation, initiative.	( )	( )	( )	( )	( )	
4. QUANTITY OF WORK: Consider: Does amount of work meet standards?	( )	( )	( )	( )	( )	
5. QUALITY OF WORK: Consider: Does work meet standards for accuracy, thoroughness, neatness?	( )	( )	( )	( )	( )	
6. CARE AND SAFETY: Consider: Correct use and care of equipment, tools and supplies; proper safety precautions followed.	( )	( )	( )	( )	( )	
STATUS/DISPOSITION				TOTAL		
<input type="checkbox"/> Continue Assignment <input type="checkbox"/> Terminate (d) Assignment on _____ (day), _____ (month), _____ (year), _____ Successful Completion                      Facility Transfer                      Sentence Discharge By Instructor/supervisor                      Parole                      Inmate Request Other, specify _____				AVERAGE RATING		
ACADEMIC: (Complete if Applicable)			VOCATIONAL: (Complete if Applicable)			
Current Grade Placement: _____			No. Hours: _____ Date _____ completed			
Received GED <input type="checkbox"/> No <input type="checkbox"/> Yes			Vocational Area _____			
If yes, specify date: _____			Vocational Certificate earned:			
Post Secondary Credit Hours: <input type="checkbox"/> No <input type="checkbox"/> Yes			<input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, specify date: _____ Hours _____			If yes, date: _____ Type: _____			
REMARKS/COMMENTS:						

DISTRIBUTION: White-Department File  
Yellow-Working File  
Pink-Community Services

S/ \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor/Instructor

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #16

MENU PLANNING

MEAL ACCOUNTABILITY

January 4, 1992

This directive establishes operational procedures and responsibilities for accountability and recording of actual meals served to inmates, staff, visitors, and guest.

I. PURPOSE:

- A. For fiscal accounting and budgetary purpose.
- B. To establish historical data on the number of actual meals served that can be used to forecast the number of like meals expected to be served again. Hence, prior to preparation, the cook supervisor can make the necessary recipe adjustments that will result in an accurate number of portions being prepared to insure sufficient quantity of food is available to feed everyone and to minimize waste and reduce cost.
- C. To establish maximum/minimum par stock and purchasing ceiling.

II. PROCEDURE:

- A. Staff shall count and record (on the appropriate forms all breakfast, lunch, supper meals; regular, diets, snacks, and sack lunches prepared, served or catered from the food service department as follows:
  - 1. **Staff, Visitors, and Guest Meal Accountability:** Meals for these individuals will be accounted for by requiring them to affix their signature on the *AVCF daily Meal Sign In Roster* (Attachment #16a) before being served a meal. Additionally:
    - a. Staff are required to be on meal maintenance and will only receive one meal per day, unless working a double shift and then the meal will be provided for free.
    - b. Any staff member not on maintenance may purchase a meal ticket from the cashier and provide us with the pink slip for a meal.
    - c. The facility Duty Officer is authorized have a free breakfast, lunch and supper meal during his/her tour of duty.

2. **Catered Meals:** All catered meals and sack lunches will be accounted for and recorded on the *AVCF Food Service Take-Out Meal Request Form* (Attachment #16b) as follows:
  - a. Staff requesting meals will call Control Center, who will log the name and post. Security will then send to Kitchen a AVCF Food Service Take-Out Request Form for the appropriate meals.
3. **Accountability of Meals Served in Dining Rooms.**
  - a. Food Service Staff shall count and record the number of all persons being fed during short and regular line service in the appropriate blocks of the AVCF Food Service Department *Inmate, Staff/Visitor Meal Record Form* (Attachment #16a).

B. Consolidation of Daily Meal Count Data:

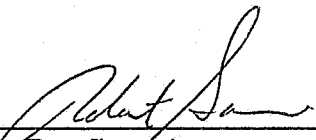
1. At the end of each meal staff shall figure out how many total meals served and then put in the Shift Supervisors Report i.e. diets, snacks, staff, guest, posts, etc.
2. The Shift Supervisor shall verify all meal counts Record after each meal service in his shift report. (Attachment #16c)
3. The Food Service Diet Clerk will obtain a count of all diet meals, diet snacks served at each meal and record the number served in the appropriate blocks of the AVCF Food Service Department Diet/Snack Meal Record. Once, all counts have been obtained he will complete the total meal served section of the form, by day. At end of the month he will tally daily totals for a monthly total and provide the Kitchen manager with totals.

III. RESPONSIBILITIES:

- A. At the end of each meal service the Shift Supervisor will be responsible for collecting all documentation pertaining to meal counts and for recording and completing (including ADA figures) total counts on the Shift Report and Work sheet. He will also attach all supporting documentation to the form.
- B. All Food Service Staff shall be responsible for taking and recording accurate meal counts on the appropriate forms.
- C. The Cook and Storeroom Supervisor will be responsible for adjusting future recipe, par stock, etc., based on total number of people served for a like meal.

IV. AUTHORITY:

1. ACA Standards 3-4296.
2. DOC Administrative Regulation 1550-2.



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

ARKANSAS VALLEY CORRECTIONAL FACILITY

TAKE - OUT MEAL REQUEST

DATE: \_\_\_\_\_ BREAKFAST, LUNCH, SUPPER REQUESTED BY: \_\_\_\_\_

Print (legibly), staff last name and initial. Form must be completely filled out and signed, before meals are prepared.

LOCATION	Number of meals	STAFF NAMES
CH-1	_____	_____
CH-2	_____	_____
CH-3	_____	_____
CH-4	_____	_____
CH-5	_____	_____
CH-6	_____	_____
CONTROL CENTER	_____	_____
VISITING ROOM	_____	_____
MEDICAL DEPARTMENT	_____	_____
PERIMETER	_____	_____
CHECK POINT CHARLIE	_____	_____
MAIN ENTRY	_____	_____
RECEIVING/DISCHARGE	_____	_____
(Inmate Meals)	_____	_____
TRANSPORTATION	_____	_____
(Inmate Meals)	_____	_____
SEGREGATION	_____	_____
(Inmate Meals)	_____	_____
BOILER HOUSE	_____	_____
RECREATION DEPARTMENT	_____	_____
(Inmate Meals)	_____	_____
CAPTAIN'S OFFICE	_____	_____
TOWER #1	_____	_____
TOWER #2	_____	_____
TOWER #3	_____	_____
HOBBY SHOP	_____	_____
PHYSICAL PLANT	_____	_____
Inmate Meals)	_____	_____
GROUNDS MAINT. EXTERIOR	_____	_____
(Inmate Meals)	_____	_____
OTHERS	_____	_____
_____	_____	_____
TOTALS MEALS	_____	_____

DOC Regulation 603-5 requires full accountability of all staff requesting meals. Only one (1) meal per day is authorized for staff on payroll deductions. This form **MUST** be completed and turned into the Food Service Department by the following times, before a meal is prepared.

Breakfast \*\*0600

lunch \*\* 0930

Supper \*\*1530



COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #17

INMATE MANAGEMENT

ACCOUNTABILITY OF ASSIGNED INMATES EMPLOYEES

January 4, 1992

This directive supplements AVCF Administrative Regulation 850-3 by establishing food service operational procedures and responsibilities that Work Supervisors are to follow in accountability of assigned inmates during working hours.

I. PURPOSE:

- A. To establish designated work/breaks periods.
- B. Hold work supervisors accountable for the supervision of inmates assigned to them through out their shift.
- C. Hold inmates accountable at their assigned work area.
- D. Ensure Security Accountability of inmates.

I. TIME SCHEDULE EVENTS:

- A. Designated Work Shift Time are:
  - 1. A.M. Shift
    - a. Wednesday through Sunday
    - b. Cooks & Bakers 0400 - 1200
    - c. Remaining Shift 0530 - 1330
    - d. Off on Monday and Tuesday
  - 2. P.M. Shift
    - a. Saturday through Wednesday
    - b. All employees 1300 - 2000
    - c. Off Thursday and Friday
  - 3. Relief Shift
    - a. Monday and Tuesday
      - (1) Cooks & Bakers 0400 - 1200

(2) Remaining Shift 0530 - 1330

b. Wednesday

(1) Either a A.M. or a P.M. Shift, designated by FTE Monthly Schedule.

c. Thursday and Friday

(1) All employees 1300 - 2000

d. Off Saturday and Sunday

B. Designated Break Times Schedule:

1. A.M. Shift 0800 - 1000 after supervisor inspects area.

2. P.M. Shift 1430 - 1530 after supervisor inspects area.

C. Infirmary Medication Line Schedule:

1. A.M. 0630 - 0730

2. Noon 1200 - 1300

3. Mid 1600 - 1630

4. P.M. 1930 - 2100

D. Laundry Schedule:

1. Whites and Greens

a. Monday, Wednesday, and Friday

b. P.M. workers 0800 - 0845

c. All others 1430 - 1615

2. Sheets and Blankets

a. Tuesday cellhouses 1-3

b. Thursday cellhouses 4-6

c. P.M. workers 0800 - 0845

d. All others 1430 - 1615

**III. RESPONSIBILITIES:**

A. Inmates are expected to report to their assigned work areas as scheduled and at the designated times and remain under the supervision of the supervisor throughout their period of assignment. Inmates will be subject to disciplinary reports for lateness, absence, or failure to report for work.

1. Work supervisors shall be responsible for correctly annotating times on the daily work record of inmates who fail to report, is late or absence from schedule work for any reason. They will either initiate a Inmate Behavior/Result Citation on 1st time offenders, or an Incident Report and log a comment on the Daily Food Service Shift Report when an inmate employee fails to comply with the contents of this directive and Code of Penal Discipline.

**B. WORK SUPERVISORS SHALL:**

1. Supervise inmates assigned to them and know their whereabouts at all times during their designated schedule working shift.

2. Not release inmate employee who are under another work supervisors supervision without first obtaining the other work supervisors permission, by either a pass system or verbal commination.

3. Not release on duty inmate employee from work for any of the following reasons:

a. To make personal phone calls (this is a privilege, not a right).

b. To do personal laundry.

c. To see case manager (unless pre-arranged & verified)

d. To obtain personal items from cellhouse.

e. To pick up or send mail.

f. To get a haircut.

g. For failure to complete or meet job assignment task and duty standards.

**C. STAFF ARE REQUIRED TO RELEASE INMATE EMPLOYEES WHO HAVE:**

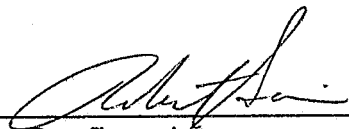
1. A pre-approved scheduled medical or dental appointment.

2. A emergency medical or dental need and only after arrangements have been made between the staff and infirmary outpatient unit.
    - a. Inmate employee who receive a medical lay-in will be informed to give a copy of lay-in slip to the Food Service Administrative Office. The Date, time and duration of the lay-in will then be recorded, after the inmates name, on the Food Service Daily Inmate Work Roster for each day he is absent, we will also keep the yellow copy of lay-in.
  3. To pick-up prescribed medications as follows:
    - a. Since med line and breakfast times corresponds staff shall not permit any inmate worker to leave for meds until the breakfast line has been officially closed. The only exception is that the Dining Room and Cook Supervisor may alternate by releasing no more than half of his/her inmate workers for med line before closing the serving line and the other half after the closing of the serving line.
    - b. Staff shall not release the A.M. Shift inmates for med line until after the 1200 - 1300 service line has closed. These inmates have sufficient time to make line after shift change.
  4. Been directed by facility staff to report or respond to facility boards, parole, classification, hearings, movement, hospital run, emergency phone calls, visitations etc.
  5. Pre-arranged appointments with the para-legal technician or librarian or when staff receive a call from these individuals requesting the inmates attendance at these areas.
  6. Required scheduled Mental Health and Educational Programs that are required by classification/case manager.
- D. RELEASING INMATES: When an inmate desires a leave of absence from his work place he must first approach his work supervisor requesting the absence and give a valid reason. The work supervisor shall following the aforementioned guidelines in granting or not granting the absence. When absence is granted work supervisors shall prearrange the absence by doing one of the follow:
1. Call a staff officer in the area where inmate is requesting to go and verify or clear his presence in that area.

2. Call Security Control Center and obtain clearance to enter any restricted area.
3. Call the inmates living unit and inform the housing officer that the inmate will be off his job and why (sick, suspended, etc.).
4. Release inmates with approved appointment slips no earlier than 10 minutes prior to the scheduled appointments.
  - a. After permission has been given and arrangements have been made the Shift Leader or Work Supervisor will instruct the inmate that he has been authorized only to go to the area as requested and he is to return to his workplace upon completion of his business. Failure to report back to work within stated time or schedule working hours will result in staff initiating appropriate reports.

IV. REFERENCES:

- A. Code of Penal Discipline
- B. AVCF 850-1

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #18

CUSTODY AND SECURITY

YEAST CONTROL

January 4, 1992

This directive sets forth operational procedures, standards and expectations required of all food service staff in the purchasing, storage, handling, control and safeguarding of yeast.

I. PURPOSE: To ensure accountability and prevent the misuse of yeast by unauthorized personnel.

II. PROCEDURES:

- A. All yeast products will be ordered from the AVCF Warehouse, by the Food Service Storeroom Supervisor, on a separate warehouse requisition. The warehouse delivery staff member shall deliver the yeast to the officer on duty in the AVCF Master Control Center.
- B. The Master Security Control Center officer on duty shall receipt for the yeast after checking to ensure the amount ordered and amount received corresponds to the warehouse requisition. If a discrepancy exist he is to note such on the warehouse requisition before signing for the yeast. He will forward a copy of the warehouse requisition to the Food Service Storeroom Supervisor for file.
1. The Master Security Control Center Officer shall store the yeast in a secure cabinet in the control center.
  2. The yeast will be issued, upon request, to Food Service Staff only. The issuing officer shall maintain an inventory record indicating date and quantity of issue, receipts, balance on hand, and the initials of the employee making the entry, along with the initials of the Food Service officer receiving the yeast.
  3. The Food Service officer receiving the yeast shall maintain possession and control of the yeast and will not relinquish control until he/she has personally emptied the required amount of yeast into the product being prepared as well as ensuring it has been thoroughly mixed into the product. All partial and empty yeast containers shall be immediately returned to the Master Security Control Center for destruction.

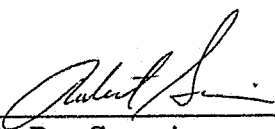
4. Any loss of yeast will be reported immediately to the Master Security Control Center officer. Additionally, Food Service staff on duty will immediately conduct a premises search plus conduct a shake down of all inmates in the food service department. Furthermore, a notation of the loss/find will be made on the Food Service Shift report plus an Incident Report shall be completed and furnished to the on duty Security Shift Commander.
- C. Any deviations form this order must be approved by both the Food Service Supervisor II and the Facility Security Manager.

**III. RESPONSIBILITIES:**

- A. The Food Service Correctional Support Supervisor II shall ensure that all subordinate staff comply with this directive.
- B. The Food Service Correctional Support Supervisors I and leadworkers are responsible for handling and safeguarding all yeast as set forth in the directive.

**IV. AUTHORITY:**

- A. AVCF Operational Memorandum 300-6, 300-69, Contraband.

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #19

January 4, 1993

This directive sets forth the Food Service initial orientation or induction and training program that the Supervisory Food Service Staff shall follow in welcoming, familiarizing and training the new DOC employees.

I. Purpose: To provide a new employee with the basic understanding of the food service operation and how its services contribute to the overall function of the facility.

II. Procedure:

A. The orientation and initial training of newly assigned Correctional Support Food Service staff shall be accomplished as follows:

1. Complete requirements as directed by AVCF Operational Memorandum 1550-2.
2. Use and complete the AVCF Food Service Department Newly Assigned Employee Orientation Checklist, Directive 19a, for conducting additional food service orientation and training.
  - a. The checklist will be completed in triplicate. The original will be filled in the immediate Shift Supervisor employee file, the second copy will be given to the Food Service Manager and the third copy will be forwarded on to the AVCF Training Coordinator.

B. The orientation of non-food service staff shall be accomplished by utilizing the AVCF Food Service Department New Employee Orientation Checklist, Directive 19b.

III. Responsibility:

A. The Food Service Supervisors shall have the overall responsible for ensuring compliance with DOC regulations, policies, AVCF Procedures and this directive relating to the overall orientation program.

B. All newly hired food service employees will be familiar with the AVCF Operational Memorandum 1550-2, this directive will complete the orientation program prior to certification.

IV. Reference:



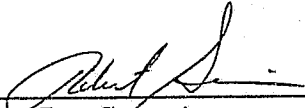
page 2 con't AVCF Food Service Directive #19

A. AVCF Operational Memorandum 1550-2

page 2 con't AVCF Food Service Directive #19

V. Attachments:

AVCF Food Service Newly Assigned Checklist, Directive 19a  
AVCF Non Food Service Newly Assigned Staff, Directive 19b



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #19a

Newly Assigned Food Service Employee Orientation

Employees Name \_\_\_\_\_ Date \_\_\_\_\_

	Initials
	EMPL SUPR
I. Introduction:	
A. Tour of Facility	_____
B. To Staff	_____
C. AVCF New Employee Orientation Certified	_____
D. Dress Code. Uniform, pants, shirts, hat, name tag and patches.	_____
E. Mission, AVCF Goals, philosophy and objectives;	
1. Mission	_____
2. Goals	_____
3. Philosophy	_____
F. Food Service Organization	_____
1. Supervisor	_____
2. Job Description & Zone Assignment	_____
a. Cook Supervisor	_____
b. Dining Room Supervisor	_____
c. Diets/Bakery Supervisor	_____
d. Storeroom supervisor	_____
3. Training outline and Requirements	_____
G. Administration Functions	
1. Time cards, sick, vacation	_____
2. PACE & evaluations	_____
3. Workmans Comp	_____
4. Sexual Harassment (AR 1450-5)	_____

5. DOC Administration Regulations (1550-2) \_\_\_\_\_
6. AVCF Operational Memorandums
  - 1. AVCF 100-9 Response time Emer \_\_\_\_\_
  - 2. AVCF 100-9 Inclement weather \_\_\_\_\_
  - 3. AVCF 100-20 Chain of Command \_\_\_\_\_
  - 4. AVCF 300-2 Hostage Policy \_\_\_\_\_
  - 5. AVCF 300-4 Daily counts \_\_\_\_\_
  - 6. AVCF 300-6, 300-6a Contraband \_\_\_\_\_
  - 7. AVCF 300-8RD Key/Lock Control \_\_\_\_\_
  - 8. AVCF 300-9 Tool Control \_\_\_\_\_
  - 9. AVCF 300-15 Fire Safety \_\_\_\_\_
  - 10. DOC AR 850-2 Inmate Work/Program \_\_\_\_\_
  - 11. 1450-1 Ethical Performance Standard \_\_\_\_\_
  - 12. DOC AR-1450-2 PACE \_\_\_\_\_
  - 13. DOC AR 1450-6 Outside employment for  
DOC Employees \_\_\_\_\_
  - 14. DOC AR 1450-7 Certification of  
probation & Employees \_\_\_\_\_
  - 15. DOC AR1450-9 Transfer with in  
Department of Correction \_\_\_\_\_
  - 16. 1450-12 Correction & Disciplinary  
action \_\_\_\_\_
  - 17. 1450-14 Compensatory time for exempt  
employees \_\_\_\_\_
  - 18. 1450-24 Staff Grievance system \_\_\_\_\_
  - 19. 1450-28 Relation between Staff & Inmate \_\_\_\_\_
  - 20. 1550-2 Food Service Planning & Service \_\_\_\_\_

II. Food Service Operational Procedures:

A. Custody and Security:

- 1. Key Control \_\_\_\_\_
- 2. Knife and Tool Control \_\_\_\_\_
- 3. Shake Down \_\_\_\_\_
- 4. Inmate Control \_\_\_\_\_
- 5. Yeast Control \_\_\_\_\_

B. Food Preparation and Service:

- 1. US Armed Forces Standardized recipe \_\_\_\_\_
  - a. VCR Film: Using USAF Recipe \_\_\_\_\_
- 2. Cooks worksheet-How to use/fill out \_\_\_\_\_
- 3. Portion Control \_\_\_\_\_
  - a. VCR Film: Portion Control \_\_\_\_\_

C. Therapeutics Diets:

- 1. Diet Manual \_\_\_\_\_
- 2. Types of Diets \_\_\_\_\_
- 3. Cancellation of Diets \_\_\_\_\_
- 4. Reports/lawsuits \_\_\_\_\_
- 5. Computer System \_\_\_\_\_

D. Serving Line \_\_\_\_\_

E. Storeroom Operations and SOP \_\_\_\_\_

- 1. VCR Film: Receiving/Storing \_\_\_\_\_
- 2. Ingredient Room, Cage area \_\_\_\_\_

F. Control of Food \_\_\_\_\_

G. Take out meals and sack lunches \_\_\_\_\_

- 1. Segregation \_\_\_\_\_
- 2. Cell houses, post, etc. \_\_\_\_\_
- 3. Inmate work crews \_\_\_\_\_

- 4. FTE Staff, Special Holidays \_\_\_\_\_
- 5. AVCF Search Crews, AVERT, SORT \_\_\_\_\_

H. Sanitation, Hygiene and Inspections

- 1. VCR Film: Sanitation/Hygiene  
Why the Importance ? \_\_\_\_\_
- 2. VCR Film: Food Safety is no mystery \_\_\_\_\_
- 3. Colorado State Health Rules/Regulations \_\_\_\_\_
- 4. Cleaning & Sanitation.....Definitions \_\_\_\_\_
- 5. DOC, Facility, State Health inspections \_\_\_\_\_
- 6. Personal Hygiene of Inmates \_\_\_\_\_
  - a. Headcover, Uniforms, Aprons, Etc. \_\_\_\_\_

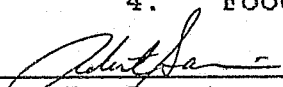
I. Supervision of Inmates:

- 1. Inmate classification/assignments \_\_\_\_\_
- 2. Orientation of new inmate employees \_\_\_\_\_
- 3. Work assignments, schedules, hours \_\_\_\_\_
- 4. Job descriptions (Inmate Workers) \_\_\_\_\_
- 5. Inmate pay and raises \_\_\_\_\_
- 6. Inmate monthly evaluations \_\_\_\_\_
- 7. Code of Penal Discipline \_\_\_\_\_
  - a. Kitchen Posted Operational Rules \_\_\_\_\_
  - b. Inmate incident reports \_\_\_\_\_
  - c. Suspensions/Terminations \_\_\_\_\_
- 8. Inmate responsibilities \_\_\_\_\_

J. Safety:

1. VCR Film: Preventing falls
2. Preventing Machine Injuries
3. Hazardous Chemical Program
4. Food Service Fire Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

## A.M. SHIFT

- STEP 1 WELCOME TO THE KITCHEN FACILITY AT THE ARKANSAS VALLEY CORRECTIONAL FACILITY.
- STEP 2 PICK UP KEYS AT MASTER CONTROL UPON ENTERING FACILITY.
- STEP 3 COOK AND/OR DIET/BAKERY SUPERVISOR ASSUME DUTY POST BY 0345; 0530 FOR DINING ROOM SUPERVISOR.
- STEP 4 THE FIRST SGT. ON SITE IS TO PHYSICALLY COUNT AND VERIFY THE PROPER NUMBER OF UTENSILS IN THE TOOL CHEST. IF ANY DISCREPANCIES ARE FOUND. i.e. BROKEN OR UTENSILS THAT ARE UNACCOUNTED FOR, NOTIFY THE TOOL CONTROL OFFICER AND SUBMIT AN INCIDENT REPORT FORM TO THE SHIFT COMMANDER.
- STEP 5 SHAKE DOWN KITCHEN AND DINING HALL FOR CONTRABAND AND MISCELLANEOUS HIDDEN FOOD ITEMS. ALSO CHECK CARTS, AND OTHER ACCESSORIES FOR LOOSE OR MISSING PARTS. CALL MAINTENANCE TO TIGHTEN, FIX, OR REMOVE ANYTHING THAT MIGHT PRESENT A SECURITY RISK.
- STEP 6 AT 0400 PROCEED TO DINING ROOM 1 OR 2 AND HELP PROCESS IN INMATES. THIS IS DONE AGAIN AT 430 OR 0500 AND 0530.
- STEP 7 COUNT TIMES. THERE ARE THREE FORMAL COUNTS DURING EACH DAY OF THE WEEK. THE TIME ARE 0600, 1130 ON WEEK DAYS OR 1030 ON WEEKENDS OR HOLIDAYS, AND AT 1700. TAKE INFORMAL COUNTS WHEN EVER NECESSARY.
- STEP 8 MONITOR TRASH REMOVAL MONDAY THROUGH FRIDAY. SOMETIME BETWEEN 0730 AND 0800 DAILY. MONITOR GARBAGE REMOVAL MONDAY THROUGH SUNDAY UPON THE ARRIVAL OF MRS. MARY TABAROS BETWEEN 0830 AND 1030 AND AGAIN WHEN MR. ROBERT ROOKS ARRIVES AT APPROXIMATELY 1530.

AVCF Food Service Directive #19a(1)

- STEP 9 MONITOR MOVEMENT OF INMATES THROUGHOUT THE ENTIRE SHIFT. IF ONE SAYS HE HAS AN APPOINTMENT, VERIFY BY PHONE OR OTHER MEANS OF COMMUNICATION WITH HIS DESTINATION, AND GET APPROVAL FROM HIS WORK SUPERVISOR BEFORE RELEASING HIM.
- STEP 10 SHAKEDOWN AND SECURE DINING HALL #1 AT 100 FOR INMATE AND STAFF DINING. CLOSE DINING ROOM #1 FOR COUNT. MAKE SURE ALL SODA MACHINES ARE FILLED PRIOR TO SHORT LINE.
- STEP 11 SHAKEDOWN AND SECURE DINING HALL #2 AS SOON AS AM DINING ROOM PORTER IS IN DINING HALL #2, APPROXIMATELY 1030 - 1100 DAILY.
- STEP 12 AT 1225 TO 1230 THE RELIEVING SHIFT SHOULD BE HERE. MAKE SURE ALL PAPER WORK IS COMPLETE. SHIFT REPORT, AND ANY INCIDENT REPORTS. GET FROM RELIEVING OFFICER KEY TAG, IN EXCHANGE FOR KITCHEN SECURITY KEY RING. HAVE RELIEVING OFFICER SIGN SHIFT REPORT AFTER HE HAS CHECKED UTENSIL INVENTORY IN TOOL CHEST AND ANY UTENSILS THAT HAVE BEEN CHECKED OUT, AND HAS ACCEPTED DUTY POST.
- STEP 13 P.M. KITCHEN SHIFT HAS THE SAME RESPONSIBILITIES AS A.M. BUT THE TIMES WILL BE DIFFERENT.

AFTERNOON KITCHEN STAFF

- STEP 1 COME IN, DO A TOOL INVENTORY, TOOLS IN CABINET FIRST, THEN THOSE SIGNED OUT.
- STEP 2 AFTERNOON MEAL IS COMPLETED USUALLY 1300, HELP CHECK OUT DAYSHIFT INMATES APPROVED TO LEAVE BY SUPERVISOR.
- STEP 3 CHECK IN AFTERNOON KITCHEN HELP AND FILL OUT SIGN IN SHEET.



AVCF Food Service Directive #19a(1)

STEP 4 CHECK OUT AFTERNOON SHIFT. MAKE SURE ALL UTENSILS ARE ACCOUNTED FOR THAT ARE CHECKED OUT TO THEM.

STEP 5 EVENING MEAL PREPARATION: DINING ROOM CLEANING, SMOKE BREAKS, ETC. CONTROL CENTER WILL DETERMINE HOW MANY MEALS ARE NEEDED FOR SEGREGATION, LIVING UNITS, AND OUT POSTS WILL BE NEEDED AND THEY WILL NOTIFY THE KITCHEN BY 1430.

STEP 6 LINE SUPERVISORS WILL CHECK OUT UTENSILS FOR SERVING. ALL KNIVES WILL BE SECURED BEFORE COUNT. INMATES AND STAFF EAT BEFORE GENERAL POPULATION, APPROXIMATED 1700.

STEP 7 COUNT. THERE IS ONE FORMAL COUNT AT 1700. INFORMAL COUNT MAY BE TAKEN AS NEEDED.

STEP 8 AFTER SERVING IS COMPLETE, CHECK UTENSILS BACK IN AND CHECK INVENTORY TO MAKE SURE ALL UTENSILS ARE ACCOUNTED FOR.

END OF SHIFT CHECK

STEP 1 LOCK MILK COOLER ACROSS FROM 80 GAL KETTLES.

STEP 2 CHECK INMATE BATHROOM.

STEP 3 CHECK INMATE COATROOM AND THEN LOCK BEFORE LEAVING.

STEP 4 CHECK AND LOCK DIETARY KITCHEN.

STEP 5 CHECK DINING ROOMS 1 AND 2, CHECK BEVERAGE ISLAND, LOCK JANITOR CLOSET, LOCK PASS THROUGH DOOR, RECHECK THE SERVING LINE.

STEP 6 CHECK AND SECURE DISHROOM.

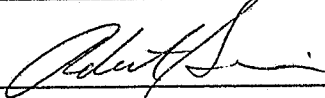
STEP 7 CHECK AND SECURE POTS AND PANS AREA.

STEP 8 ENSURE THE BAKERY COOLER AND DOORS ARE LOCKED, BAKERY OVEN IS SHUT OFF, TABLE AND FLOORS ARE CLEAN.

AVCF Food Service Directive #19a(1)

- STEP 9      VERIFY THE KITCHEN PREP AREAS ARE SECURED, COOLERS ARE LOCKED, FLOORS CLEAN AND COUNTERS CLEAN.
- STEP 10     ENSURE MEAT PREP COOLER DOORS IS LOCKED. ALL FOOD PROPERLY LABELED AND THAT FLOOR AND SHELVES ARE CLEAN.
- STEP 11     ENSURE VEGETABLE PREP COOLER DOOR ARE LOCKED. ALL FOOD UP OFF FLOOR AND PROPERLY ROTATED.
- STEP 12     SHIFT SUPERVISOR GO INTO THE STORE ROOM AND ENSURE ALL COOLERS, THE INGREDIENT ROOM, AND CHEMICAL ROOM ARE LOCKED.
- STEP 13     LOCK ALL DOORS ON THE WAY OUT OF THE STOREROOM.
- STEP 14     GO IN THE OFFICE AND CHECK THE MOLITRAN HOOD SYSTEM. REFILL HOOD CLEANER IF NEEDED, SECURE THE SYSTEM TURNING OFF EXHAUST FANS.
- STEP 15     VERIFY LOCK ON KITCHEN SUPERVISOR'S OFFICE, THEN DEPRESS THE MASTER LIGHT SWITCH PANEL TURNING OFF ALL LIGHTS.
- STEP 16     ON THE WAY OUT ENSURE THE TRASH ROOMS ARE LOCKED. ALSO CHECK THE STAFF BATHROOMS AND MAKE SURE ENTRY DOOR IS LOCKED.
- STEP 17     STOP AT SHIFT COMMANDERS OFFICE AND RELAY ANY PROBLEMS, REPORTS ETC. DROP OFF KEYS AT MASTER CONTROL AND GET YOUR KEY TAG BACK.

DEPUTY WARDEN \_\_\_\_\_

FOOD SERVICE MANAGER 

FOOD SERVICE SUPERVISOR I \_\_\_\_\_

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY

FORTY-HOUR ORIENTATION & TRAINING  
PHASES I AND II

Phase	Activity	Content	Reading	Appoint- ment	Contact	Signa- ture
I	Administration	Facility mission statement, introductions	AR 100-1 100-18 OM 100-5 100-9 100-15 100-18 100-19 100-21		William Price  Joe Paolino	
I	Administrative Services	Payroll, Workers' comp., Legal issues, staff library, integrity in government	AR 750-1 OM 1350-1 1450-3		Gloria Masterson  S. Seme	
I	Tour	General tour of the facility to identify major areas			K. Milyard  T. Ritter	
I	Group Living	Philosophy of housing management	AR 850-1 850-8 OM 100-17 850-2 850-5		B. Burgess	
I	Medical	Tour infirmary, review medical services			D. Lawson  G. Norman	
I	Personnel/ Fiscal	Specific personnel issues. Specific fiscal issues.	AR 1450-5 1450-6 1450-28 1450-31 OM 1450-4 1450-9 1450-10		M. Young	
I	Programs	Overview of AVCF programs			N. Robinette	

**COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY**

**FORTY-HOUR ORIENTATION & TRAINING  
PHASES I AND II**

Phase	Activity	Content	Reading	Appoint- ment	Contact	Signa- ture
I	Security	Review security posts and policies	AR 300-1 300-16 OM 300-1 300-2 300-4 300-7 300-8 1100-5 Visiting post orders		C. Marriott  R. Torri	
II	Weapons Qualification	Weapons familiarization and qualification			L. Gaskill  A. Montoya	
I	Fire Safety	Cellhouses 1 thru 6 alarm systems; applicable fire and inservice	"The Deadly Smoke"		R. Trani	
I	Training	Forty-hour orientation training opportunities fire inservice	AR 1500-4 OM 1500-1 1500-5		R. Trani  K. Milyard	
II	Disciplinary Hearing Board	Attend a disciplinary hearing. Have photograph taken	OM 150-1		T. Ritter	
II	Parole Board (optional)	Attend parole board hearing	AR1250-51			
II	Classification	Attend classification committee meeting			B. Burdgress	

**COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY**

**FORTY-HOUR ORIENTATION & TRAINING  
PHASES I AND II**

Phase	Activity	Content	Reading	Appoint- ment	Contact	Signa- ture
II	Case Management	Orientation to case management	AR 850-12 OM 550-1		R. Garcia J. Hartbauer	
II	Mental Health	Visit mental health offices			B. Flores	
II	Cellhouse 1	Tour unit			G. Maxwell	
II	Cellhouse 2	Tour Unit			F. Martinez	
II	Cellhouse 3	Tour Unit			J. Vellar	
II	Cellhouse 4	Tour Unit			E. Holden	
II	Cellhouse 5	Tour Unit			G. Lay	
II	Cellhouse 6	Tour Unit			R. Wager	
II	Food Service	Tour Food Services Area			R. Garcia R. Willis D. Spengler L. Owens	
II	Mailroom	Visit Mailroom	AR 1100-1		V. Hudson	
II	Towers	Visit each of three towers	Post orders		R. Torri A. Montoya	
II	Midway/ Movement Control	observe functions at these areas	Post orders (Midway only)		R. Torri A. Montoya	
II	Shape-Up	Spend one hour observing program	OM 900-5		D. Vigil	
II	Academic	Visit academic school			E. Richmond A. McGrath	
II	Addiction Recovery Program	Overview of ARP program			Legg Anderson	

**COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY**

**FORTY-HOUR ORIENTATION & TRAINING  
PHASES I AND II**

Phase	Activity	Content	Reading	Appoint- ment	Contact	Signa- ture
II	Library/Law Library	Visit libraries			F. Martinez A. McGrath	
II	Recreation Department	Tour Gym and yard	OM 1000-1		D. Watkins B. Beebe	
II	Religious Services	Visit Office Area			Father O'Flynn Rev. Kilpatrick	
II	Hobby Shop	Visit hobby shop			T. Arguello M. Gettler	
II	Dental Services		AR 1050-1			
II	Informational Services	Visit computer room			E. Richmond	
II	Business Office	Visit Purchasing and business offices			K. Adams B. Maxwell	
II	Vocational Education Department	Tour Vocational Education Department			D. Patchen D. Barrett	
II	Heating Plant (Boilerhouse)	Tour boilerhouse			R. Marez	
II	Laundry	Visit laundry			H. Ortaga	
II	Panel Shop	Visit Panel Shop			N. Bouldin C. Robinette	
II	Maintenance	Tour maintenance row	OM 300-9		R. Marez G. Wallace	
II	AVCF Warehouse	Visit Warehouse			R. Barbee G. Lucero	

Directive #20

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY

FORTY-HOUR ORIENTATION & TRAINING  
PHASES I AND II

CERTIFICATION

I certify that I have completed the above checklist and am familiar with the content of the policies and procedures listed above. I have completed the facility tour and have met the requirements of the workers' compensation plan.

Date: \_\_\_\_\_ Employee: \_\_\_\_\_  
(Type or Print)

SSN: \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_

\*\*\*\*\*

Supervisor  
Signature: \_\_\_\_\_

Work Unit: \_\_\_\_\_

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #21

CUSTODY AND SECURITY

FOOD CONTROL

January 4, 1993

This directive sets forth the purpose, definitions and standards that food service staff follow when inmate employees request a menu food substitution or extra food to eat while on duty.

I. PURPOSE:

- A. To insure staff uniformity for granting and issuing foods other than the prescribed portions being served at meal times or during working hours to inmate food service employees.
- B. To insure that food is not being used as a reward or disciplinary measure but as a benefit for being employed in the Food Service Department.
- C. To prevent pillfridge/waste, and control food cost.

II. DEFINITIONS:

- A. Non-Perishable food items: Foods which will keep almost indefinitely when correctly stored.
- B. Perishable food items: Foods easily injured, destroyed, susceptible to invasion by bacteria, molds, yeast, and liable to perish, decay or spoil.
- C. Inventory; Foods on hand, whether raw or prepared, that can be used in production/service of present and future meal requirements thereby reducing amounts needed to order, consequently reducing overall food cost.
- D. Leftovers: Prepared and cooked portions or remnants of food from a meal service that may or may not (depending on proper handling, storage, and perishability) be re-used to fulfill future meal/snack requirements.

III. PROCEDURES:

- A. Off-Duty Food Service Inmate Employees will:
  - 1. Be issued, during the meal period, the same portions of foods that the population receives and will not be served any extra foods or different types of food than what is being served to the general population.



2. Not be allowed to eat on short-line.
3. Not be allowed to receive or eat food in the kitchen.

B. ON-DUTY FOOD SERVICE INMATE EMPLOYEES: STAFF SHALL:

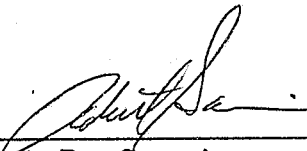
1. Required on-duty inmate employees to eat all regular meals in the dining rooms during short line, before the meal, in between feeding of general population or after the meal service has been completed, but not during general population, and feeding.
2. Supervise and control the making of on-duty inmate employees food trays and not allow them to help themselves to food from the serving line.
3. Be permitted, during inmate employee meal service only, to serve double portions of food, except for the main entree and dessert, from the serving line when general population are not in the building and provided sufficient quantity of designated menu foods are available for the main serving lines.
4. Allow within reason and upon inmate request the following food substitutions:
  - a. USDA food items (Peanut butter, etc.) and slices of bread
  - b. Leftover sandwich spread or sandwich meat such as bologna or salami.
  - c. Leftover food (as defined in II.d above) in work cooler from previous meal.
  - d. Bulk dry cereal with milk.
  - e. Prepared and cooked leftover food items stored in the work cooler from a previous meal that will not be used to fulfill future meal or snack requirements. Cook Supervisors, after obtaining approval from the Shift Supervisor, may prepare a special dish for all on duty inmate employees from these leftovers.
    - (1) All special foods dishes, desserts, etc., prepared from leftovers will be served during short line only.
5. Allow the inmate workers to have extra leftover foods from the serving line if the following criterions are met.
  - a. If approved by the Shift Leader.
  - b. If everyone in population has already been served.

- c. If the service line has officially closed.
  - d. If the perishable foods are not part of inventory (as defined in II.C>) or cannot be kept for more than 24 hours and will not be needed for future meals, Snacks, Sack Lunches, or Diet Meals.
    - (1) Cookies and Cakes which can be used to fulfill Sack Lunch requirements will not be considered extra. The Shift Supervisor may allow the bakers to produce and set out an extra pan of bakery goods for inmate employees during their meal service time.
6. When inmate employees are issued food that is different or extra than what is being served for the main meal, they will be informed that they are not to give, display or eat the food in front of inmates not assigned and working to the food service department at anytime.
- C. The following food items, from storage or after meal service are not considered extras or leftovers and will not be used to make a food dish or issued individually to inmate food service employees.
- 1. Ice Cream (an inventory item).
  - 2. All individual package juices, milk, etc.
  - 3. All fresh fruits.
  - 4. All perishable and non-perishable raw or unprepared foods that is needed for the immediate or future production of a meal. For example:
    - a. If 390 portions of meat were removed from the freezer to thaw and only 370 portion were needed then the 30 surplus portions are not to be prepared as extras. they are to be properly wrapped and stored under proper food protection standards until needed for another meal service.
    - b. Un-opened boxes, packages, bags, or cans of foods are not to be removed from the inventory and opened so as to prepare or produce an extra food dish.
    - c. Perishable foods, in storage and on inventory, such as fresh eggs, fresh fruit and vegetables will not be given out as extras at any time before or after a meal service if the life of the item will permit further storage and can be used for diets, snacks, sack lunches or a future meal.

- d. Food items which have been designated for the diet kitchen. Also, no food of any kind is to be distributed or given to inmate employees from the Diet Kitchen unless the employee needs the food to prepare meals for authorized therapeutic diets.
- e. leftover prepared and cooked meats from the meal service such as ham, roast beef, meatloaf, hamburgers, salisbury steak and luncheon meats will be kept by wrapping, refrigerating or freezing and preserved for use in preparing sack lunches.

**IV. RESPONSIBILITIES:**

- A. The Food Service Supervisor II, all Shift Supervisor or their designated, Shift Leaders shall be the only persons to authorized any deviations from this directive.
- B. All Staff shall enforce the contents of this directive and be responsive in assisting in controlling food cost.



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #22

CLEANING, SANITATION AND HYGIENE PROGRAM

DISPENSING OF CHEMICALS

January 4, 1992

This directive establishes operational procedures and responsibilities for staff to follow in using, issuing, controlling and dispensing of cleaning and sanitizing chemicals.

I. PURPOSE: To ensure:

- A. The products are appropriately used and dispensed.
- B. Against intentional or unintentional dangerous mixing of products.
- C. The quantity of the products to use, where manual measuring is required.
- D. Safe container disposal procedures.
- E. Adequate safety equipment is used for handling (e.g. goggles, apron, gloves).
- F. Security storage requirements are met.

II. PROCEDURES:

- A. Staff will ensure that the chemicals listed below are only used and dispensed thru the meeting devices to the designated equipment from the secured Chemical Storage Areas:
  - 1. Wall Mounted Cleaning, Rinsing and Sanitizing Machines (Located in Dishroom and Cart/Can Wash Area).
    - a. Detergent: Degreaser Cleaner, Pot Scrubber, Marathon Conc. soaps.
    - b. Disinfectant: Bleach
  - 2. Dishmachine:
    - a. Rinse Dry Aid

- b. Marathon Dishwashing Compound (Heavy Duty). This chemical is highly corrosive and shall be handled only by staff who are wearing rubber gloves, apron, and safety glasses or goggles. Staff shall utilize the Chemical Waste kit to remove any major spills.
3. Pots & Pans sink.
    - a. Pot licker for wash tank. **Note:** Staff may manually add some de-greaser to assist in removing grease from pots & pans, etc.
    - b. Bleach in final rinse tank.
  4. Diet Kitchen.
- B. Staff shall manually dilute, dispense and provide supervision in the use of the following chemicals for the purpose of:
1. Pre-soaking Sups: Utilize the Portable Sink.
    - a. Mix Dip-it in with hot water.
      - (1) Do not use bleach - it will remove the cup finish.
  2. Pre-Soaking Trays: Utilize the portable Sink.
    - a. Mix Bleach and hot water.
      - (1) Do not use dit-it - it will cause trays to crack.
  3. Sanitizing Cleaning Cloths in Buckets.
    - a. Bleach and hot water.
  4. General Cleaning of:
    - a. Ovens/Grills: K-Pow or Hot/Shot.
    - b. Freezer/Cooler Floors: Freezer Clean.
    - c. Hands Soap Dispenser: Bulk Antiseptic Hand Soap.
    - d. Hard Water Disposits: Lime-Glo (spray on, rinse)
    - e. Windows: 2 tablespoons vinegar to 1 qt. water.
    - f. Aluminum: Baking Soda with scrubbing pad.
    - g. Walls/Doors: Pot Licker

C. Safety Guidelines:

1. Never mix chlorine bleach with any other cleaning agent, such as ammonia or vinegar. It may create toxic fumes.
2. Follow mixing directions for all chemicals and use according to directions.
3. Mix cleaning solutions in well ventilated areas.
4. Store all chemicals in approved Chemical Storage area; never near food.
5. Ensure all chemicals are plainly marked with label as to the contents in the container before removing from storage and before using.
6. Study the MSDS (Material Safety Data Sheets) on each product.
7. Know what to do in case of chemical emergencies.

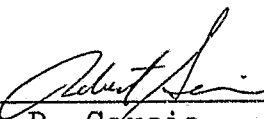
- D. Staff shall dispose of all empty chemical containers by rinsing several times than, piercing thru them and ensuring they are transported out to the waste container. Empty chemical containers will not be used for storage of food or any other kitchen products.

III. RESPONSIBILITIES:

- A. Shift Supervisors shall ensure that all staff assigned under his supervision receive hazardous chemical training each year and have read and understands AVCF Operational Memorandum 1550-5, Hazardous Chemical Program.
- B. All staff supervising inmates using chemicals shall:
1. Keep toxic and flammable materials inaccessible to inmates except on a limited and strictly monitored basis.
  2. Explain proper usage of and dangers of materials to inmate workers prior to issuing any chemicals.
  3. Provide only sufficient amounts of chemicals needed to complete the job.
  4. Ensure that all chemicals are properly labeled before dispensing to anyone.
  5. Return and secure all chemicals after use to the Chemical Storage area.

IV. REFERENCE:

- A. AVCF Operational Memorandum 1550-5.
- B. OSHA Hazard Communications Standards.
- C. Material Safety Data Sheets (In Food Service Office)
- D. ACA 3-4081 and 3-4203.



---

Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #23

DIET KITCHEN

SNACKS/LUNCHES

January 4, 1992

This directive supplements AVCF Operational Memorandum 700-3 relating to the retrieving of handling of A.M., P.M. and H.S. snacks/lunches that were not picked up "med line".


I. **PURPOSE:** To ensure accountability of all snacks/lunches, prevent unauthorized bartering of leftover foods and eventually reduce the amount of snacks/lunches that have to be prepared for non-compliance.

II. **PROCEDURE:**

A. Food Service Diet/Utility Supervisor will be responsible for:

1. Picking up, every morning between 0600 and 0615 hours, all A.M. snacks or sack lunches that are supposed to have been issued (obtain key for refrigerator at movement control) and return the sacks to the diet kitchen where they are to be broken down and the food/beverage re-used if sanitary conditions are met. Furthermore:

a. The diet/utility supervisor shall record and complete an Incident Report on each inmate who failed to pick up his therapeutic diet snack or sack lunch. the original copy of the incident report shall be forwarded to the appropriate P.A. assigned to the Infirmary and the carbon copy will be filed in the inmate individual diet folder located in the Diet Clerks file cabinet.



Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department



COLORADO DEPARTMENT OF CORRECTIONS  
ARKANSAS VALLEY CORRECTIONAL FACILITY  
FOOD SERVICE DEPARTMENT

AVCF FOOD SERVICE MANUAL  
DIRECTIVE #24

PREVENTIVE MAINTAINANCE

WORK ORDERS

January 4, 1993

This directive establishes operational procedures and responsibilities for staff to follow towards identifying, recording, and requesting maintenance work to be performed.

I. PURPOSE:

- A. To assure that equipment is being properly maintained in good order.
- B. To meet daily operational requirements.
- C. To provide employees, guests, customers a hazard-free environment.
- D. To comply with the rules, regulations, and standards of DOC and the State Health Department.
- E. To prevent duplication and confusion of maintenance work orders.

II. DEFINITIONS FOR WORK ORDER PRIORITY:

- A. Routine: An immediate response isn't required.
- B. Emergency: A sudden generally unexpected occurrence, demanding immediate action that, if not immediately repaired, could result in serious illness, injury, loss of life, grave structural damage, loss of property (equipment, food, etc.) or are such where operational requirements cannot be fulfilled. An emergency will no longer exist when repairs have been made that fulfill the following requirements:
  - 1. Meet Safety Standards: "Freedom from danger, injury, damage or loss."
  - 2. Meet State Health Rules & Regulation Requirements: A Clean healthy condition whereas clients are protected from hazards and illness and are provided with wholesome food in a safe and healthful environment.

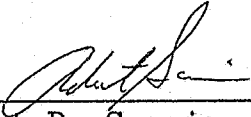
III. PROCEDURES:

- A. Staff shall practice preventive maintenance measures by conducting daily self-inspections of their assigned areas and reporting all needed repairs or maintenance discrepancies related to equipment, electrical, plumbing and refrigeration, etc., to the shift supervisor.
- B. The shift supervisor shall conduct self-inspections and initiate the necessary action to resolve all found or reported unsafe and unsanitary conditions requiring repair or maintenance relating to equipment, electrical, plumbing, refrigeration, etc., by promptly logging the discrepancy on the Food Service Maintenance Request Log and making arrangements with maintenance for a repair work order as follows:
  1. NORMAL WORKING HOURS - Monday thru Friday (0800-1600): Refer all work orders during normal working hours to the AVCF Maintenance work order clerk at ext. 205 - 206 and explain the problem by giving a short verbal description to the person accepting the work order.
    - a. Respectfully request a quick response if the work requested falls within the definition of an emergency as defined above.
    - b. The Shift Supervisor shall coordinate with Mr. Rich Marez Ext. 585, or in his absence, Gordon Wallace ext. 585 and apprise them of any problems relating to call-in work orders that have not been acted upon within a reasonable length of time.
  2. AFTER NORMAL WORK HOURS: Refer all emergency repair requests, except for refrigeration, occurring after normal working hours to the AVCF Boilerhouse at ext. 524.
    - a. Refer all emergency refrigeration repairs to Security Control Center ext. 306-307 for followups - they will notify the party in question.
  3. ALTERNATIVE NOTIFICATION AND ASSISTANCE: If none of the above works, then contact in order one of the following persons for help:
    - a. During Normal Working Hours:  
  
Mr. Rich Marez maintenance Manager Ext. 585.  
  
Mr. Robert D. Garcia, Food Service Supervisor II  
Ext. 520.

page 3 con't AVCF Food Service Directive #24

b. After Normal Duty Hours:

Contact the On Duty Security Shift Commander and Duty Officer



---

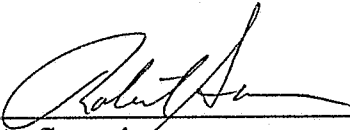
Robert D. Garcia  
Correctional Support Supervisor II  
AVCF Food Service Department

ARKANSAS VALLEY CORRECTIONAL FACILITY  
POSTED OPERATIONAL RULES - #1550-2 attachment A  
SUPPORT SERVICES  
FOOD SERVICE DEPARTMENT - GENERAL KITCHEN

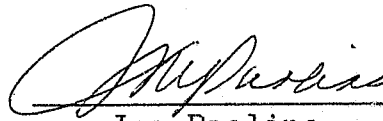
The following Posted Operational Rules for working requirements set forth the standard of conduct and behavior expected of each inmate assigned to the AVCF Food Service Department. Therefore, it will be the responsibility of each inmate employee to abide by these rules, as any violation may result in disciplinary action being taken and/or termination.

1. All inmate employees shall report to work at their designated location and time as scheduled.
2. Each inmate shall remain on the job during his full shift until officially released by one of the staff officers for a valid reason, such as an official appointment with the medical services, etc. Being released for checking mail, turning in or picking up laundry, etc., is not considered a valid reason.
3. Each inmate shall perform any and all assigned tasks within his work assignment area, and/or perform any other task assigned to him by any staff officer on duty.
4. Inmate employees who are called back to work on their scheduled days off shall report for work as directed.
5. All inmate employees who are off duty will receive their meals with general population. Also, they will receive the standard food portion and eat their meals in the main dining rooms.
6. Inmate employees shall not bring to work: playing cards, arts, crafts, etc., or indulge in any such activities during their work shift.
7. Inmate employees shall not bring any type of radio or other sound equipment into the food service department.
8. Inmate employees who are off duty and have not been called back to work are prohibited from entering the kitchen area unless authorized by a staff officer on duty.
9. Inmate employees on duty will not enter the main dining rooms when the inmate population is present, unless specifically assigned.
10. Horseplay will not be allowed.
11. Maintain proper personal hygiene at all times while on duty.
12. No smoking.
13. Hair restraints will be worn at all times in stew department, as provided.

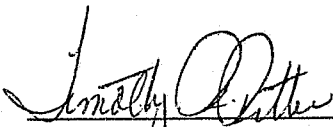
14. No individual cooking or eating while performing work assignments.
15. Inmates shall not have keys to any locks in the kitchen area.
16. White work uniforms will be worn at all times in the food service department, as provided.
17. Inmates will be held accountable for the white work uniform.
  - A. The uniform will be kept clean and neat.
  - B. No alteration, destruction or loss.
  - C. To be worn on duty only.
  - D. Not to be worn for yard or leisure.
  - E. Inmate, upon leaving the food service employment, must return the white uniform.



Robert Garcia  
Food Service Supervisor II



Joe Paolino  
Deputy Warden



Tim Ritter  
Hearing Officer

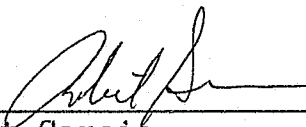
EFFECTIVE DATE: JANUARY 4, 1993

ARKANSAS VALLEY CORRECTIONAL FACILITY  
POSTED OPERATIONAL RULES - #1550-2 attachment B  
SUPPORT SERVICES  
FOOD SERVICE DEPARTMENT - P.M. JANITORS

The following Posted Operational Rules for working requirements set forth the standard of conduct and behavior expected of each inmate assigned to the AVCF Food Service Department. Therefore, it will be the responsibility of each inmate employee to abide by these rules, as any violation may result in disciplinary action being taken and/or termination.

1. All inmate employees shall report to work at their designated location and time as scheduled.
2. Each inmate shall remain on the job during his full shift until officially released by one of the staff officers for a valid reason, such as an official appointment with the medical services, etc. Being released for checking mail, turning in or picking up laundry, etc., is not considered a valid reason.
3. Each inmate shall perform any and all assigned tasks within his work assignment area, and/or perform any other task assigned to him by any staff officer on duty.
4. Inmate employees who are called back to work on their scheduled days off shall report for work as directed.
5. All inmate employees who are off duty will receive their meals with general population. Also, they will receive the standard food portion and eat their meals in the main dining rooms.
6. Inmate employees shall not bring to work: playing cards, arts, crafts, etc., or indulge in any such activities during their work shift.
7. Inmate employees shall not bring any type of radio or other sound equipment into the food service department.
8. Inmate employees who are off duty and have not been called back to work are prohibited from entering the kitchen area unless authorized by a staff officer on duty.
9. Inmate employees on duty will not enter the main dining rooms when the inmate population is present, unless specifically assigned.
10. Horseplay will not be allowed.
11. Maintain proper personal hygiene at all times while on duty.
12. No smoking.
13. Hair restraints will be worn at all times in stew department, as provided.

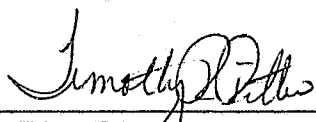
14. No individual cooking or eating while performing work assignments.
15. Inmates shall not have keys to any locks in the kitchen area.
16. White work uniforms will be worn at all times in the food service department, as provided.
17. Inmates will be held accountable for the white work uniform.
  - A. The uniform will be kept clean and neat.
  - B. No alteration, destruction or loss.
  - C. To be worn on duty only.
  - D. Not to be worn for yard or leisure.
  - E. Inmate, upon leaving the food service employment, must return the white uniform.



Robert Garcia  
Food Service Supervisor II



Joe Paolino  
Deputy Warden



Tim Ritter  
Hearing Officer

EFFECTIVE DATE: JANUARY 4, 1993

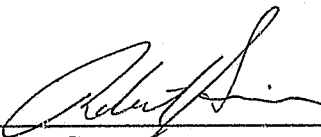
ARKANSAS VALLEY CORRECTIONAL FACILITY  
POSTED OPERATIONAL RULES - #1550-2 attachment C  
SUPPORT SERVICES  
FOOD SERVICE DEPARTMENT - DINING ROOM

The following Posted Operational Rules set forth the rules governing the dress code, conduct and behavior of inmates attending the meal service in the AVCF dining facilities. Therefore, it will be the responsibility of all inmate to comply with these rules, as any infraction may result in disciplinary action.

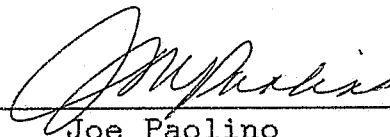
- I. DRESS CODE: Inmates must be fully dressed in state issued clothing and in compliance with the following:
  - A. Must wear full length state issued pants/trousers.
  - B. Must wear a state issued shirt or white t-shirt bearing the name and DOC number of the person wearing the shirt.
  - C. The name and DOC number of the person wearing a jacket must be visible and an authorized shirt must be worn underneath.
  - D. Socks must be worn with approved footwear. Sandals, clogs, etc. are prohibited unless the inmate has in his possession a valid medical order approving the footwear.
  
- II. CONDUCT AND BEHAVIOR: Upon entering the dining room, all inmates shall conform to the following conduct and behavior rules:
  - A. Inmates are to form a single line, staying inside the guide rails and proceed directly to the serving line. Inmates shall not seat themselves until after receiving their meals.
  - B. While in the line, inmates will not jump over, go between, or sit on the guide rails.
  - C. No line jumping.
  - D. Inmates will proceed through the serving line one time only, per meal.
  - E. Inmates on specially prepared diets will wait their turn in line to pick up their specially prepared diet meal at the serving line.
  - F. Inmates on specially prepared diets are prohibited from taking any other food from the serving line.
  - G. Inmates are not permitted to take food in excess of the portion established by the prescribed menu.
  - H. Inmates may only take and use two cups during any meal service.
  - I. Inmates will not bring any personal eating or beverages items or containers into the dining rooms.



- J. Inmates are to remain seated while eating.
- K. Prior to leaving the dining room, each inmate is to pick-up all food trays, cups, and utensils he has used and place them in the dish receiving area.
- L. Loud talking, singing, horseplay, or any behavior disruptive to others is prohibited.
- M. Inmates are not to use any type of tobacco item in the dining room at any time.
- N. Inmates are prohibited from taking any food containers, dishes, cups, bowls, or utensils from the kitchen or dining area.



Robert Garcia  
Food Service Supervisor II



Joe Paolino  
Deputy Warden



Tim Ritter  
Hearing Officer

EFFECTIVE DATE: JANUARY 4, 1993

ARKANSAS VALLEY CORRECTIONAL FACILITY  
POSTED OPERATIONAL RULES - #1550-2 attachment D  
SUPPORT SERVICES  
FOOD SERVICE DEPARTMENT - KITCHEN CONTROL

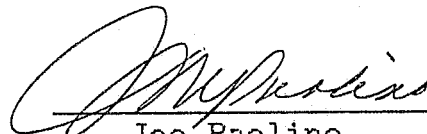
The following Posted Operational Rules for kitchen control set forth the standard of conduct and behavior expected of each inmate assigned to the AVCF Food Service Department. Therefore, it will be the responsibility of each inmate employee to abide by these rules, as any violation may result in disciplinary action being taken and/or termination.

1. No inmate employee, except cooks and bakers, as approved by the food service supervisor, are permitted to use any of the kitchen cooking equipment unless authorized by one of the staff officers on duty. Also, only inmate employees who have been trained in the use of a particular piece of equipment will be permitted to use the equipment as long as the use of it is for official business only.
2. Inmate employees are not to abuse, misuse, destroy, damage or take any state property from the food service premises.
3. Inmate employees who are issued a controlled item, such as knives, tools, etc. will be responsible for maintaining control over the item and returning the item to a staff officer before leaving the food service premises.
4. Inmate employees, except for the assigned diet cooks are not permitted in the Diet Kitchen at any time unless authorized by a staff officer on duty.
5. Inmate employees will not give or receive extra food, food service supplies, or personal properties from any other inmate in the general inmate population when they are present in the dining rooms.
6. Inmate employees are not to consume or display, during regular meal service, any food item that differs from the daily established menu and portion control.
7. NO inmate employees are to take any food that is being, or has been prepared, from the main serving line until their regular portion of food has been served.
8. The removal of any food from the food service department without the express permission of the food service supervisor or concealment of food on the person within the food service department will be considered an act of theft as set forth in DOC Regulation and the Code of Penal Discipline.

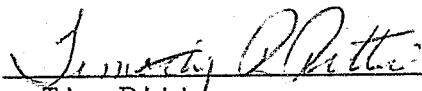
9. The discovery of inmate wrapping or sacking food without specific authorization from a staff officer on duty shall be considered a violation of this Posted Operational Rule.



Robert Garcia  
Food Service Supervisor II



Joe Paolino  
Deputy Warden



Tim Ritter  
Hearing Officer

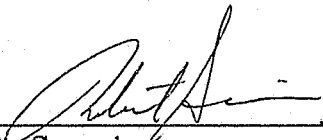
EFFECTIVE DATE: JANUARY 4, 1993

ARKANSAS VALLEY CORRECTIONAL FACILITY  
POSTED OPERATIONAL RULES - #1550-2 attachment E  
SUPPORT SERVICES  
FOOD SERVICE DEPARTMENT - SANITATION

The following Posted Operational Rules for sanitation set forth the standard of conduct and behavior expected of each inmate assigned to the AVCF Food Service Department. Therefore, it will be the responsibility of each inmate employee to abide by these rules, as any violation may result in disciplinary action being taken and/or termination.

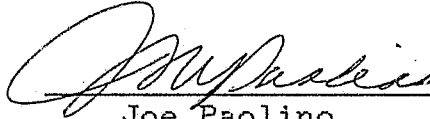
1. All inmate employees will wear sanctioned hair restraints, as approved by the food service supervisor, at all times while in the food service department. Also, any inmate employees dispensing food on the serving line will wear disposable plastic gloves when handling and serving food.
2. NO inmates are to use tobacco in any form while in the food service kitchen.
3. Inmate employees are not to sit, lay down or lounge on any food preparation, production, serving or dining tables.
4. Inmate employees are not to eat food or drink beverages when engaged in the preparation, production or serving of food.
5. Inmate employees are to avoid such unsightly and unsanitary acts as head scratching, nail biting, nose picking, spitting, and uncovered coughs or sneezes, nor will they consume any type of food or beverage when in the process of food preparation, production and service.
6. All inmate employees shall report to work in clean clothing that is in good condition and shall be free of body odors.
7. All inmate employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting to work: during works often as necessary to keep them clean, and after smoking, eating, drinking, or using the restroom.
8. Inmate employees shall not wear tank tops, sweat shirts, or any other type of outer garments without sleeves while on duty in the food service department. T-shirts with sleeves may be worn while performing duties providing they are clean and in compliance with AVCF Procedures.
9. Inmate employees will not lay, hang or store their jackets, coats or other types of garments in any parts of the kitchen except in the designated area identified as "INMATE PERSONAL PROPERTY".

10. All inmate employees issued food service white clothing will sign for such items and be expected to return the items to the food service staff officer upon termination of their employment.



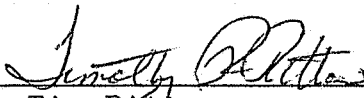
---

Robert Garcia  
Food Service Supervisor II



---

Joe Paolino  
Deputy Warden



---

Tim Ritter  
Hearing Officer

EFFECTIVE DATE: JANUARY 4, 1993