



POLICY AND PROCEDURE

.0801 PURPOSE

The purpose of this policy is to establish and outline procedures for providing reasonable religious menu accommodations that meet the basic nutritional needs of offenders whose religious beliefs require the adherence to religious dietary laws.

.0802 POLICY

It is the policy of the Division of Prisons that religious menu accommodations are made available for offenders whose religious beliefs, as outlined in the Division of Prisons “Religious Practices Operational Manual”, require adherence to religious dietary laws.

.0803 DEFINITIONS

- (a) **Non-Meat Alternate** – A vegetarian entrée offered as a substitute for the meat entrée as indicated on the master menu. The non-meat alternate is a lacto-ovo vegetarian entrée that may include eggs, milk and milk products. Meat, poultry and fish are excluded.
- (b) **Vegan** – A menu that excludes meat, poultry, fish, eggs, milk and their by-products.
- (c) **Kosher** – Foods provided, except fresh fruits, fresh vegetables and commercially prepared fluid milk, are certified by a recognized Orthodox Standard such as “U”, “K”, or “CRC”. No pork or pork derivatives are used. Dairy is not served in the same meal as meat, chicken or fish.
- (d) **Ramadan** – The ninth month of the Islamic lunar calendar, observed by the majority of Muslims by fasting (abstaining from food and drink) from dawn to sunset.
- (e) **Passover** – Major holiday observed by those of the Jewish faith which commemorates the liberation of the Israelites from Egyptian slavery.
- (f) **Green Corn** – Annual ceremony practiced among various Native Americans associated with the beginning of the yearly corn harvest.

.0804 MENU PLANNING

- (a) The five-week cycle menu developed by the Food and Nutrition Management office will include all authorized religious accommodation menus. The menus will be written by Registered Dietitians who meet the qualifications of the Commission of Registration and are licensed to practice in North Carolina. Nutritional need determinations are based on the

Dietary Reference Intakes (DRI) established by the Food and Nutrition Board of the National Academy of Science. All menus are analyzed for nutritional adequacy. All menus meet or exceed the established Dietary Reference Intakes for the intended target population.

- (b) No additions, deletions or substitutions – except where the availability of seasonal produce warrants - may be made to the established menu without the approval of the Director of Food and Nutrition Management or the Region Dietitian.

.0805 NON-MEAT ALTERNATE

- (a) A non-meat alternate entrée is offered as part of the regular menu for breakfast, lunch, and supper. All offenders, regardless of religious preference, receiving meals from the regular serving line may choose the non-meat alternate entrée in lieu of the regular entrée at any meal. Offenders are only allowed one entrée per meal.
- (b) The non-meat alternate entrée shall be included on the posting menu, posted in or near the dining hall.
- (c) Offenders not receiving meals from the regular serving line may request the non-meat alternate entrée by submitting a completed DC 883, “Menu Accommodation Request”, to the facility Food Service Manager/Supervisor or designee. In order to facilitate accurate preparation and dissemination of meals, a completed DC 883 form is required for all offenders in restrictive housing or satellite areas such as, hospitals, infirmaries and off-site assignments who wish to receive the non-meat alternate entrée.

.0806 VEGAN MEAL PLAN

- (a) The vegan meal plan is provided to accommodate offenders whose dietary needs cannot be met by the master menu due to the offender’s declared religious practice. Those religious practices identified by prisons as requiring a vegan meal plan are set forth in the Division of Prisons “Religious Practices Operational Manual” and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the “Religious Practices Operational Manual”, as of August 22, 2019, the following religious practices have been identified as requiring vegan meals: Rastafarian, Hindu, Buddhist and Islamic.
- (b) Offenders who wish to request a vegan meal plan shall submit a completed DC 883 to the facility Food Service Manager/Supervisor or designee. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a vegan diet. If the offender is not eligible for the vegan diet due to not being of one of the religions designated, the diet will not change. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).

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- (c) If the offender's declared religion is one not listed under Section 800.6 (a) as requiring the vegan meal plan, the Food Service Manager/Supervisor or designee, shall verify that the requesting offenders' religion does not qualify for a vegan meal plan by referencing the Division of Prison's "Religious Practices Operational Manual", including any updates that may have been added to the manual. Once the requesting offender's religion is verified as not requiring a vegan meal plan, the requesting offender shall be notified by the Food Service Manager/Supervisor or designee, that he/she does not qualify for the vegan meal plan.

.0807 KOSHER MEAL PLAN

- (a) The kosher meal plan is provided to accommodate offenders whose dietary needs cannot be met by the master menu due to the offender's declared religious practice. Those religious practices identified by Division of Prisons as requiring a kosher meal plan are set forth in the Division of Prisons "Religious Practices Operational Manual" and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the "Religious Practices Operational Manual", as of August 22, 2019, the following religious practices have been identified as requiring kosher meals: Hebrew Israelite, and Judaism.
- (b) If the offender's declared religion is one not listed as requiring the kosher meal plan, the Food Service Manager/Supervisor or designee, shall verify that the requesting offender's religion does not qualify for a kosher meal plan by referencing the Division of Prison's "Religious Practices Operational Manual", including any updates that may have been added to the manual. Once the requesting offender's religion is verified as not requiring a kosher meal plan, the requesting offender shall be notified by the Food Service Manager/Supervisor or designee, that he/she does not qualify for the kosher meal plan.
- (c) Due to the complexity of the procurement and preparation of kosher foods, a limited number of facilities are capable of providing a kosher meal plan. Offenders housed at facilities unequipped to provide a kosher meal plan will require transfer to a facility capable of kosher menu provision.

.0808 FACILITIES CAPABLE OF PROVIDING KOSHER MEALS

- (a) Offenders who wish to request a kosher meal plan shall submit a completed DC 883 to the facility Food Service Manager/Supervisor or designee. Upon receipt of the completed DC 883, the Food Service Manager/Supervisor or designee, will verify whether the declared religion requires a kosher meal plan per the Division of Prisons "Religious Practices Operational Manual".
- (b) If the religion noted is one for which the kosher diet is authorized the Food Service Manager/Supervisor or designee, will notify the offender that they will be placed on the

kosher diet. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a kosher diet. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).

.0809 FACILITIES UNABLE TO PROVIDE KOSHER MEALS

- (a) Offenders who wish to request a kosher meal plan shall submit a completed DC883 to the facility Food Service Manager/Supervisor or designee. Upon receipt of the completed DC883 the Food Service Manager/Supervisor or designee, will verify whether the declared religion is one of the religions authorized to receive a kosher meal plan per the Division of Prison's "Religious Practices Operational Manual".
- (b) If the religion noted is one for which the kosher meal plan is authorized the Food Service Manager/Supervisor or designee, will notify, via electronic mail, the Associate Warden of Programs of the offender's request and necessary transfer, copying the Facility Head and the Region Dietitian. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a kosher diet. The offender shall be notified that kosher meals are not available at his/her current facility and that a request for transfer to a facility designated to provide kosher meals has been submitted. A copy of the Pending Transfer Letter from FMS shall be provided to the offender. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).
- (c) Facility management will coordinate the transfer of the requesting offender to a facility capable of providing kosher meals. Because certain facilities will not be equipped to provide kosher meals to offenders, transfers shall be made as timely as possible. The date of the transfer request will be documented on the requesting offender's DC883.
- (d) Once the offender is transferred to a facility where kosher meal plan is available, the receiving facility's Food Service Manager/Supervisor or designee, will then verify his/her DC883 via the CTS).

.0810 KOSHER MEAL PLAN / FOOD STORAGE

- (a) Food products designated for use on the kosher meal plan will be stored in specially designated and clearly marked areas until items are ready for use.
 - (1) **Refrigeration:** A separate refrigeration unit, or an area within an existing refrigeration unit, will be designated for staging and storing refrigerated foods for the kosher meal plan. The designated unit/area will be clearly marked and identified as "Kosher". Where

possible, meats, dairy items, and other kosher items will be stored on separate shelving. Refrigerated foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” unit/area.

- (2) **Frozen:** A separate freezer unit, or an area within an existing freezer unit, will be designated for staging and storing frozen foods for the kosher meal plan. The designated unit/area will be clearly marked and identified as “Kosher”. Where possible, meats, dairy items, and other kosher items will be stored on separate shelving. Frozen foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” unit/area.
- (3) **Dry Storage:** A separate dry storage space, or an area within an existing dry storage space, will be designated for staging and storing non-perishable foods for the kosher meal plan. The designated space will be clearly marked and identified as “Kosher”. Where possible, meats, dairy items, and other kosher items will be stored on separate shelving. Non-perishable foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” space/area.

.0811 KOSHER MEAL PLAN / FOOD PREPARATION

- (a) All kosher food preparation will be conducted in a designated area clearly identified as a “Kosher Area”. Equipment utilized to prepare kosher foods, such as microwaves and steamers, will be designated and clearly marked as “Kosher”. Equipment designated as “Kosher” shall not be utilized in the preparation of any non-kosher foods.
- (b) Food service utensils used in preparing, serving, and transporting kosher food items will be clearly marked and identified for kosher meal preparation. Kosher designated utensils will be stored, handled, cleaned, and sanitized separately from non-kosher designated utensils. Utensils will be washed and sanitized in the pot and pan area before general population utensils have been washed and sanitized. Sinks will be washed, sanitized and refilled before kosher designated utensils are washed and sanitized. All kosher designated utensils will be stored in a separate area in the tool room that is clearly marked and identified as “Kosher”.
- (c) No food management staff or offender worker will handle non-kosher food items while preparing or cooking kosher food items.

.0812 KOSHER MEAL PLAN / SERVING TRAYS AND UTENSILS

- (a) Separate serving trays, covers, eating utensils, bowls and cups will be used to provide the kosher meal plan. Kosher trays and utensils will be stored separately from those trays, covers, eating utensils, bowls and cups used to serve the general population. For easy identification whenever possible, trays, utensils, bowls and cups used to serve kosher meals shall be a different color than those used to serve general population.

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- (b) Serving trays, covers, eating utensils, bowls and cups used to serve kosher meals will be cleaned and sanitized in the three (3) compartment sink located in the kosher area. The dish machine may also be used washing and sanitizing if utilized before the general population trays and utensils are washed and sanitized. Dishwashing water will be drained and the machine refilled before kosher items are washed and sanitized.

.0813 KOSHER MEAL PLAN / TRAINING

- (a) The Food and Nutrition Management Office will provide training for facility Food Management staff involved in the receiving, storage, preparation and handling of kosher foods.
- (b) This policy and its procedures have been reviewed by the Director of Chaplaincy Services.
- (c) Food Service Manager/Supervisor or designee, will be responsible to provide appropriate training and supervision for offender workers assigned to kosher food preparation areas.
- (d) The Food Service Manager/Supervisor or designee, will provide appropriate training to other division staff who are responsible for transporting kosher meals instructions regarding appropriate handling practices.

.0814 VOLUNTARY REMOVAL FROM RELIGIOUS MENU ACCOMODATION

An offender may voluntarily withdraw from their religious menu accommodation (vegan or kosher meal plan). Offenders requesting removal must so indicate by completing the “Voluntary Removal” section of the DC 883. Once completed the Food Service Manager/Supervisor or designee, shall remove the offender from his respective meal plan in FMS. Date of removal shall be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. A completed DC 883 refusal should be submitted to CTS.

.0815 OFFENDER FAILURE TO OBSERVE REQUESTED DIET

- (a) Offenders receiving special menu accommodations shall adhere to their specially requested diet. Offender adherence to all specially requested dietary plans shall be monitored by staff via the DC486.
- (b) If an offender is observed failing to adhere to his/her requested menu accommodation, the incident shall be reported to the offender’s case manager. After receiving the report chaplaincy services or the case manager will counsel the violating offender on the offender’s failure to adhere to their specially requested menu accommodation. The offender counseling will be documented in the case management notes in OPUS.

.0816 RAMADAN

A memorandum will be sent from the Assistant Commissioner annually to notify facilities of the dates for Ramadan. The dates for fasting during the holy month of Ramadan have duration of 29 to 30 days. Participating offenders fast during the daylight hours. Offenders observing Ramadan shall be fed meals prepared in accordance with the master menu. The morning meal should be served and eaten 30 minutes before dawn. The evening meal should be served and eaten after sunset. A supplemental bag meal will be distributed to participating offenders during the evening hours. The menu for the supplemental bag meal will be distributed by the Food and Nutrition Management Office. No substitutions, additions or deletions may be made to the established menu without approval of the Director of Food and Nutrition Management or the Region Dietitian.

.0817 RELIGIOUS FEASTS

Memorandums will be sent throughout the year from the Assistant Commissioner to notify facilities of “special meals” pursuant to the Authorized Practices section of the DOP “Religious Practices Resource and Reference Manual”. Food delivered to the facility by volunteers or family members for “special meals” may not be stored, cooked or re-heated in, or served from, the facility food management department. Facility Food Service Manager/Supervisor or designee, are not authorized to purchase special foods for religious feasts.



Commissioner of Prisons

June 1, 2020

Date

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