

CUSTODY SERVICES DIVISION

DIVISIONAL NOTICE

18.2.2

September 12, 2018

TO: All Custody Services Division Personnel

FROM: Assistant Commanding Officer, Custody Services Division

SUBJECT: Food Service Plan

To satisfy Title 15 § 1243. Food Service Plan (g) ...ongoing training, Custody Services Division Food Service Plan will be provided annually to CSD staff. To provide the County Health Nutritional inspector documentation supporting the annual distribution of the Food Service Plan each section must keep a record of all who have recieved the menu. Each section must also ensure that personnel receive a copy of the menu.

If you need further information, please contact Gwendolyn Jacson, Administrative and Research Section, Custody Services Division, at (213) 356-3470.



GARY S. NEWTON, Captain
Assistant Commanding Officer
Custody Services Division

Los Angeles Police Department Custody Services Division



Food Service And Medical Diet Plan

**Revised
March 2017.**

The Food Service and Medical Diet Plan shall not be removed from the kitchen area of any jail facility. An additional copy of this Manual shall be kept in the security area at Regional jail facilities and the booking area at Area jail facilities.

The Manual shall be made available to any Custody Services Division personnel or Health Department representative upon demand.

INTRODUCTION

This food service plan was developed by Custody Services Division to provide guidance in meal service for inmates in accordance with the California Code of Regulations Title 15 Guidelines for proper food storage, preparation, service and to meet the required daily nutritional needs of inmates housed at Los Angeles Police Department jail facilities. Custody Services Division will accomplish this through maintaining standards of quality for food, procurement, planning, preparation, service, storage, and sanitation. It will also be accomplished through in-service training to address guidelines of safe food handling and work environment safety.

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Orientation

The Custody Services Division Commanding Officer, in cooperation with the food services manager (Supply Officer) for each regional jail, has developed this Food Service Plan to ensure that supervisory staff and food handlers are trained in safe food handling techniques, including personal hygiene, in accordance with Section 13700 of the California Health and Safety Code (HS). All Los Angeles Police Department (LAPD) jail facilities are Type I facilities.

- Metropolitan Jail, 180 North Los Angeles Street, Los Angeles
- Wilshire Area Jail, 4861 West Venice Boulevard, Los Angeles
- Hollywood Area Jail, 1358 N. Wilcox Avenue, Los Angeles
- 77th Regional Jail, 7600 South Broadway, Los Angeles
- Pacific Area Jail, 12312 Culver Boulevard, Los Angeles
- Valley Jail, 6240 Sylmar Avenue, Van Nuys
- Devonshire Area Jail, 10250 Etiwanda Avenue, Northridge
- Foothill Area Jail, 12760 Osborne Street, Pacoima
- Harbor Area Jail, 2175 John S. Gibson Boulevard, San Pedro
- Southwest Area Jail, 1546 W. Martin Luther King Boulevard, Los Angeles

Menus

A copy of the Food Service Manual and its menus shall be maintained and available in each jail dispensary, Watch Supervisor's office and in each kitchen for reference and information.

The Department's registered dietitian evaluated and approved all menus. For actual menus, see Appendix A.

Disciplinary Isolation Diet

The Department does not practice disciplinary action on inmates and does not have a Disciplinary Isolation Diet.

Medical Diets

Medical diets are for inmates whose health conditions require a diet different than meals for the general population. All medical diets are planned by the Department's registered dietitian. These menus are provided to inmates who are screened by a jail physician who has prescribed a specific medical diet as part of the inmate's treatment.

When a detention officer becomes aware that an inmate does not want or cannot eat the meals provided, that detention officer shall advise their respective Watch Commander/Watch Supervisor. The Watch Commander/Watch Supervisor will refer the inmate to the nearest regional jail facility dispensary where placement on a medical diet can be ordered by a physician.

Ordering, Purchasing And Receipt of Food

Ordering

Each Monday, the assigned Jail personnel shall conduct an inventory and submit a food order. Routine food orders should be submitted the Monday before the expected delivery but at least two days in advance of the expected delivery date. The food order should include inmate food needs for delivery for that Friday and, when applicable, a separate food order for the following Monday should be included.

On occasion, emergency orders or special deliveries may be required. The vendor is required to inform Jail personnel of the expected time of delivery when an emergency order is placed.

When a routine, supplemental or emergency food order is placed, the following steps shall be taken:

- Conduct an inventory of each food item.
- Fill out a food order form and indicate the quantity needed for each item.
- Fax or email the order form to the vendor.
- If a supplemental or emergency order becomes necessary, make the order and notify the Regional jail in your region.

In emergencies, same day delivery may be required. Prices quoted must include all delivery costs except Non-daytime special occasions, weekends and holidays when directed by the Police Department. These deliveries shall be charged at the stated rates.

Delivery problems shall be reported to the Watch Commander/Watch Supervisor as soon as possible. Failure to meet delivery requirements may cause for the cancellation of the vendor's contract by the City of Los Angeles.

Purchasing

Food must be purchased from an approved source. Currently, the following vendors provide food for inmates in Department custody.

Sysco Foods	(800) 800-1199	Grocery Items (drinks, fruit, perishables)
Langlois Foods	(949) 497-1741	Meals (frozen meals, sandwiches)

Food shall always be obtained from sources that comply with all applicable laws. Food prepared in a private home may not be used. Fluid and milk products complying with Grade A standards as specified by law shall be obtained pasteurized. Vendors shall provide inspection reports by the Department of Health or USDA when requested.

Receipt of Food

Food is prepared at vendor facilities and delivered by the vendor to the specified locations. The appointed Jail personnel will meet the vendor at a designated area suitable for delivery and receive the order. Food shall be inspected as soon as practicable upon receipt and prior to storage or use. Food shall be accepted only if the inspection determines the food satisfies all of

the following:

- The meals were prepared by and received from approved sources
- They are received in good condition
- The meals are received in packages that are in good condition and that protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants
- The meals are in containers and on pallets that are not infested with vermin or otherwise contaminated

Potentially hazardous food shall be inspected for signs of spoilage and randomly checked for adherence to the temperature requirements as specified in Section 113996 of the California Retail Food Code.

Storage and Inventory Control

Food Storage

All food must be stored in a manner that prevents contamination. Adequate and suitable space shall be provided for the storage of food. Food must be stored at least six inches above the floor and away from sources of contamination, e.g., overhead pipes and trash storage areas.

Exceptions:

Food in packages and working containers may be stored less than six inches above the floor on case lot handling equipment as specified in Section 114047(B)HS.

Pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to moisture.

Ready-to-eat food must be stored away from, or above, raw food such as uncooked meat, poultry or pork. The Department does not use or store raw food such as meat, poultry or pork nor store bulk containers of food.

Food shall not be stored in locker rooms, toilet rooms, dressing rooms, refuse rooms, or mechanical rooms. Additionally, food shall not be stored under sewer lines that are not shielded to intercept potential drips, under leaking water lines, including leaking automatic fire sprinkler heads, under lines on which water has condensed, under open stairwells, or under other sources of contamination.

70° F

Dry goods shall be stored at 50 to 70° F. Items that are refrigerated shall be stored in a refrigerator at 41° F or below. All uncooked, unheated and packaged meals should be kept frozen and stored at 0° F. Thawed meals that are not cooked or heated shall be discarded and shall not be refrozen. Previously heated and/or served food is discarded and not served to another person.

Plastic eating utensils shall be stored on the kitchen counter or in cabinet drawers and protected from contamination. Eating utensils can be stored in their shipping container, as long as they are not placed directly on the floor.

Inventory Control

Custody Services Division personnel shall utilize the First In First Out (FIFO) inventory control method and properly store and rotate food items to maintain product freshness. The food stored the longest shall be utilized first.

Kitchen Facilities

The kitchen facilities, food preparation areas, meal service areas, and storage areas shall comply with standards set forth in Section 113700 California Retail Food Code. Jail personnel shall conduct a visual check of the kitchen at the beginning and end of each watch and after the serving of food to ensure cleanliness, proper sanitation and that the refrigerator and freezer are operating properly. Included in the observations shall be the cleanliness of the oven/microwave, sink, freezer, refrigerator, and floor. Deficiencies shall be corrected immediately by the detention staff assigned kitchen duties. More significant and time-consuming cleaning issues shall be relayed to a Custodial Services Attendant for correction.

Food Preparation

Department Jail facilities utilize "Limited Food Preparation" when heating prepackaged meals. Custody Services Division does not use utensils to taste-test food for inmates (California Retail Food Code Section 113976.).

Hand Washing

In order to prevent contamination of food when beginning meal preparation for inmates, Jail employees shall thoroughly wash their hands and forearms up to their elbows by vigorously rubbing those surfaces with single service soap and warm water for a minimum of 20 seconds and thoroughly rinsing with clean running water. This should be followed by drying cleaned hands and that portion, if any, of their exposed arms. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers before they have any contact with inmate meals.

Employees shall wash their hands in all of the following instances:

- Immediately before engaging in food preparation, including working with non prepackaged food, unwrapped single-use food containers and utensils, and cleaning equipment and utensils
- After touching bare human body parts other than clean hands and clean exposed portions of arms
- After using the bathroom
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking
- After handling soiled equipment or utensils

- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks
- When switching between working with raw food and working with ready-to-eat food
- Before donning gloves for working with food
- Before dispensing or serving food or handling clean tableware and serving utensils in the food service area
- After engaging in other activities that contaminate the hands

Gloves

Gloves shall be worn when contacting food and food-contact surfaces if the employee has:

- Cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring, such as a wedding band)
- Uncleanable orthopedic support device
- Fingernails that are not clean, smooth, or neatly trimmed

Whenever gloves are worn, they shall be changed and replaced as often as hand washing is required for food preparation. If used, single-use gloves shall be used for only one task, such as working with ready-to-eat food or with raw food of animal origin, and shall be used for no other purpose. They shall be discarded when damaged, broken, torn, soiled, or when interruptions in the food handling occur. Cloth gloves may not be used in direct contact with food unless the food is subsequently cooked.

Thawing

Frozen food must be thawed under refrigeration or under cold (70° F) running water as part of the cooking process, or in a microwave oven as part of a continuous cooking process.

Cooking Temperatures

Proper cooking of potentially hazardous foods at correct temperatures is essential to kill bacteria, viruses and parasites and deactivate some bacterial toxins. The jail employee assigned as cook shall comply with the cooking times and temperatures recommended by the vendor (See Appendix A.)

Foods cooked in a microwave oven must be stirred or rotated often during cooking and need to be covered and heated throughout to a minimum temperature of 165° F. Never cook or reheat food using hot holding equipment and never add raw food to food that has already been cooked. The final cooking temperatures should be checked with a sanitized, calibrated-thermometer.

Cooling, Holding and Preparing Food Ahead of Service

Department Jail facilities do not employ any cooling or holding methods nor prepare food ahead of service.

Methods of Rapid Cooling

Department Jail facilities do not prepare or cook food that will be served later.

Food Serving

Frequency of Serving

Food shall be served three times in any 24-hour period. At least two of those meals shall include hot food.

Serving times:	Metropolitan Detention Center and 77 th Regional Jail Section	Van Nuys Jail Section
<u>BREAKFAST</u>	0400 – 0500 hours	0400 – 0500 hours
<u>LUNCH</u>	1100 – 1200 hours	1200 – 1300 hours
<u>DINNER</u>	1600 – 1700 hours	1600 – 1700 hours

While the serving times should remain consistent, they may change during exigent circumstances.

At least 15 minutes shall be given to inmates to consume their meal except where an inmate has a prescribed medical diet and additional time has been prescribed by a jail physician.

If more than 14 hours passes between feeding inmates, a supplemental meal shall be given to the inmates. The supplemental meal will consist of a turkey bologna sandwich and 1% milk. Inmates on a prescribed medical diet shall be given their prescribed medical diet meal. An inmate who misses a meal through no fault of their own will be served a supplemental meal. Inmates on medical diets who miss a meal shall be provided a full medical diet meal. Detention personnel are expected to use their judgment when an inmate is booked into the jail facility between meals. If an inmate requests a meal and circumstances permit, detention personnel may accommodate the inmate with a supplemental meal until the next regularly served meal.

Meal portions are predetermined by the LAPD dietitian. Meals are pre-manufactured to Department specifications and delivered to jail facilities. The meals are heated and served in their sealed cellophane wrappers. All inmates shall be given the amount of food items prescribed for each meal by the applicable menus being served.

Food Handlers

Custody Services Division does not prepare raw food and only reheats and serves prepackaged food to inmates in the food's sealed containers.

The Watch Commander/Watch Supervisor shall appoint as many detention personnel deemed necessary to ensure adequate security and supervision to the nourishment detail. If necessary, other jail activities may be temporarily suspended during the meal service. The employee(s) designated to this detail shall be indicated on the Daily Worksheet. The Watch Commander/Watch Supervisor may designate an employee to conduct periodic sampling to ensure palatability, freshness, consistency, and proper preparation. The meals provided to the inmates have been pre-packaged. Detention personnel preparing the food shall not come in direct contact with the food. The meal shall be prepared according to instructions provided by the vendor (See Appendix A.) The meals shall remain covered from the time they are removed from the freezer until they are served to the inmates. This practice

eliminates the need for the Jail personnel to undergo medical screening, as required for food service workers.

Detention personnel preparing, serving or handling food shall ensure that their hands and outer clothing are thoroughly clean during meal preparation.

Jail personnel are responsible for ensuring that hot (minimum 120° F) and cold potable water under pressure is available and that single service soap and paper towels are available in dispensers.

Personal Hygiene

No employee shall commit any act that may cause the contamination or adulteration of food, food contact surfaces, or utensils. Food employees shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough.

While at work in a food facility, food employees experiencing persistent sneezing, coughing or a runny nose that is associated with discharges from the eyes, nose or mouth and that cannot be controlled by medication, shall not work with exposed food, clean equipment, linens, utensils, or unwrapped single-use utensils (California Retail Food Code Section 113974).

Transporting Food

Between Jail Facilities

When transporting food from one jail to another, the jail personnel assigned to the transportation detail will be present and supervise the delivery. The food must be transported in a manner that prevents contamination and maintains food at proper temperatures (exception: when transportation times are less than 30 minutes). During transportation, food will be protected from cross contamination. The temperature danger zone for bacteria growing and multiplying the fastest is between 41° F and 135° F. If the temperature of the food falls into the danger zone for 4 hours or more, it can be potentially hazardous and the food will have to be destroyed. To avoid contamination during transportation, all food utensils will be kept in covered containers and must remain wrapped or packaged. Food in original individual packages does not need to be over-wrapped or covered, if the original package has not been torn or broken.

To Inmates

A food cart is utilized to transport food directly to inmates. The food cart will be washed and sanitized with an approved solution before and after use.

Personnel Supervision

The food service manager for each Regional Jail shall conduct unannounced audits of each of the jail facilities in their region to ensure compliance with all policies and procedures outlined in this Food Service Plan.

Jail personnel shall supervise the meal service of all inmates. The detention staff assigned to food service shall prepare enough meals for all inmates in custody. This will be accomplished by calling Jail housing security for the total count of meals for inmates in permanent housing. At Regional jails, this count will include a count of inmates that require a medical diet and/or expectant females (when applicable). The detention staff assigned to food service will add to that figure the number of inmates in holding cells not yet in permanent housing. The meal service shall be documented on the Jail Inspection Record.

Cooked or heated meals shall be served within one hour of preparation and the required temperature maintained at 140 degrees. Prepared meals that are not served within one hour shall be discarded. The meals shall be served to inmates with the cellophane film wrapping intact, and only the inmate shall remove the cellophane film wrappings.

If an inmate does not respond during the meal announcement, the concerned Jail employee shall physically check the inmate to determine his/her condition and verify his/her intention not to participate. This information shall be documented on the Jail Inspection Record.

After preparing and serving meals, the detention staff assigned to food service shall clear the kitchen area of unused meals and discard boxes. This will enable the next watch to begin preparation of their meals without having to clear the area of boxes or leftover meals from the last watch.

Food Costs, Accounting and Record Keeping

The food cost accounting system reflects the average total cost per meal served. The Watch Commander/Watch Supervisor shall appoint Jail personnel to conduct random inventories of the food for accountability. Unusually high consumption of a particular food without explanation shall be documented and closely monitored. The results of this inventory shall be documented on the Jail Inspection Record posted in the kitchen. Additionally, documentation shall be made on a Food Usage Log for all food prepared, rejected and/or thrown away due to spoilage. This documentation is to be kept for 18 months.

Waste Management

Jail personnel shall keep the kitchen clean by wiping spills and food contact surfaces. Daily janitorial service is provided by General Services and will include general clean up throughout the jail. Cleaning of the ovens, stoves, microwaves, floors, and counter tops shall be the responsibility of the Custodial Services Attendants.

Food Disposal

All food placed in an inmate cell must be consumed by the inmate or discarded in a waste container. Inmates shall not be allowed to store food in their cells for later consumption. Once a meal has been prepared, it shall not be retained for later use. Jail personnel shall dispose of reheated frozen meals that were not served.

Waste Disposal

All waste shall be placed in a leak proof container with tight fitting lids. Custodial Services Attendants shall insure that the trash containers are emptied as necessary so as to avoid odors or overflowing of trash that may attract pests or vermin. Pests attracted by garbage can contaminate food items, equipment and utensils.

Maintenance and Repair

If equipment necessary to store or prepare inmate food is in need of repair, contact:
Facilities Management Division:

Monday through Friday between 0700 to 1630 (213) 482-7320

General Services Department
After hours, weekend or holiday service (213) 485-3367

Emergency Feeding Plan

An emergency is defined as any condition that results or may result in death or injury to any person within the jail and/or extensive and unusual destruction or damage of property.

Emergency Food Storage

When the power is interrupted, the emergency generator will take effect and provide emergency power to supply the freezer, refrigerator, oven, and microwave. If, for any reason, the emergency generator does not operate in providing back-up power, jail personnel shall immediately notify the Watch Commander/Watch Supervisor. It may be necessary to transport the meals to the nearest jail facility with fully operating freezers and refrigerators for temporary storage.

Emergency Food

In the event the disaster is of such magnitude that there is a shortage of housing, or there is structural damage to the jail facility and it is deemed to be hazardous to safety, inmates shall be evacuated and transferred as directed by the Area Watch Commander/Watch Supervisor or Department Incident Commander.

Unless the extent of the emergency renders them unavailable or inaccessible, the following facilities shall normally be used for relocation housing:

- Metropolitan Jail Section
- Valley Jail Section
- 77th Regional Jail Section
- Los Angeles County Jail

In the event that transferring of inmates is not possible or not necessary and the vendor is not able to deliver food for inmates, the facility shall attempt to obtain food from a nearby Department jail facility. In addition, the facility shall notify the Jail Division Watch Commander/Watch Supervisor and advise them of the circumstances and of the plan of action. If there is an insufficient amount of food available from other jails or if transportation of food from those jails is not available, the following procedures shall be followed:

In a declared emergency or other real emergency, purchasing rules and regulations are suspended. The Department is free to order from any approved food supplier as long as the supplier can meet the Department's needs and delivery time. The supplier must be willing to accept a temporary purchase order, or the Department will need to provide a credit card for "emergency purchase of meals."

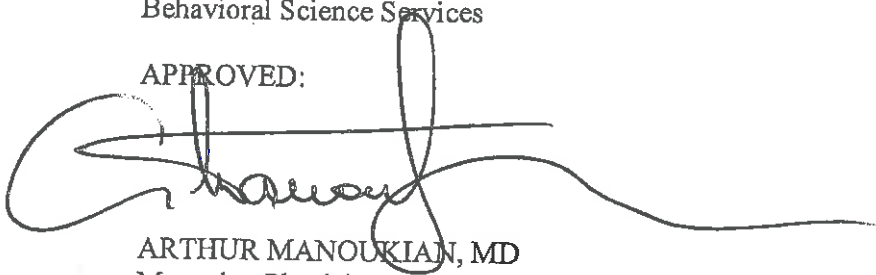
For directions on emergency food procedures and purchase orders, see Appendix F.

APPROVED:



RANA PARKER, MPH, RD
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APPROVED:



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Managing Physician
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GARY S. NEWTON, Captain
Assistant Commanding Officer
Custody Services Division

APPENDIX A

GENERAL MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	Waffle Breakfast Meal (#6453)	1	Chicken Fried Steak Meal (#6471)	2	Turkey Bologna Sandwiches (#3204)
1	6oz Orange Juice	1	Orange	1	6oz Fruit Punch 100% Juice
1	Cheerios Bowl	1	8oz 1% Milk	1	Sun Chips
1	8oz 1% Milk	1	Belvita Biscuit	1	Apple
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Thaw sandwiches in the refrigerator 24 hrs prior to serving.	

GENERAL MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	French Toast Breakfast (#6401)	1	Turkey & Cheese Burrito Meal	1	Macaroni & Beef Dinner (#6473)
1	6oz Orange Juice	1	Orange	1	Apple
1	Raisin Bran Cereal	1	8oz 1% Milk	1	8oz 1% Milk
1	8oz 1% Milk			2	Peanut Butter Granola Bar
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)	

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose Free Milk	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

DIABETIC MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	French Toast Breakfast (#6455)	1	Chicken Fried Steak Meal (#6471)	1	Chicken Patty w/ Brown Rice
1	Cheerios Bowl	1	Orange	1	Apple
1	8oz 1% Milk	1	8oz 1% Milk	1	8oz 1% Milk
				1	Sun Chips
<i>Preparation:</i>		<i>Preparation:</i>		<i>Preparation:</i>	
Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)	
SNACKS					
Qty	Item				
1	Planters Trail Mix	The snack for those who qualify for the diabetic menu must be provided around 8 pm. The snack is required to meet nutritional needs.			

DIABETIC MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	French Toast Breakfast (#6455)	1	Turkey & Cheese Burrito Meal	1	Macaroni & Beef Dinner (#6473)
1	Raisin Bran Cereal	1	Orange	1	Apple
1	8oz 1% Milk	1	8oz 1% Milk	1	8oz 1% Milk
				1	Peanut Butter Granola Bar
<i>Preparation:</i>		<i>Preparation:</i>		<i>Preparation:</i>	
Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)	
SNACKS					
Qty	Item				
1	Belvita Biscuit	The snack for those who qualify for the diabetic menu must be provided around 8 pm. The snack is required to meet nutritional needs.			

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose Free Milk	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

SOFT MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	Waffle Breakfast Meal (#6453)	1	Chicken Fried Steak Meal (#6471)	1	Macaroni & Cheese Dinner (#6463)
1	Cheerios Bowl	1	Applesauce	1	8oz 1% Milk
1	8oz 1% Milk	1	Belvita Biscuit	1	Belvita Biscuit
1	6oz Orange Juice	1	8oz 1% Milk		
<p><i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Preheat oven to 300° F Heat individually-wrapped burritos: 18 mins (thawed) or 25 mins (frozen) (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>	

SOFT MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	Sausage Breakfast Meal #6401	1	Turkey and Cheese Burritos (#6498)	1	Macaroni & Meat Dinner (#6473)
1	Raisin Bran Cereal	1	Pears	1	Fruit Cocktail
1	8oz 1% Milk	1	8oz 1% Milk	1	8oz 1% Milk
1	6oz Orange Juice			1	Belvita Biscuit
<p><i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Preheat oven to 300° F Heat individually-wrapped burritos: 18 mins (thawed) or 25 mins (frozen) (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>	

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose Free Milk	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

VEGETARIAN MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	Waffle Breakfast Meal (#6453)	1	Cheese Enchilada	1	Macaroni & Cheese Dinner (#6463)
1	Cheerios Bowl	1	Belvita Biscuit	1	Apple
1	8oz 1% Milk	1	8oz 1% Milk	1	6 oz Fruit punch
1	6oz Orange Juice			1	Sunchips
<p><i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Preheat oven to 300° F Heat individually-wrapped burritos: 18 mins (thawed) or 25 mins (frozen) (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>	

VEGETARIAN MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	French Toast Breakfast (#6455)	2	Cheese and Bean Burritos (#6499)	1	Macaroni & Cheese Dinner (#6463)
1	Raisin Bran Cereal	1	8 oz 1% Milk	1	Apple
1	8oz 1% Milk	1	Orange	1	6 oz Fruit punch
1	6oz Orange Juice	1	Belvita Biscuit	2	Peanut Butter Granola Bar
<p><i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Preheat oven to 300° F Heat individually-wrapped burritos: 18 mins (thawed) or 25 mins (frozen) (minimum food temp of 165° F)</p>		<p><i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)</p>	

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

LACTOSE INTOLERANT MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
2	Biscuit Sausage Sandwiches (#3205)	1	Chicken Fried Steak Meal (#6471)	1	Chicken Patty w/Brown Rice and Carrots
1	Cheerios Bowl	1	Orange	1	Apple
1	8oz Lactose Free Milk	1	8oz Lactose Free Milk	1	Sun Chips
1	6oz Orange Juice	1	Belvita Biscuit	1	8oz Lactose Free Milk
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Thaw sandwiches in the refrigerator 24 hrs prior to serving.	

LACTOSE INTOLERANT MENU

BREAKFAST		LUNCH		DINNER	
Qty	Item	Qty	Item	Qty	Item
1	French Toast Breakfast (#6455)	1	Turkey & Cheese Burrito	1	Macaroni & Beef Dinner (6473)
1	Raisin Bran Cereal	1	Orange	1	Apple
1	8oz Lactose Free Milk	1	8oz Lactose Free Milk	2	Peanut Butter Granola Bar
1	6oz Orange Juice			1	8oz Lactose Free Milk
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Thaw sandwiches in the refrigerator 24 hrs prior to serving.	

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose Free Milk	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

PREGNANCY MENU

<i>BREAKFAST</i>		<i>LUNCH</i>		<i>DINNER</i>	
Qty	Item	Qty	Item	Qty	Item
1	Waffle Breakfast (#6453)	1	Chicken Fried Steak Meal (#6471)	2	Turkey Bologna Sandwiches (#3204)
1	6oz Orange Juice	1	Orange	1	Apple
1	Cheerios Bowl	1	8oz 1% Milk	1	8oz 1% Milk
2	8oz 1% Milk	1	Belvita Biscuit	1	Sun Chips
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)	

PREGNANCY MENU

<i>BREAKFAST</i>		<i>LUNCH</i>		<i>DINNER</i>	
Qty	Item	Qty	Item	Qty	Item
1	Sausage Breakfast Meal (#6401)	1	Turkey & Cheese Burrito	1	Macaroni & Beef Dinner (#6473)
1	6oz Orange Juice	1	Orange	1	Apple
1	Raisin Bran Cereal, RTE	1	8oz 1% Milk	2	8oz 1% Milk
1	8oz 1% Milk			2	Peanut Butter Granola Bar
<i>Preparation:</i> Heat the pre-packaged breakfast meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged lunch meal for 30-40 mins at 325° F (minimum food temp of 165° F)		<i>Preparation:</i> Heat the pre-packaged dinner meal for 30-40 mins at 325° F (minimum food temp of 165° F)	

DRINKS

Milk Lactose Free Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

KOSHER MENU

BREAKFAST			LUNCH			DINNER		
Qty	Item		Qty	Item		Qty	Item	
1	Cheerios Bowl		1	Cheese Ravioli		1	Kosher Chicken Meat Balls	
1	Apple		1	Orange		1	Apple	
2	8oz 1% Milk		1	8oz 1% Milk		2	6oz Fruit Punch 100% Juice	
1	6oz Orange Juice		1	Belvita Biscuit		1	Sun Chips	
1	Kugels							
<i>Preparation:</i>		Remove plastic wrapping from Kugels and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.	<i>Preparation:</i>		Remove plastic wrapping from Cheese Ravioli and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.	<i>Preparation:</i>		
Remove plastic wrapping from Kugels and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.			Remove plastic wrapping from Chicken Meat Balls and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.					

KOSHER MENU

BREAKFAST			LUNCH			DINNER		
Qty	Item		Qty	Item		Qty	Item	
1	Raisin Bran Cereal		1	Kosher Beef Cholent		1	Macaroni and Cheese	
2	8oz 1% Milk		1	Orange		1	8oz 1% Milk	
1	6oz Orange Juice		1	6oz Fruit Punch 100% Juice		1	Apple	
1	Kugels					2	Peanut Butter Granola Bars	
1	Kugels							
<i>Preparation:</i>		Remove plastic wrapping from Kugels and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.	<i>Preparation:</i>		Remove plastic wrapping from Kosher Beef Cholent and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.	<i>Preparation:</i>		
Remove plastic wrapping from Kugels and heat box in microwave for 1 to 1-1/2 minutes, or until desired temperature.			Heat the pre-packaged meal for 25-35 mins at 375° F					

DRINKS

Milk	Milk shall be stored in a refrigerator at 35° F and not frozen. It shall be served with a meal within one hour after removal from the refrigerator.
Lactose Free Milk	
Orange Juice	Orange juice can be stored in a refrigerator at 35° F or at subzero temperatures but shall be thawed in a refrigerator at a temperature of no more than 35° F. It shall not be thawed outside of a refrigerator on a counter or in a sink filled with water. It can be thawed in a sink with running water.

APPENDIX F - EMERGENCY FOOD PROCEDURES

During the Food Emergency

1. Find a vendor who will accept a Purchase Order (PO) as payment.
 - a. See Appendices G and H for a list of food vendors. This list is not inclusive of all food suppliers and consideration must be given to delivery address. For example, Harbor Jail should look for food vendors located in or around Harbor Area.
 - b. If no vendor will take a PO number as payment, contact the Custody Services Division Commanding Officer for credit card information, if not available, contact the Department Operations Center for credit card information.
2. If Supply is not able to issue a PO number, a temporary number must be created at Jail Division. The PO numbering system shall relate to the situation at hand. For example: There was an earthquake in Van Nuys on January 22, 2010. The jail was without food and the vendor could not get to Van Nuys to make a delivery. Van Nuys would create PO numbers like: VJSQuake012210-01, VJSQuake012210-02, etc. The numbers after VJSQuake indicate the date, and the numbers subsequent to the date indicate the first order and the second order.
3. Order the food you need.
 - a. Give the vendor the PO number you created and advise them that it is a temporary number and once the system is back up, a permanent PO number will be issued.
2. Record the temporary PO number you created onto the log sheet (Appendix I).
3. If the vendor requires a hard copy PO, use a PO template included in Microsoft Word.
4. Receive delivery and be sure to get a receiving document, packing slip or an invoice from the vendor.
 - a. Ensure the receiving document contains the name and serial number of the employee receiving the delivery, and the date the items were received.

When the Food Emergency is Over

5. Create a 15.11 with the vendor's invoice attached.
 - a. In the 15.11, reference the temporary PO number that was created by Jail Division.
 - b. Have the 15.11 approved and signed by the Commanding Officer, Jail Division.
 - c. Take the approved 15.11, with attachments, to Supply Division for issuance of an SMS-generated PO number if the invoice is under \$1,000, or a PR number if the invoice is over \$1,000.

6. Custody Services Division shall contact Supply to obtain the actual PO number that was issued by the SMS system.
 - a. Note the new PO number on the temporary PO log for cross referencing and contact the vendor to notify them of the SMS generated PO number so the vendor can properly bill and payment can be properly processed. Advise the vendor that they should submit an invoice with the new SMS PO number to:

City of Los Angeles
SMS Payment Services
555 Ramirez St. Space 312
Los Angeles, CA 90012

7. Supply will forward the 15.11 and attachments to Accounts Payable.

**APPENDIX G
EMERGENCY LOCAL FOOD VENDORS**

Description	Vendor	Address	Telephone	Notes
Italian	East Side Market Vendor #37227	1013 Alpine St Los Angeles	(213) 250-2464 (213) 250-8064 fax	Mon-Fri 8am - 4pm Sat 8am - 2pm Closed Sunday Esmdeli.com
Italian	Papa John's Pizzeria Vendor #42655	4650 Arrow Hwy E-4 Montclair	Hector (626) 482-8300 (909) 447-4424	
Italian	TJA Management DBA Sbarros Vendor #44080	2220 Bagley Ave Los Angeles	Shawn (213) 437-0707 (213) 437-9767 fax	M-Fri 10am - 5pm Closed Weekends
BBQ	McQ's Smoke House		Harry McQueen (323) 299-5150	Harry@mcqsbbq.com
BBQ	Barbecue King	Downtown LA	(323) 750-1063 (213) 627-7555	M-Sat 6am-10pm Sunday: 6am - 8pm
Mexican	Tacos & Company	18092 Culver Drive Irvine	(949) 394-7758	tacosnco.com
Catering	Rositas Bakery & Rest	7007 Pacific Blvd. Huntington Park	(323) 583-2927	
Catering - Kosher Food	Glatt Kosher Food	150 S. Glenoaks Bl, #135, Burbank	(818) 621-1773	mmk114@aol.com
Catering	Contemporary Catering & Event Production	2018 Westwood Bl LA	Nathaniel Neubauer (310) 558-8190 ofc (310) 871-4088 24hr	events@catering-info.com
Bakery, Sandwiches	Café St. Michel Vendor #15594	201 N Los Angeles St LA	Cheryl Choi (213) 617-2524 (213) 617-3810 fax	M-Fri 6:30am-5pm Closed weekends.
Boxed Lunches	Brown Bag Sandwich Co		Ron Lowe (800) 586-2437 24hr	
Boxed Lunches, bakery	Fresh and Ready Foods	Chuck Lehma	(818) 837-7600 Ofc (818) 837-7655 24hr	www.freshandreadyfoods.com
Boxed Lunches	Harvest Farms	Brett	(661) 945-3636 Ofc (661) 949-7077	sales@harvestfarms.com
Chinese	Chop Suey Rest. Vendor #44079	347 E. First Street Los Angeles	Richard (213) 627-9990 Ofc (626) 347-1396 24hr	
MRE's	Earthquake Management	Westminster	Herb Kahn (800) 925-9744 x104	
MRE's	Simpler Life Emergency		Bob Snedaker (909) 798-8108	

MRE's	S.O.S. Survival Products	15705 Strathern #11 Van Nuys	Sally Geller (800) 479-7998 (818) 909-0131	Sally@sosproducts.com
MRE's	Cadbury Supply Inc.	La Puente	Jim Debiasio (626) 333-8100	
MRE's	Grainger	5502 Oberlin Drive San Diego	Joe Kucinski (858) 220-2728	joe.kucinski@grainger.com

APPENDIX H

CONTRACTED CITY FOOD VENDORS

Sysco Foods Service: Groceries, dairy, poultry, meat, vegetables and beverage

Contract #58280, Vendor #25441

Contact: Wade Eager

Cell Phone: (310) 909-9055

Fax: (323) 372-3740

E-mail: eager.wade@la.sysco.com

Langlois Fancy Frozen Foods: Meals, Frozen for LAPD Jails

Contract #59011, Vendor #32864

Contact: Robert Cavanagh

Phone: (949) 497-1741

Fax: (949) 497-4739

Email: robertcavanagh@langloisfoods.com

NDK Foods: Off Summer lunch program,

Contract #58906, Vendor #37573,

7512 Scout Ave., Bell Gardens, CA 90201

Phone: (562) 927-9598, X252

Fax: (562) 806-7059

E-mail: shabir@ndkfoods.com

Contact: Shabir Kashyap

Jewish Family Services of LA, Meals-senior, Kosher style

Contract #58672, Vendor #20199,

6505 Wilshire Blvd, #500, Los Angeles, CA 90048

Phone: (323) 937-6278

Fax: (323) 323/857-1872

E-mail: emcauliffe@jfsla.org

Contact: Eileen McAuliffe, R.D.

Morrison Management Specialists: Meals, Senior, American Style

Contract #58807, Vendor #31521

Contact: Nadar Pousadeghi

Cell Phone: (818) 378-0189, 24 hour

Phone: (818) 895-1161

Fax: (818) 895-1177

E-mail: NaderPours@IamMorrison.com

APPENDIX I

**City of Los Angeles
Temporary PO Numbers
LAPD Jail Division**

Temporary P.O. Number	System Generated PO Number	Contact Information (Vendor, Requestor, delivery location, amount)