

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 306.00.11	Page 1 of 6
	Original Effective Date: 09/25/02	New Effective Date: 08/15/16
	Supersedes: 306.00.11	Dated: 02/28/14
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 306 Security		
Subject: Restrictive Housing Meal Restrictions		

POLICY

The Division of Adult Institutions shall provide nutritious food to inmates who have demonstrated behavioral problems relating to food and meal procedures.

REFERENCES

Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration

Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice

DAI Policy 303.00.02 – Restrictive Housing Programs and Review

DAI Policy 306.00.34 – Restrictions and Security Precautions

DAI Policy 309.61.03 – Religious Diets

DAI Policy 500.30.24 – Modified Diets for Medical/Dental Reasons

DEFINITIONS, ACRONYMS, AND FORMS

Bag meal – An alternative method of providing a meal.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-9 – Conduct Report

DOC-2297 – Offender Restriction/Precaution Notice

DOC-2466 – Incident Report (WICS)

HSU – Health Services Unit

Nutra-Loaf – A food product prepared by the facility Food Service Department or licensed vendor that provides a means of ensuring the inmate receives proper nutrients.

RH – Restrictive Housing

PROCEDURE

I. General

- A. Inmates in RH shall be given a standard meal tray unless it has become necessary to take additional steps to provide for the safety and/or security of staff or the inmate. A standard meal tray includes the following restrictions:
 1. No meat with bones.

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2. Plastic utensils only, no knife.
 3. An alternative tray may be used as a standard meal tray if deemed necessary by HSU staff to prevent the spread of infectious diseases.
- B. An inmate who misuses or abuses food or feeding materials, or is disruptive during the feeding process may have standard meal items replaced. Examples of abuse and/or misuse of food, tray or utensils include but are not limited to:
1. Throwing of food, tray or utensils at staff, inmates, building or cell.
 2. Smearing food on the interior of a cell.
 3. Using food to jam locks or doors.
 4. Refusing to surrender a food tray or utensils to staff when ordered to do so.
 5. Causing damage to food tray or utensils.
 6. Misuse of utensils, a food container or food tray to facilitate the smearing or throwing of human waste/fluids.
- C. Standard meal items may be replaced with a bag meal as the result of inmate behavior as noted above.
1. A bag meal shall be packaged in a paper bag or an alternative tray.
 2. A bag meal contains food items that require minimal containers or utensils and provides a means of ensuring the inmate receives proper nutrients, while limiting the inmate's ability to continue to abuse or misuse the food, tray or utensils.
 3. A bag meal shall be based on the standard menu or an approved predetermined bag meal menu.
 4. Security restrictions include:
 - a. No meat with bones.
 - b. No sandwich ingredients made from pork.
 - c. No unwrapped food may be passed through the door slot. All foods and beverage containers shall be packaged or covered.
 - d. No other utensils aside from a plastic spoon are permitted.
 - e. No foil, plastic bags, plastic wrap or cellophane.
 - f. No staples or tape.
 - g. No napkins.
 - h. Wax paper bags and/or Styrofoam or paper cups with lids are allowed inside the bag.
- D. An inmate who misuses or abuses a bag meal, or is disruptive during the feeding process may have bag meal items replaced with Nutra-Loaf.
1. The Nutra-Loaf recipes shall be provided by the Dietetic Services Director.
 2. Standard Nutra-Loaf contains non-fat dry milk, and therefore shall be served with water.
 3. Vegan Nutra-Loaf does not contain dry milk and may be served with milk as specified in DAI Policy 309.61.03.

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II. Cup/Carton Restriction

- A. A cup/carton restriction may be imposed if a cup/carton is abused. Examples of abuse include, but are not limited to, the use of a container to throw food, liquid or bodily wastes at staff, inmates, or portions of a building or cell.
- B. Menu and packaging requirements are the same as a bag lunch, with the following additional restrictions:
 - 1. If standard menu item has a consistency that cannot be reasonably packaged under security restrictions noted in Section I, a comparable substitute shall be made, e.g., substitute a cookie for pudding.
 - 2. No cartons, cups or plastic single portion cups.
 - 3. No paper condiment cups.
 - 4. No plastic eating utensils.

III. Bag Meal Restriction

- A. When inmates abuse or misuse regular items of food, tray, or utensils in their possession, a DOC-9 and/or DOC-2466 shall be completed and forwarded to the Security Director/designee.
- B. The Security Supervisor on duty shall complete a DOC-2297 and a temporary bag meal restriction may be imposed during which time the inmate's conduct shall be monitored.
- C. Upon Security Director/designee review and approval, the restriction shall remain in place for no longer than three days (nine meals).
- D. If the Security Director/designee determines additional monitoring is warranted, the bag meal restriction may continue for a period not to exceed five days total, except as noted below:
 - 1. If there is no reoccurrence of abuse, normal meal tray procedure shall resume no later than five days (15 meals) from the time the restriction was imposed, unless the inmate has been placed on a low trap precaution or sharps restriction.
 - 2. The bag meal restriction may remain in place for the duration of time the inmate is on a low trap precaution or sharps restriction in accordance with DAI Policy 306.00.34.
 - 3. Normal meal tray procedure may be resumed at any time at the discretion of the Security Director/designee.

IV. Nutra-Loaf Restriction

- A. When inmates continue to abuse or misuse bag meals in their possession, a DOC-9 and/or a DOC-2466 shall be completed and forwarded to the Security Director/designee.
- B. The Security Supervisor on duty shall complete a DOC-2297 and a temporary Nutra-Loaf restriction may be imposed during which time the inmate's conduct shall be monitored.

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- C. Upon Security Director/designee review and approval, the restriction shall remain in place for no longer than two days (six meals).
- D. Staff shall monitor the inmate's behavior and if there is no reoccurrence of abuse, the bag meal restriction shall again be resumed no later than two days from the time of the imposition of the Nutra-Loaf restriction. A DOC-2466 shall be submitted to document this action.
- E. If during any monitoring period the inmate continues to abuse or misuse his food or other meal related materials, a new two day monitoring period may be imposed, beginning at the time of the most recent occurrence.
 - 1. A DOC-2466 shall be submitted to document this action.
 - 2. A bag meal restriction may be resumed prior to the end of the two day monitoring period at the discretion of the Security Director/designee.
- F. Security staff shall notify Food Services and HSU staff of a Nutra-Loaf restriction.
 - 1. If the inmate is on a modified diet, HSU shall verify the Nutra-Loaf restriction does not compromise the inmate's health.
 - 2. Inmates on certain medical diets may not be able to tolerate the Nutra-Loaf; therefore, the restriction may not be imposed if the inmate's health would be compromised.
- G. If an inmate does not comply with the delivery procedure for a meal, the officers shall:
 - 1. Inform the inmate of the consequences of noncompliance.
 - 2. Secure the area.
 - 3. Leave the area.
 - 4. Document refusal of the meal.Failure to comply with the delivery procedure shall not result in the imposition of a meal restriction.
- H. When served, Nutra-Loaf shall be wrapped in a paper/plastic type covering and placed on the trap to be retrieved by the inmate. The paper/plastic will be returned to staff upon routine unit meal tray retrieval.

V. Religious Diets

- A. If an inmate's behavior, as described in the Section I of this policy, requires an alternative to the standard meal tray, attempts shall be made to accommodate an approved religious diet by consulting with the Chaplain/designee.
- B. Security restrictions shall be taken into account to maintain safety for staff and inmates.

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- C. If packaging requirements for a religious diet cannot be met due to compelling security or safety concerns, the inmate shall be provided a nutritious diet that closely meets nutritional requirements of the approved religious diet plan.

- D. An inmate shall return to the approved religious diet plan as soon as the security restrictions are no longer necessary.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 306.00.11	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 306 Security		
Subject: Restrictive Housing Meal Restrictions		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other