 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 306.00.11	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 09/25/02	<b>New Effective Date:</b> 01/06/20
	<b>Supersedes:</b> 306.00.11	<b>Dated:</b> 08/15/16
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Restrictive Housing Meal Restrictions		
<b>Guidance Document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Posting date</b> 12/23/19

**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 ministrations  
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 – Adult Conduct Report

ISHR175 – Offender Restriction/Precaution Notice (WICS)

DOC-2466 – Incident Report

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:

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1. No meat with bones.
  2. Plastic or paper utensils only, no knife.
  3. An alternative food container may be used if deemed necessary by HSU staff to prevent the spread of infectious diseases.
- B. 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.
1. The Security Supervisor shall complete an ISHR175 and a temporary restriction may be imposed.
  2. Upon Security Director/designee review and approval, the restriction shall remain in place.
- C. 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.
- D. 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 food container.
  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 unwrapped food may be passed through the door slot. All foods and beverage containers shall be packaged or covered.
    - c. No other utensils aside from a plastic or paper spoons are permitted.
    - d. No foil, plastic bags, plastic wrap or cellophane.
    - e. No staples or tape.
    - f. No napkins.
    - g. Wax paper bags and/or styrofoam or paper cups with lids are allowed inside the bag.

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- E. 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.

## II. **Cup/Cartron/Utensil Restriction**

Menu and packaging requirements are the same as a bag lunch, with the following additional restrictions:

- A. 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.
- B. No cartons, cups or plastic single portion cups.
- C. No paper condiment cups.
- D. No plastic eating utensils.

## III. **Bag Meal Restriction**

- A. Upon Security Director/designee review and approval, the restriction shall remain in place for no longer than nine meals.
- B. If the Security Director/designee determines additional monitoring is warranted, the bag meal restriction may continue for a period not to exceed 15 meals total unless the inmate is on a low trap precaution or sharps restriction in accordance with DAI Policy 306.00.34.
- C. Normal meal tray procedure may be resumed at any time at the discretion of the Security Director/designee.

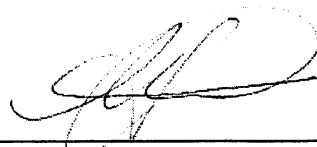
## IV. **Nutra-Loaf Restriction**

- A. Staff shall monitor the inmate's behavior and if there is no reoccurrence of abuse, the bag meal restriction shall resume no more than six meals from the imposition of the Nutra-Loaf restriction.
  - 1. A DOC-2466 shall be submitted to document this action.
  - 2. Upon Security Director/designee review and approval, the restriction shall remain in place for no longer than six meals.
- B. If during any monitoring period the inmate continues to abuse or misuse his/her food or other meal related materials, a new six meal 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 six meal monitoring period at the discretion of the Security Director/designee.

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- C. 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.
- D. If an inmate does not comply with the delivery procedure for a meal, the uniformed staff shall:
1. Inform the inmate of the consequences of noncompliance.
  2. Secure the area.
  3. Leave the area.
  4. Document refusal of the meal in the log book.
- E. Failure to comply with the delivery procedure shall not result in the imposition of a meal restriction.
- F. 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 shall 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.
- 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.

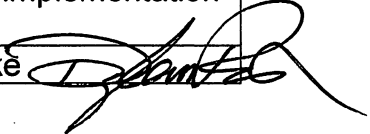
Administrator's Approval: \_\_\_\_\_



Makda Fessahaye, Administrator

Date Signed: 12/20/19

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Green Bay Correctional Institution		
<b>Original Effective Date:</b> 11/10/15	<b>DAI Policy Number:</b> 306.00.11	<b>Page</b> 5 of 5
<b>New Effective Date:</b> 10/26/20	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Restrictive Housing Meal Restrictions		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Warden Dylon Radtke 		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS****RESPONSIBILITY**

- I. Restrictive Housing Unit Staff. The Unit Sergeant will monitor and ensure inmate restrictions are removed according to the time frames established in this DAI Policy.
- II. Security Supervisor shall recommend inmate meal restrictions as warranted by the inmate's actions and conduct reports written.
- III. Security Director/Designee shall review inmate meal restrictions for approval and/or make changes to restrictions as warranted by inmate's actions.
- IV. Food Service Staff shall provide meals as requested by Restrictive Housing Unit staff, ensuring the proper packaging and items are supplied per inmate restrictions.