



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 19-01 Food Service Management

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-4A-04; 05; 06; 07; 08; 12  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards: 2092; 2095

*This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

**I. Purpose:**

The contracted Food Service Provider ensures that all inmate meals are nutritionally balanced, well planned, appropriately prepared and served in a manner that meets established Governmental Health and Safety Regulations.

(Ref: SC Min. 2092; 5-ALDF-4A-07)

**II. Policy:**

The Sheriff Al Cannon Detention Center (SACDC) has contracted with a Food Service Provider, which mandates that a qualified Food Service Director will supervise the food service operations.

(Ref: 5-ALDF-4A-04)

**III. Definitions:**

A. For purposes of this procedure, the word “deputy” applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on the usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

**IV. Procedure:**

A. The inmates will be served nutritionally balanced meals. The Food Service Director will review the menus quarterly and the contracted food service provider will employ a registered dietician to review the menus annually.

(Ref: SC Min. 2092; 5-ALDF-4A-07)

B. Food service operations shall be governed by applicable Standards for Adult Local Detention Facilities of the American Correctional Association, South Carolina Retail Food Established Regulations, and the National Commission on Correction Health Care and South Carolina Minimum Standards for Local Detention Facilities.

C. The contracted Food Service Provider will operate in compliance with all

currently executed housing contracts.

- D. The contracted Food Service Provider shall furnish a Manual of Operations which encompasses Standards and Procedures on, but not limited to, the following:
  - 1. Food service budgeting, purchasing, and accounting practices.
  - 2. Food service operations will maintain records of all meals served.  
(Ref: 5-ALDF-4A-06)
  - 3. Food service training for staff will include the use of equipment and safety procedures for all staff.  
(Ref: 5-ALDF-4A-12)
- E. All Food Service employees must complete the ServSafe Food Handler Program within a year after employment. Once the course is completed, the employee will receive a certificate of completion.
- F. The contracted Food Service Provider's budgeting, purchasing, and accounting practices will include, but are not limited to the following:
  - 1. A logistical analysis of food services to include cost per inmate meal analysis, comparative shopping practices, volume of food, and ordering schedule;
  - 2. response to inmate-specialized diet requests; and
  - 3. shelf life of foods.  
(Ref: 5-ALDF-4A-05)
- G. The Food Service provider follows a planned approved menu, which accounts for taste, texture, temperature, and appearance. The meals are served under the supervision of detention deputies.  
(Ref: SC Min. 2095; 5-ALDF-4A-08)
- H. The Food Service provider will record menu substitutions and have them approved by the Contracts Manager; in their absence, the Administrative Services Major or designee will approve the substitutions.  
(Ref: 5-ALDF-4A-08)