



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 10-02 Meal Services

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-2E-17; 4A-01; 4A-17; 18  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards: 2003; 2091; 2092; 2093; 2095

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

I. Purpose:

To develop and standardize a system by which meals are served to the inmates.

II. Policy:

The Food Service Contractor's staff will ensure that inmate meals are properly prepared, delivered, and served. All inmates, except those on special medical or religious diets, shall eat the same meals. Food shall not be withheld as a punishment. (Ref: SC Min. 2093)

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).
- C. *Bag Lunch*: This meal will be provided for suicidal and newly processed inmates. It consists of two sandwiches, a piece of fruit, two cookies, and one juice.
- D. *Finger Foods*: A meal utilized for disciplinary inmates who have displayed a potential threat when given utensils. This meal will be given the same as a bag lunch with the exception of being served on a tray.
- E. *Nutraloaf*: A nutritionally balanced special meal that is similar to meatloaf in texture, has a wider variety of ingredients and can be served and eaten without utensils.

IV. Procedure:

- A. Meals and Times:

Amounts of Meals Served – Three meals, including two hot meals, are

provided at regular meal times during each twenty-four hour period. There shall be no more than fourteen hours between the evening meal and breakfast meal. Variations may be allowed which are based on the weekend and holiday food service demands. Basic nutritional goals shall be met.

(Ref: SC Min. 2091, 2092; 5-ALDF-2E-17, 5-ALDF-4A-18)

Note: Bag lunches will not be served as the last meal of the day in a regular housing unit unless prior approval has been received from the Jail Administrator or designee.

**B. Meal Service Accountability:**

1. To ensure all inmates are afforded meals the contracted Food Service Provider will log into the Jail Management System and print the CCSO Meal report before each mealtime. This report breaks down the facility by housing units and separates the diet trays from the regular trays. The contracted Food Service Provider will then be able to separate each unit and ensure the correct number of trays are delivered.
2. Inmates will only receive a medical or religious diet if either the Medical Department, the Chaplain, or the Jail Administrator or designee has entered it into the Jail Management System. The contracted Food Service provider will not provide a special diet if it has not been added to the Jail Management System.

**C. Meal Service in general confinement and the medical areas:**

1. When a unit receives meals, the detention deputy will count the trays to ensure the correct amount of trays were received. The detention deputy will then give a general announcement to all cells/rooms that feed off will begin.
2. Inmates will be instructed to dress and line up, single file, at the designated location.
  - a. Meals are served by inmate workers under the constant observation of a detention deputy. Servers shall wear appropriate gloves and hair coverings as they pass the meals to each inmate. The beverage containers will be placed in the unit prior to passing trays. (Ref: SC Min. 2095; 5-ALDF-4A-17)
  - b. Each inmate will be provided a meal. To receive a meal, the inmate must be present in the dayroom, dressed in a uniform

and wearing an armband.

- c. Each inmate is allotted 20 minutes of dining time for each meal.  
(Ref: 5-ALDF-4A-01)
  - d. The designated housing sergeant will be notified of discrepancies or other problems that were encountered during the meal service. If any additional meals or items need to be replaced the sergeant must give the information to the Food Service Provider within 20 minutes of the cart arriving in the salleyport. The housing sergeant will document any discrepancies (i.e., callback, shortage, missing item, or unserviceable tray) on a Meal Count Discrepancy form. At the completion of each meal the discrepancy form will be scanned to the Contracts Manager.
3. After meals are served, the Housing Unit Detention Deputy will complete the following:
- a. Instruct the inmates to stack the trays on the food cart. The detention deputy will account for each tray as it is returned.
  - b. After all trays and beverage containers are collected, the food carts shall be pushed into the unit salleyport for return to the kitchen.

**D. Services of Meals to Special Management Inmates – SMU/BMU:**

- 1. The same serving procedures will be followed as are performed for general population with the following exceptions:
  - a. All special management inmates will be served their meals in their cells and, when possible, meals will be served through the food slot located on the front of the cell door.
  - b. The food slots will only be opened for meal service and will be closed by the detention deputy when the tray has been passed to the inmate.
- 2. The quality and quantity of the food that is provided to special management inmates shall be the same as that provided to the inmates in general population.
- 3. If an inmate in behavioral management or special management gives

a verbal refusal to eat, that refusal will be logged into the Jail Management System, inmate notes section.

4. The Housing Unit Detention Deputy will collect all food trays and place them on the food cart for return to the kitchen.

E. Meal Service in the Processing and Court Services Areas:

1. The Processing Lieutenant is responsible for meal service in the processing area and the courts/transferred inmates for Transportation. A count will be provided to the kitchen of all inmates who will be housed by mealtime signed and scanned to the Food Service Provider and the Contracts Manager.
2. Detention deputies will obtain the appropriate number of bag lunches and ensure that each inmate receives one bag and one beverage. Notify the Processing Lieutenant of any discrepancies or other problems that were encountered during the meal service. If any additional meals or items need to be replaced the Lieutenant must give the information to the Food Service Provider within 20 minutes of the food arriving to the area. The Processing Lieutenant will document what type of discrepancy (i.e., callback, shortage, or missing item) on the meal count form. At the completion of each meal count the discrepancy form will be scanned to the Contracts Manager.

F. Meal Services for the Juveniles:

1. The Juvenile Sergeant is responsible for meal service for the juveniles. A count will be provided to the kitchen of all inmates by each housing unit.
2. The Juvenile Sergeant will be notified of any discrepancies or other problems that were encountered during the meal service. If any additional meals or items need to be replaced the Sergeant will notify the Food Service Provider as soon as possible for any discrepancies. The Juvenile Sergeant will document what type of discrepancy (i.e., callback, shortage, missing item, or unserviceable tray) in an incident report in the Jail Management System.

G. Improper Use of Food or Food Service Equipment:

1. If an inmate uses food or food service equipment in a manner such that they present a danger to themselves or others, they may be given alternative meals. Alternative meal service (Bag lunches or Nutraloaf)

are provided on an individual basis, based on health or safety considerations only, and must meet basic nutritional requirements. Alternative meal service occurs only with the written approval of the Jail Administrator, or designee, or the Health Services Administrator. Alternative/substitute meals will not be used as a form of punishment and the substitution shall not exceed seven days unless additional authorization is obtained. (See Policy [19-03 Alternative Meal Services](#))  
(Ref: SC Min. 2003 (e); 5-ALDF-2E-17)

2. Incident reports will be submitted to the Jail Administrator, through the chain-of-command, documenting the use of alternative meals.
3. There are three (3) types of alternative meals:
  - a. Bag Lunch: If an inmate is considered suicidal or might use eating utensils for self-injury, the inmate may be placed on this type of meal.
  - b. Nutraloaf: If an inmate uses food or food service utensils in a manner that is hazardous to themselves, other inmates, or staff, the nutraloaf recipe may be utilized. The recipe for the nutraloaf will be maintained in the Food Service office. The recipe will be reviewed annually by the contracted Food Service provider.
  - c. Finger Foods: Similar to bag lunches, finger foods are served on a tray, and they are served when inmates use utensils to injure themselves or others. Finger foods can be eaten easily without utensils.
4. Nutraloaf Recipe:

6 Slices	Whole wheat/white bread
1¼ cups	American cheese
¾ cups	Raw carrots, grated
½ cup	Seedless Raisins, or Dates, unpacked
3 cups	Great Northern Beans, cooked
4 Tbsp	Vegetable oil or shortening
1 cup	Tomato paste, canned w/salt or fresh tomatoes diced (make a sauce)
¾ cup	Instant nonfat dry milk
½ cup	Dehydrated potato flakes

Mix the first eight (8) ingredients together in a mixing bowl.

All wet items are drained.

Ingredients may be kneaded with hands or mixed with a spoon.

Gradually add the dry milk and potato flakes.

The mixture should be stiff and just moist enough to spread.

Place equal amounts of the mixture in three greased loaf pans.

Place loaf pans on a sheet pan that contains approximately one-half (1/2) inch of water (to avoid burning the loaves).

Bake at 325 degrees Fahrenheit for approximately forty (40) minutes, or until the loaves reach an internal temperature of 155 degrees Fahrenheit.

The loaves will pull away from the side of the pans when cooking is completed.

This recipe provides a one-day supply of meals. One loaf is to be served for each meal.