

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Field Packout Lunches		
Policy Number: 409.04.06	Effective Date: 1/29/2019	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

- A. Packout Meals will be prepared in accordance with the Georgia Department of Corrections (GDC) Master Menu at GDC State Prisons, Residential Substance Abuse Treatment Centers, Transitional Centers, Pre-Release Centers, Parole Centers, and Detention Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may include contracted food service operations.
- B. Packout Meals are to be utilized for the purpose of providing an alternative to a missed meal served in regular dining areas and should not be given in addition to other meals.
- C. Packout Meals can be provided to offenders working certain work schedules as indicated within this policy.
- D. Packout Meals will not be used as a reward.

II. Authority:

- A. GDC Standard Operating Procedure (SOP): 409.04.01, Introduction.

III. Definition:

Packout Meals - Cold meals that are generally served outside of the dining facility to those who are involved in activities away from the facility. Packout Meals will consist of items specified in the GDC Master Menu.

IV. Statement of Policy and Applicable Procedures:

- A. Packout lunches shall be ordered by the Detail Security Officer or his/her designee using the Packout Meals Request Form (Attachment 1) at least eight (8) hours prior to the time in which they need to be received. Orders can be made by telephone; however, a written request shall follow within 12 hours.
- B. The packout lunch will be served as an alternative to the lunch meal when the offender is away from his normal dining area on weekdays, weekends, and holidays.

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- C. Offenders with certain work schedules can be provided packout lunches in accordance to the GDC Master Menu or other guidelines provided by Food and Farm Services Central Office Registered Dietitian. Any deviations from this procedure must be approved by the Food Service Administrator at Food and Farm Services Central Office or the Executive Director of GCI or his/her designee. Packout Meals can be utilized for offenders with the following work schedules:
1. Offenders working more than five (5) hours outside of the facility between the breakfast meal and evening meal, or between the evening meal and breakfast meal on weekdays, weekends and holidays.
 2. Offenders working heavy labor for more than five (5) hours between the breakfast meal and evening meal on weekends and holidays.
- D. It is mandatory that each facility keep packout lunches, which do not relate to normal feeding times, to a minimum. Excessive Packout Meals will be a major finding on the monthly Food Service Assessment report.
- E. The cost of meals for offenders in transit between facilities will be charged to the facility where the offender was housed.
- F. The Daily Packout Sheet (Attachment 2) must be completed and signed by the Food Service Director or designee. The Daily Packout Sheet and the Packout Meals Request Form should be filed with Attachment 1 of SOP 409.04.01, the Daily Food Service Packet.
- G. Individual items such as cakes, cookies, and cut vegetables will be wrapped in plastic wrap. Plastic wrap will also be used to wrap sandwiches to ensure freshness.
- H. Only individual mayonnaise and mustard will be used for packout lunches.
- I. Packout lunches will be stored in a refrigerated unit after being prepared and served within 48 hours.

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- J. Packout lunches sent on details will be placed in a cooler with ice or an ice pack to prevent spoilage. Ice will be placed in a plastic bag, or some other form of enclosure, in the bottom of the cooler to keep packout lunches from getting wet.
- K. All beverages sent out for details will be served from an insulated beverage container. One eight-ounce Styrofoam cup will be furnished for each offender. The correctional officer in charge of each detail will be responsible for any coolers and containers and shall make sure they are in good condition at all times. The Correctional Officer will also be in charge of furnishing water to the work detail as needed.
- L. Detail Officers will be responsible for maintaining and handling packout lunches in a sanitary condition.
- M. Detail Officers will provide an individual packout lunch to each offender on detail.
- N. All packout lunches not issued by Detail Officer must be returned immediately. Packout lunches that do not get used should be disassembled and properly stored.
- O. If a Detail Officer or staff member consumes any part of a packout lunch, that person must pay the current meal rate.
- P. Medically prescribed diet snacks shall be accounted for as Packout Meals and included in the total number of Packout Meals on the Daily Packout Sheet, Attachment 2. They should also be recorded separately in the space provided.

IV. Attachments:

Attachment 1: Packout Meals Request Form
Attachment 2: Daily Packout Sheet

V. Record Retention of Forms to this Policy:

Attachments 1 and 2 of this SOP shall be maintained locally for one year in an active file and five years in an inactive file, then destroyed.