

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Food Service Permits/Health Department Inspections

Policy Number: 409.04.26

Effective Date: 5/25//2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service's Subdivision to provide guidelines on steps which must be taken to obtain a Food Service Permit and maintain a current Health Department inspection at all Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

II. Authority:

- A. Ga. Comp. R. & Reg. 511-6-1; and
- B. ACA Standards: 2-CO-2A-01, 2-CO-2A-02, 2C-CO-4C-01, 1-CTA-3D-02, 5-ACI-5C-09 (Mandatory), 4-ACRS-4A-04, and 4-ALDF-4A-11 (Mandatory).

III. Definitions:

Food Service Permit - Certificate that must be obtained from the local Health Department authorizing the permit holder to operate a Food Service operation at a particular site.

IV. Statement of Policy and Applicable Procedures:

- A. The Food Service Director is responsible for obtaining a Food Service Permit for each operation.
 - 1. A new facility must request a Food Service Permit at least ten (10) days prior to the facility's projected opening date.
 - 2. A Food Service Permit should also be obtained by the Food Service Director for the Food and Farm Services' mobile field kitchens if these kitchens are utilized.

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3. Local Health Department inspections should be completed biannually after the initial inspection occurs.
 - a. A copy of these inspections will be forwarded to Food and Farm Services Central Office within forty-eight (48) hours of inspection.
 - b. In the event non-compliances are noted, a plan of corrective action shall be attached with the inspection. All corrective actions shall be in accordance with the guidelines and policies set forth in the Department of Public Health "Blue Book" and departmental policies.

V. Attachments:

None.

VI. Record Retention of Forms Relevant to this Policy:

All Department of Public Health inspections will be retained indefinitely in the Food Service Office.