



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 345	<b>DATE</b> August 7, 2018
<b>SUBJECT:</b>	<b>ADMINISTRATIVE ACTION FOR SPECIFIC DISRUPTIVE BEHAVIOR – FOOD LOAF</b>	<b>DISTRIBUTION</b> A,D,E,M.- Jail Kitchen
<b>REFERENCE:</b>	Rescinds and replaces Policies and Procedures No. 304, dated May 17, 2016 {Pen & Ink changes dated 8/20/21}	

### POLICY

It is the policy of the Oakland County Sheriff's Office to initiate appropriate administrative action to ensure all housing areas are maintained in a clean, healthful manner for the safety and well-being of both staff and inmates. Therefore, to deter behavior such as throwing food, food utensils/trays, any type of liquid and/or human waste products that create unsanitary conditions, inmates may be placed on a food loaf.

The food loaf shall be prepared by Food Service personnel and consist of all food items on the regular meal menu assuring compliance with all applicable nutritional and caloric intake requirements. The only liquid that will be provided to the inmate is water. The inmate will receive his/her meal in loaf form three times a day at regularly-scheduled breakfast, lunch, and dinner times.

The food loaf is **not always** a disciplinary sanction. It is a viable, administrative response to assist in preventing the problems of throwing food, liquid and human waste products which creates unsanitary conditions.

An inmate shall not receive the food loaf in excess of fourteen (14) straight days with a review conducted after seven (7) days. The authority to place an inmate on the food loaf or authorization for an early return to regular meals before the two-week period has expired, must come from the Corrective Services Captain or his/her designee.

### PROCEDURE

#### 1.0 AUTHORIZATION FOR INMATE PLACEMENT ON FOOD LOAF

- 1.1 A deputy who observes an inmate participating in any of the following behavior; throwing food, food utensils, liquid and/or human waste products shall immediately write an incident report containing all pertinent details, and submit the report to the supervisor.
- 1.2 The Supervisor shall immediately review the report for accuracy and completeness, sign, complete the Request for Food Loaf Form and submit to the Shift Sergeant.
- 1.3 The Shift Sergeant shall immediately review the report and Request Form, and if determined to meet the behavior outlined in this policy and procedure, sign for approval on the Request for Food Loaf Form and submit the request and report to the Shift Lieutenant. If the inmate is on a special watch status, the caseworker will be notified for clearance. If the inmate is diabetic, clearance shall be obtained from the Jail Clinic.

- 1.4 If a request for food loaf is in conjunction with a disciplinary ticket, the request for food loaf shall be forwarded to the Disciplinary Sergeant pending disposition of the ticket. If the inmate is found guilty, the Disciplinary Sergeant shall approve and sign the Request for Food Loaf Form and submit it to the Shift Lieutenant. The sanctions for the accompanying ticket are separate but can be imposed during the same time an inmate is on food loaf.
- 1.5 The Shift Lieutenant shall review the report and Request Form and, upon approval, sign the form and forward it to the Corrective Services Captain or his/her designee.
- 1.6 The Corrective Services Captain or Division Commander designee shall review the report and Request Form and sign for final approval. Also, he/she shall complete the Request for Food Loaf Form by completing the section indicating the date food loaf will begin and end, as well as, the date a review of the action will be conducted.
- 1.7 Upon initiation of the food loaf action, an inmate shall be moved to an eleven or single cell (if available) to limit access to other food and liquid items.
- 1.8 Prior to placement in an eleven or single cell (if available) the Classification Supervisor shall receive medical and Program Services / Mental Health Staff clearance and document in inmate's computer file.
- 1.9 If the inmate is not cleared by medical or Program Services / Mental Health Staff, other non-segregated housing shall be considered on a case-by-case basis. Documentation shall be made in inmate's computer file.
- 1.10 Inmates placed in an eleven or single cell shall be seen by medical and Program Services / Mental Health Staff a minimum of three (3) times per week. Documentation shall be made in the inmate's file and caseworker notes.
- 1.11 Program Services / Mental Health Staff shall submit documentation to the medical care provider for placement in the inmate's electronic medical record.
- 1.12 An administrative review of all food loaf authorizations shall be conducted no later than seven (7) days after implementation. The Housing Area Supervisor shall conduct the review, document the review in the inmate's computer file and notify the Shift Sergeant of the review. The Shift Sergeant shall forward the review through Chain-of-Command. Final approval for early return to regular meals must come from the Corrective Services Captain or his/her designee.

2.0 **NOTIFICATION OF FOOD LOAF ADMINISTRATIVE ACTION TO FOOD SERVICE PERSONNEL**

- 2.1 Upon final authorization to place an inmate on the food loaf, the Shift Sergeant shall notify the Food Service Director or his designee, of the inmate's name, number, housing location, as well as dates and times the administrative action placing an inmate on food loaf is to begin and end.
- 2.2 Food Service personnel shall be responsible for preparation of the loaf using the same food items as the regular menu to ensure nutritional and caloric requirements are met.
- 2.3 Food Service personnel shall ensure the food loaf is wrapped and delivered to the inmate on a paper plate with a paper cup containing water for the beverage.

- 2.4 Food Service personnel shall keep a written record of all meals served in loaf form.
- 2.5 It shall be the responsibility of the Shift Sergeant to keep a log of all inmates placed on the food loaf including dates and times the administrative action is initiated and scheduled to end. The Shift Sergeant shall notify the Food Service Director, or their designee, of the day the administrative action is scheduled to end. This shall ensure an inmate is not kept on the food loaf for more than fourteen (14) days.



Michael J. Bouchard  
Sheriff



OAKLAND COUNTY SHERIFF'S OFFICE  
CORRECTIVE SERVICES DIVISION  
"Request for Food Loaf"

Pursuant to **Policy and Procedure No. 345**, I am submitting this request to serve "Food Loaf" to:

Inmate: \_\_\_\_\_ Inmate Number: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION**

Sergeant: \_\_\_\_\_ APPROVED DENIED Date: \_\_\_\_\_

Lieutenant: \_\_\_\_\_ APPROVED DENIED Date: \_\_\_\_\_

Captain: \_\_\_\_\_ APPROVED DENIED Date: \_\_\_\_\_

Inmate \_\_\_\_\_ will be is be placed on "Food Loaf" status and shall be served "Food Loaf" for all meals in compliance with Policy and Procedure No. 345 immediatly if authorized through the Chain of Command.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

A review shall be conducted every seven {7} days by the Housing Area Supervisor of the Shift who initiated this request. This review shall be documented in the jail management system. If the inmate's behavior has improved at the time of the review, the inmate may be taken off of "Food Loaf" status.

**Review Dates:** \_\_\_\_\_

Copy:

- Lieutenant's Office – "Food Loaf" Book
- Kitchen
- Classification
- Supervisor's Office of the Housing Location