



State of North Carolina
Department of Correction
Division of Prisons

Chapter: F
Section: .3200
Title: **Special
Management Meals**
Issue Date: 08/06/08
Supersedes: 07/25/05

POLICY & PROCEDURES

.3201 PURPOSE

The purpose of this policy is to establish procedures for special management meals.

.3202 GENERAL

The special management meal is a nutritionally balanced loaf-style form of nourishment that may be utilized, in conjunction with other behavior modification tools, to address inmates on segregation status as defined in section F.3203 that display disruptive behavior as defined in this policy. This procedure is not intended as punishment, but rather as a behavior modification tool designed to maintain order and a clean, sanitary environment.

.3203 APPLICABILITY

Inmates on segregation status to include administrative segregation, disciplinary segregation, HCON, MCON, and ICON that display the following types of disruptive behavior described in items (a) through (e) may be placed on a special management meal diet in accordance with these procedures. Inmates on Protective Control or are safekeepers or on Death Row would only be subject to this policy if they are also designated on one of the above noted segregation statuses.

- (a) Misuse of food items, serving tray or eating utensils;
- (b) Refusing to return uneaten food items, the serving tray or eating utensils;
- (c) Destroying or throwing food items, the serving tray or eating utensils;
- (d) Using food containers to hold or throw other substances such as human waste;
- (e) Throwing food items, human waste, liquids, spitting inappropriately within the cell, through or at the door on any other person.

.3204 PROCEDURES

- (a) When an employee observes an inmate demonstrate disruptive behavior as described in Section F .3203, the employee is to report this as soon as practical. Reporting should be documented as follows by the employee observing the misbehavior or a supervisor such as a sergeant:
 - (1) IS71 Special Management Meal screen in OPUS.

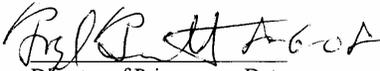
- (2) Form DC-138 (B) (Statement by Witness). Reporting on this form is for purposes of the inmate disciplinary process.
- (b) The Unit Manager/Officer-in-Charge will consider the circumstances of the reported misconduct and make a determination as to whether or not to seek approval for placement of the inmate on special management meal status. If the decision is that the inmate not be placed on special management meal, this is documented by the Unit Manager/Officer-in-Charge in OPUS. If the Unit Manager/Officer-in-Charge disapproves placement on the special management meal this is forwarded to the Facility Head for informational purposes. If the Unit Manager/Officer-in-Charge determines that the inmate should be placed on special management meal status, the Unit Manager/Officer-in-Charge will so designate on the approval line of the OPUS IS71 screen and the medical staff will then review.
- (c) Medical staff will determine whether there is a medical reason that would prohibit placing the inmate on the special management meal diet. No inmate will be placed on special management meal status without medical concurrence.
- (d) If the inmate is on a therapeutic diet, then a Physician/Physician's Assistant/Nurse Practitioner must determine whether or not the special management meal is appropriate. If there is a dietary concern for an inmate on therapeutic diet then consideration of an alternative or supplement to the special management meal regimen will be made.
- (e) If the inmate is not on therapeutic diet, then a medical provider/nurse may be the approving medical authority.
- (f) The medical staff member making the medical determination will check to see if the inmate is listed as Mental Health grade 3 or higher. If the inmate is at Mental Health grade 3 or greater then the medical staff member will notify the facility's psychological staff that the inmate is subject to being placed on the special management meal diet. Psychological staff will make a clinical determination on the individual inmate's case as to how frequently they will follow-up on the inmate while they are on the regimen.
- (g) The medical authority will complete their recommendation, as soon as practical, on the IS71 Special Management Meal screen in OPUS.
- (h) The OPUS screen will then be automatically forwarded to the Facility Head or designee for final approval for the inmate to be placed on special management meal status. The Facility Head or designee will approve or disapprove placement on the special management meal in OPUS. The Facility Head will not approve placement of the inmate on the Special Management meal if medical staff have disapproved placement. This disapproval would, however, be forwarded to the Facility Head or designee for informational purposes. Food Service staff will be notified of the inmate's placement on

the Special Management meal by viewing the IS72 Special Management Meal Roster by Facility screen or the ISS 11 Special Management Meal Report.

- (i) Food Service staff will have to check the Special Management meal list for their facility prior to each meal to ensure they have an accurate list of inmates on the meal.
- (j) The special management meal should be implemented as soon as possible after the disruptive behavior to achieve the greatest level of behavior modification. The OPUS approval process is designed so that the inmate receives his/her first special management meal at breakfast on the morning following approval by the Facility Head/designee. (Example: If the Facility Head approves placement at 7:00 pm on July 10 then the Special Management meal period begins at 3:00 am on July 11.)
- (k) All food or items that may be used as containers will be removed from the cell. Inmates are not allowed to purchase food or beverages from the canteen while on the special management meal. While on special management meal status, this is the only food they are allowed unless medical staff have authorized something additional based on their dietary needs.
- (l) The Unit Manager/Officer-in-Charge or designee will visit each inmate on special management meal status on a daily basis to follow the inmate's progress and to determine when the inmate should be removed from the status. This visit should be documented on the DC-141 form.
- (m) An inmate may be removed from special management meal status at any time based on either of the following:
 - (1) the recommendation of the Unit Manager/Officer-in-Charge or designee and the approval of the Facility Head or designee, and/or,
 - (2) medical reasons as determined by the facility's health authority.
- (n) If the inmate engages in behavior described in section F.3203, the Unit Manager/Officer-in-Charge or designee may place an inmate on special management meal status for seven (7) consecutive days. The Unit Manager/Officer-in-Charge may remove the inmate from the status before the expiration of the initial seven day consecutive designation. The inmate's behavior should be closely evaluated by the Unit Manager/Officer-in-Charge to determine whether or not the inmate's behavior has improved to the point that he/she can be removed from the status. In any case, the inmate may be placed on such status for a maximum of seven consecutive days. At the end of the seventh day, the inmate is provided at least one day of regular meals.

- (o) If an offender continues to engage in any of the behavior described in Section F .3203 after being returned to a regular food tray meal, or at any time during the period when on special management meal status, the inmate may be placed on the status for an additional period not to exceed seven (7) days. This does not impact the fact that an inmate must still be allowed at a minimum one day of regular meals every seven days. Each subsequent seven day extension on the special management meal must be documented with a new IS71 screen in OPUS. If it becomes necessary to place an inmate on the Special Management meal for a third consecutive week then the Region Director should be notified. Additional weeks beyond that should also be discussed with the Region Director.
- (p) A medical staff member will visit the inmate to determine whether there is a medical reason not to place the inmate on the special management meal status for a second seven (7) day period before the extended period begins. This medical visit is to occur prior to each seven (7) day extension of the status. The medical staff member will document the visit in the inmate's medical record. If the medical staff member determines that the inmate needs to be removed from the status for a medical reason, they will immediately notify the Unit Manager/Officer-in-Charge and the inmate will be removed from the status and returned to regular meals. To document this, the IS71 screen in OPUS is completed by the Unit Manager/Officer-in-Charge and the medical staff member and is forwarded to the Facility Head or designee for final disposition.
- (q) If the inmate continually refuses the special management meal, they will be monitored in accordance with the division's hunger strike procedures.
- (r) The special management meal is to be served at the same time as the regular inmate meals, not to exceed a fourteen (14) hour interval between the dinner and breakfast meals.
- (s) No inmate will be involved in the preparation and/or service of the special management meal. Staff will prepare and serve the meals.
- (t) An inmate on special management meal status will be served three (3) loaves per day at the normal feeding times. One 8 oz. carton of milk will be served with each meal. The inmate may also drink water from his/her tap. If the inmate refuses to return the milk carton or if the inmate uses the milk carton to throw liquids, body waste, etc., then the inmate is no longer provided with milk. At that point the inmate would only obtain water to drink from his/her cell tap.
- (u) Each loaf will be prepared without deviation from the recipe found on Attachment 2. This recipe meets the nutrition requirements of the inmate.
- (v) The meal will be prepared and served in a sanitary manner.

- (w) The meal will be wrapped in baking paper and handed to the inmate through the food passage by staff.
- (x) Questions regarding whether or not the special management meal comports with the dietary requirements of a particular faith group are to be referred to the division's Religious Practices Committee.


Director of Prisons Date

F.3200_08_06_08.doc