



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: F
Section: .3200
Title: **Special
Management Meals**
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POLICY AND PROCEDURE

References

5th Edition Standards for Adult Correctional
Institutions

Related ACA Standards

5-ACI-4A-18, 5-ACI-4B-18

.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 offenders on restrictive housing 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

Offenders on restrictive housing for administrative purposes, restrictive housing for disciplinary purposes, HCON, and restrictive housing for control purposes 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 (5-ACI-4A-18, 5-ACI-4B-18). Offenders 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 restrictive housing 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 offender 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 offender disciplinary process.
- (b) The Unit Manager/Officer-in-Charge will consider the circumstances of the reported misconduct and determine whether to seek approval for placement of the offender on special management meal status. If the decision is made that the offender should 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 Warden for informational purposes. If the Unit Manager/Officer-in-Charge determines that the offender 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 shall review the patient health care record to determine whether there is a medical reason that would prohibit placing the offender on the special management meal for up to seven (7) days. No offender shall be placed on special management meal status without medical concurrence. If the offender transfers to another facility while on a special management meal, nursing staff shall document the meal status on the patient Exit Summary.
- (d) If the offender is on a therapeutic diet, a Physician/Physician Extender shall determine whether the special management meal is appropriate. If there is a dietary concern for an offender on therapeutic diet then consideration of an alternative or supplement to the special management meal regimen shall be made by the Physician/Physician Extender.
- (e) If the offender is not on therapeutic diet, then a medical provider/nurse shall be the approving medical authority.
- (f) The medical staff member making the medical determination shall check to see if the offender is listed as Mental Health grade 3 or higher. If the offender is at Mental Health grade 3 or greater then the medical staff member shall notify the facility's psychological staff that the offender is subject to being placed on the special management meal diet. Psychological staff shall make a clinical determination on the individual offender's case as to the frequency for follow-up while they are on the special management meal.

- (g) The medical authority will complete their recommendation, as soon as practical, on the IS71 Special Management Meal screen in OPUS.
- (j) The OPUS screen will then be automatically forwarded to the Warden or designee for final approval for the offender to be placed on special management meal status. The Warden or designee will approve or disapprove placement on the special management meal in OPUS. The Warden will not approve placement of the offender on the Special Management meal if medical staff have disapproved placement. This disapproval would, however, be forwarded to the Warden or designee for informational purposes. Food Service staff will be notified of the offender'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.
- (h) 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 offenders on the meal.
- (i) 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 offender receives their first special management meal at breakfast on the morning following approval by the Warden/designee. (Example: If the Warden approves placement at 7:00 pm on July 10 then the Special Management meal period begins at 3:00 am on July 11.)
- (j) All food or items that may be used as containers will be removed from the cell. Offenders 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.
- (k) The Unit Manager/Officer-in-Charge or designee will visit each offender on special management meal status on a daily basis to follow the offender's progress and to determine when the offender should be removed from the status. This visit should be documented on the DC-141 form.
- (l) Medical staff shall obtain baseline vital signs, including weight and BMI prior to the initiation of the special management meal and document assessment in the patient health care record.
- (m) If the offender refuses to allow vital signs and weight to be obtained, medical staff will notify the facility provider/designee. The offender shall be counseled by the nurse regarding reasons for obtaining the vital signs and weight and a DC 442 Refusal Treatment form shall be completed. The signed DC 442 shall be scanned into the patient health care record. Nursing staff shall reeducate and attempt to obtain vital signs and weight daily for seven (7) days and document in the patient health care record.
- (n) An offender 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 Warden or designee, and/or,
 - (2) Medical reasons as determined by the facility's health authority/designee.
- (o) ***If the offender engages in behavior described in section F.3203, the Unit Manager/Officer-in-Charge or designee may place an offender on special management meal status for seven (7) consecutive days (5-ACI-4A-18).*** The Unit Manager/Officer-in-Charge may remove the offender from the status before the expiration of the initial seven-day consecutive designation. The offender's behavior should be closely evaluated by the Unit Manager/Officer-in-Charge to determine whether the offender's behavior has improved to the point that he/she can be removed from the status. In any case, the offender may be placed on such status for a maximum of seven consecutive days. At the end of the seventh day, the offender is provided at least one day of regular meals.
- (p) 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 offender may be placed on the status for an additional period not to exceed seven (7) days. This does not impact the fact that an offender 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 offender 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.
- (q) A medical staff member shall visit the offender to determine whether there is a medical reason not to place the offender on the special management meal status for a second seven (7) day period before the extended period begins. This medical visit shall occur prior to each seven (7) day extension of the status. The medical staff member shall document the visit in the patient health care record. If the medical staff member determines that the offender needs to be removed from the status for a medical reason, they shall immediately notify the Unit Manager/Officer-in-Charge and the offender shall 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 Warden or designee for final disposition.
- (r) If the offender continually refuses the special management meal, they will be monitored in accordance with the division's hunger strike procedures.
- (s) The special management meal is to be served at the same time as the regular offender meals, not to exceed a fourteen (14) hour interval between the dinner and breakfast meals.
- (t) No offender will be involved in the preparation and/or service of the special management meal. Staff will prepare and serve the meals.

- (u) An offender 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 offender may also drink water from their tap. If the offender refuses to return the milk carton or if the offender uses the milk carton to throw liquids, body waste, etc., then the offender is no longer provided with milk. At that point the offender would only obtain water to drink from their cell tap.
- (v) Each loaf will be prepared without deviation from the recipe found on Attachment 2. This recipe meets the nutrition requirements of the offender.
- (w) The meal will be prepared and served in a sanitary manner.
- (x) The meal will be wrapped in baking paper and handed to the offender through the food passage by staff.
- (y) Questions regarding whether 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 in accordance with the Religious Practices Manual.



Commissioner of PrisonsJuly 26, 2022

Date

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