

REVISION NOTICE

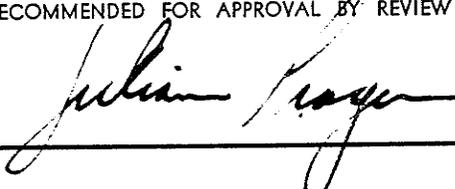
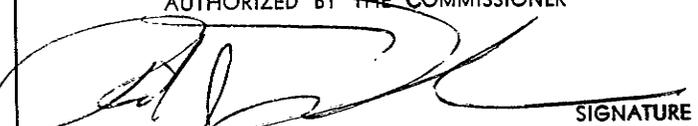
415



THE CITY OF NEW YORK DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW		<input type="checkbox"/> INTERIM		<input checked="" type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE		KOSHER/HALAL MEAL PROGRAM			
2 / 8 / 87		/ /					
CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION	PAGE 1			
# 3250R	DIRECTIVE #3250	12/2/81	A	OF 7 PAGES			
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER				AUTHORIZED BY THE COMMISSIONER			
							
SIGNATURE				SIGNATURE			

I. PURPOSE

To establish Departmental policy and procedures for meeting religious dietary requirements.

II. POLICY

- A. The Department will provide Kosher Meals to Jewish inmates and Halal Meals to Muslim inmates who wish to participate in the Kosher/Halal Meal Program.
- B. Kosher/Halal meals shall be made available on a daily basis and distributed in accordance with the procedures specified in this Directive.
- C. The Kosher/Halal Meal Program shall be under the jurisdiction of the Deputy Warden for Administration.

III. PROCEDURE

- A. PRESENTLY ASSIGNED INMATES- Inmates currently authorized to participate in the Program shall be asked if they wish to continue to participate in the Program. Those inmates who wish to continue in the Program shall have their current Identification Cards and Location Cards exchanged for one with a blue background stamped with the word Kosher or Halal as appropriate. Their Accompanying Cards shall be stamped with the same notation. Identification cards for sentenced inmates

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shall contain two vertical white stripes to reflect the inmate's sentenced status. Identification Cards for detainees shall contain two vertical salmon stripes to reflect the inmate's detention status. Inmates shall receipt for Attachment A (KOSHER/HALAL MEAL PROGRAM NOTICE TO INMATES) which will be filed in their folder.

Inmates who do not wish to continue to participate in the Program shall have their current Identification Cards and Location Cards exchanged for one without a Kosher or Halal notation and their Accompanying Cards shall be corrected. Identification Cards shall be issued without charge to the inmates.

B. **NEW ADMISSIONS-** During the Receiving Room admission process, inmates who have identified themselves as Jewish or Muslim shall be asked if they wish to participate in the Program. Inmates who wish to participate in the Program shall receive blue Identification Cards with white or salmon stripes to reflect their sentenced or detention status and stamped with the appropriate Kosher or Halal notation. Blue background Location Cards stamped with the appropriate Kosher or Halal notation shall be processed and the inmate's Accompanying Card shall be stamped with the same notation. Participating inmates shall receipt for Attachment A (KOSHER/HALAL MEAL PROGRAM NOTICE TO INMATES) which shall be filed in their folder.

C. **CHANGE OF RELIGIOUS AFFILIATION OR DIETARY PREFERENCE**
Inmates who identified themselves as Jewish or Muslim during the admission process, but who did not choose to participate in the Program may later choose to do so by receipting for Attachment A (KOSHER/HALAL MEAL PROGRAM NOTICE TO INMATES) which shall be filed in their folders. Their Identification Cards, Location Cards and Accompanying Cards shall be corrected. Identification Cards shall be exchanged without charge to the inmates. Inmates who change their religious affiliation to Jewish or Muslim after submitting interview slips and being interviewed by the Chaplain of the requested faith in accordance with Directive #3252 and who choose

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to participate in the Program shall receipt for Attachment A (KOSHER/HALAL MEAL PROGRAM NOTICE TO INMATES) which shall be filed in their folders and shall have their Identification Cards, Location Cards and Accompanying Cards corrected. Identification Cards shall be exchanged without charge to the inmates. Inmates participating in the program may voluntarily discontinue participation through a written communication to the Deputy Warden for Administration. The inmate shall be informed that this election is final and will preclude readmission to the program. Inmates who make the election to discontinue participation in the Program shall have their Identification Cards, Location Cards and Accompanying Cards corrected. Identification Cards shall be exchanged without charge to the inmate.

- D. **NOTIFICATION TO THE FOOD SERVICE MANAGER-** Each day, housing area and receiving room officers assigned to the midnight tour shall review the Location Cards and court list for their area to determine the number of Kosher and Halal meals that must be prepared that day. Those numbers or a negative report shall be communicated by telephone to the office of the Food Service Manager by 10:00 A.M. Each facility shall determine if it is more convenient to have housing area officers telephone the office of the Food Service Manager or to designate someone in the office of the Food Service Manager to telephone each Housing Area. A written notification, Attachment B (KOSHER/HALAL MEAL PROGRAM NOTIFICATION TO FOOD SERVICE MANAGER) identifying the housing area and specifying the number of Kosher and Halal meals required or a negative report shall be transmitted to the office of the Food Service Manager immediately after the oral communication. The Food Service Manager shall notify the Deputy Warden for Administration in any case of non-compliance. The Kosher and Halal meals prepared shall include a sufficient number to provide for the needs of inmates returning from court.

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- E. **DISTRIBUTION OF MEALS - CONGREGATE SERVING-** Each facility shall designate an officer during each congregate serving who shall have the responsibility of ensuring that only inmates authorized to receive Kosher/Halal meals form a separate line and present their Identification Cards to the officer prior to being served. Facilities shall periodically spot-check those inmates receiving the regular meal by having them display their Identification Cards prior to being served. Any inmates attempting to obtain the regular meal who possess blue Identification Cards shall be informed that they may obtain the regular meal, but that the substitution will remove them from further participation in the Program. The officer shall record the name and number of any inmate with a blue Identification Card who makes the substitution and forward that information to the Deputy Warden for Administration who shall remove the inmate from the Program by correcting the inmate's Identification, Location and Accompanying Cards. Identification Cards shall be issued without charge.
- F. **DISTRIBUTION OF MEALS - NON-CONGREGATE SERVING-** Housing area and receiving room officers shall have the responsibility of ensuring that only authorized inmates receive Kosher/Halal meals. Inmates authorized to receive Kosher/Halal meals shall present their Identification Cards prior to being served. Facilities shall periodically spot-check those inmates receiving the regular meal by having them display their Identification Cards prior to being served. Any inmates attempting to obtain the regular meal who possess blue Identification Cards shall be informed that they may obtain the regular meal, but that the substitution will remove them from further participation in the program. The officer shall record the name and number of any inmate with a blue Identification Card who makes the substitution and forward that information to the Deputy Warden for Administration who shall remove the inmate from the Program by correcting the inmate's Identification, Location and Accompanying Cards. Identification Cards shall be issued without charge.

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- G. **DECLINATIONS, REFUSALS AND SUBSTITUTIONS-** Inmates participating in the Program may decline a meal or refuse a Kosher/Halal meal at anytime and their declination or refusal shall not be counted as a decision to leave the program. However, except in the case of medical excusals and unsuitable meals, inmates participating in the program who decline or refuse a Kosher/Halal meal and attempt to substitute a regular meal in its place shall be informed that the substitution will remove them from further participation in the Program. The officer shall record the name and number of any inmate who makes the substitution and forward it to the Deputy Warden for Administration who shall remove the inmate from the program by correcting the inmate's Identification, Location and Accompanying Cards. Identification Cards shall be issued without charge.
- H. **MEDICAL EXCUSALS-** Inmates participating in the Program who receive written permission from the Department's medical providers to make a substitution shall not have a substitution counted as a decision to leave the Program.
- I. **UNSUITABLE MEALS-** When an inmate alleges a meal is unsuitable for consumption, the matter shall be referred to the Food Service Manager or designee for a determination. If the determination is that the meal is unsuitable for consumption the inmate may make a substitution which shall not be counted as a decision to leave the Program. If the determination is that the meal is suitable for consumption, but the inmate disagrees, the inmate may choose to refuse the meal and the refusal shall not be counted as a decision to leave the Program. However, inmates who refuse a suitable meal and attempt to substitute a regular meal in its place shall be informed that the substitution will remove them from further participation in the Program. The Officer shall record the name and number of any inmate who makes the substitution and forward that information to the Deputy Warden for Administration who shall remove the inmate from the Program by correcting the inmate's Identification Location and Accompanying Cards. Identification Cards shall be issued without charge.

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- J. UNAUTHORIZED USE OF IDENTIFICATION CARDS- Any inmate who impersonates another inmate in order to obtain a special meal or who has in his/her possession, the Identification Card of another inmate who is authorized to receive a Kosher or Halal meal shall be made the subject of appropriate disciplinary charges (see Inmate Rule Book - Grade II - 116.11).

Any inmate who is found to have voluntarily surrendered his/her I.D. card for the purpose of allowing an unauthorized card holder to obtain a special meal shall be removed from the Program and made the subject of appropriate disciplinary charges (see Inmate Rule Book - Grade II- 125.10).

- K. SPECIAL PROVISIONS- Facilities which assign inmates to work details which require those inmates to receive meals in other facilities shall notify the office of the Food Service Manager of the receiving facility on a daily basis of the number of Kosher/Halal meals that must be provided.

IV. DUTIES AND RESPONSIBILITIES OF FOOD SERVICE MANAGER

- A. The Food Service Manager shall maintain, on a daily basis, a record of the following:
1. number of Kosher or Halal meals prepared;
 2. number of Kosher or Halal meals served;
 3. number of Kosher or Halal meals not served.
- B. The Food Service Manager shall submit a written monthly report to the Deputy Commissioner for Food Services, outlining the following:
1. number of Kosher/Halal meals prepared during the reporting period;

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2. number of Kosher/Halal meals served during the reporting period;
3. number of Kosher/Halal meals unused during the reporting period;
4. number of new participants in the special meal program;
5. total number of participants in the special meal program.

A copy of the above report shall also be forwarded to the Deputy Warden for Administration.

V. REFERENCE

1. Directive #3252- CONGREGATE RELIGIOUS SERVICES
2. General Order #002/87 INMATE IDENTIFICATION CARD (FORM #236AR)
3. General Order #001/87 RECEIVING ROOM PROCEDURES CELL LOCATION CARD (FORM 71)
4. Operations Order # 2/87, DISTRIBUTION OF BLUE BACKGROUND INMATE IDENTIFICATION CARDS (236AR) AND BLUE CELL LOCATION CARDS (#71) RE: KOSHER/HALAL MEAL PROGRAM

VI. SUPERSEDES

Directive #3250-KOSHER RELIGIOUS DIETS FOR MUSLIM/JEWISH INMATES, dated 12/2/81, in addition to any order in conflict.

VII. ATTACHMENTS

- A- KOSHER/HALAL MEAL PROGRAM NOTICE TO INMATES
- B- KOSHER/HALAL MEAL PROGRAM NOTIFICATION TO FOOD SERVICE MANAGER

- A. IF YOU HAVE IDENTIFIED YOUR RELIGION AS JEWISH OR MUSLIM, YOU MAY PARTICIPATE IN THE KOSHER OR HALAL MEAL PROGRAM BY SIGNING AND DATING THIS FORM. YOU MAY MAKE THAT CHOICE NOW IF YOU WISH TO DO SO. IF YOU DO NOT MAKE THAT CHOICE NOW BUT LATER CHOOSE TO DO SO, ASK THE OFFICER IN YOUR AREA FOR A COPY OF THIS FORM.
- B. THE PROGRAM IS DESIGNED TO PERMIT JEWISH AND MUSLIM INMATES WHO CHOOSE TO DO SO TO OBSERVE THE DIETARY LAWS OF THEIR RELIGION. THE PROGRAM IS NOT INTENDED TO PERMIT INMATES TO SWITCH BACK AND FORTH BETWEEN REGULAR AND KOSHER AND HALAL MEALS TO SELECT THE DAILY MEALS THEY PREFER.
- C. IF YOU ARE PARTICIPATING IN THE PROGRAM YOU WILL RECEIVE A BLUE IDENTIFICATION CARD STAMPED WITH THE WORD KOSHER OR HALAL. YOU MUST DISPLAY THE IDENTIFICATION CARD IN ORDER TO OBTAIN YOUR KOSHER OR HALAL MEAL.
- D. PARTICIPATION IN THE PROGRAM IS STRICTLY VOLUNTARY. YOU MAY DISCONTINUE PARTICIPATION IN THE PROGRAM AT ANY TIME BY SENDING A WRITTEN COMMUNICATION TO THE DEPUTY WARDEN FOR ADMINISTRATION. YOU WILL RECEIVE A NEW IDENTIFICATION CARD WITHOUT CHARGE. HOWEVER, YOUR DECISION WILL PRECLUDE READMISSION TO THE PROGRAM.
- E. IF YOU ARE PARTICIPATING IN THE PROGRAM THE SUBSTITUTION OF A REGULAR MEAL WILL AUTOMATICALLY REMOVE YOU FROM THE PROGRAM UNLESS YOU HAVE A DOCTOR'S WRITTEN PERMISSION FOR THE SUBSTITUTION OR THE MEAL IS UNSUITABLE FOR CONSUMPTION.
- F. IF YOU THINK THE MEAL IS UNSUITABLE FOR CONSUMPTION, THE FOOD SERVICE MANAGER OR DESIGNEE WILL MAKE A DETERMINATION. IF THEY AGREE THE MEAL IS UNSUITABLE FOR CONSUMPTION, YOU WILL BE PERMITTED TO SUBSTITUTE A REGULAR MEAL AND STILL REMAIN IN THE PROGRAM.
- G. ANY INMATE WHO IMPERSONATES ANOTHER TO OBTAIN A KOSHER OR HALAL MEAL OR USES ANOTHER INMATE'S IDENTIFICATION CARD TO OBTAIN A KOSHER OR HALAL MEAL WILL BE SUBJECT TO DISCIPLINARY CHARGES. ANY INMATE WHO PERMITS ANOTHER INMATE TO USE THEIR IDENTIFICATION CARD TO OBTAIN A KOSHER OR HALAL MEAL WILL BE SUBJECT TO DISCIPLINARY CHARGES.

I WISH TO PARTICIPATE IN THE KOSHER HALAL
MEAL PROGRAM (CHECK ONE)

SIGNATURE

DATE

DIRECTIVE #3250R
ATTACHMENT B

KOSHER/HALAL MEAL PROGRAM
NOTIFICATION TO FOOD
SERVICE MANAGER

DATE _____

HOUSING AREA _____

KOSHER MEALS REQUIRED _____

OUT TO COURT _____

HALAL MEALS REQUIRED _____

OUT OF COURT _____

NEGATIVE REPORT _____ (CHECK)

SIGNATURE

SHIELD/ID NO.