

<p style="text-align: center;"><b>POLICY OF</b></p> <p style="text-align: center;"><b>STATE OF DELAWARE</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTION</b></p>	<p style="text-align: center;"><b>POLICY NUMBER</b></p> <p style="text-align: center;">14.22</p>	<p style="text-align: center;"><b>PAGE NUMBER</b></p> <p style="text-align: center;">1 of 1</p>
<p><b>CHAPTER: 14</b></p>	<p><b>RELATED STANDARDS:</b> ACA: Section A 4-4187, Section C-</p> <p><b>SUBJECT:</b> OFFENDER FORMATIONS</p>	
<p><b>APPROVED BY THE COMMISSIONER:</b>  5/18/15</p>		
<p><b>EFFECTIVE DATE:</b></p>		

- I. AUTHORITY: 29 Del. C. 89 § 8903 (4) (5) (7)
- II. PURPOSE: To establish policy and procedures for daily briefings of offender workers within the Food Services (FS) unit.
- III. APPLICABILITY: All FS and security employees working within the FS unit.
- IV. POLICY: To ensure that all offender workers are appropriately briefed and inspected prior to each shift.
- V. PROCEDURES: FS unit employees will gather all offenders working in the FS unit in a designated area in the kitchen to perform a briefing and to visually inspect all workers to ensure readiness for work. The briefings will occur at the beginning of each shift, at a minimum, with additional formations called as needed throughout the duration of each shift.

FS Regional Directors will determine the times of the briefings to coincide with the beginning of the region's respective shifts.

Briefing topics covered must include, but are not limited to the following items:

- Menu and/or Menu Changes
- Portion Control
- Substitutions
- Work Assignments
- Special Cleaning
- Pertinent Information
- Prior Day Deficiencies
- Inspection of Offender Workers
- Offender Concerns
- Count

