



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE	
09 / 15 / 86		/ /	
CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION
# 3254			A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER	
SIGNATURE		SIGNATURE	

I. PURPOSE

To establish Department policy and procedures regarding: ordering, storing, preparing, cooking practices, refrigeration, serving, transporting, and religious sanitary practices of Kosher and Halal meals for complying with religious dietary requirements.

II. POLICY

- A. The Department will provide Kosher and Halal meals to inmates authorized to participate in this special meal program as specified in Directive #3250R.
- B. The ordering, storing, preparing, cooking practices, refrigeration, serving, transporting, and religious sanitary practices of Kosher and Halal meals shall be performed in such manner as to ensure compliance with procedures promulgated by this Directive.

III. GUIDELINES

ORDERING

Fresh and frozen meal items will be purchased only from authorized Kosher and Halal vendors. The Halal vendor's slaughtering and processing plant shall be currently approved by the United States Department of Agriculture (USDA).

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IV. STORAGE PROCEDURE

- A. All fresh, frozen and refrigerated Kosher convenience meals and Halal meats, fish, poultry items used in the preparation of Kosher and Halal meals will be stored, where feasible, in separate freezer or refrigerator units. An appropriate sign indicating "Kosher Products Only" or "Muslim Products Only" will be affixed to the outside of each unit designated to store such Kosher and Halal meal items.
- B. Facilities that can not provide dedicated freezers and refrigerator units to store Kosher and Halal meal items, will provide a specific section within the units for the storage of Kosher and Halal meal items. These specific storage sections will be identified by an appropriate sign "Kosher Products Only" or "Muslim Products Only".
- C. All Kosher and Halal meal items will be stored and refrigerated in their original package/wrapping.

V. PREPARATION AND COOKING

- A. Whenever feasible, civilian Kosher and Muslim cooks will be assigned to prepare the respective Kosher and Halal meals.
- B. In facilities where civilian Kosher and/or Muslim cooks are not available for assignment, the Food Service Captain will ensure that a concerted effort is made to assign Jewish and/or Muslim inmates, under the supervision of a Senior cook or cook, to prepare the respective Kosher and Halal meals.

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V. (continued)

- C. The Food Service Manager, or designee, will ensure that the respective Kosher and Halal meals are prepared, stored, transported, and served in accordance with this Directive.
- D. Each kitchen will designate a specific area for the sole purpose of the preparation of Kosher and Halal meals respectively. This designated area will be identified with an appropriate sign indicating "Kosher Meal Preparation Only" and/or "Muslim meal Preparation Only".
- E. All Kosher and Halal meal items shall be prepared in cooking equipment dedicated exclusively to Kosher and Halal meals respectively. This equipment is to be identified by an appropriate sign indicating "Kosher Meals Only" and "Muslim Meals Only".
- F. Metal cooking/serving utensils are to be identified by an engraved letter "K" for Kosher utensils on the face (front) part of the equipment/utensil or "M" for Muslim utensils on the face (front) part of the equipment/utensil.
- G. Utensils used in the preparation of Kosher and Halal meals are to be stored separately in an area designated, and identified "Kosher Utensils Only" or "Muslim Utensils Only" respectively.
- H. The food containers are to be labeled and stored in a separate area identified "Kosher Equipment" or "Muslim Equipment".

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VI. TRANSPORTING OF KOSHER AND HALAL MEALS

Kosher and Halal meal items are to be prepared and transported in separate food containers and the food containers shall be identified by a self-adhesive label or appropriate sign "Kosher Meals Only" or "Muslim Meals Only" respectively.

VII. SERVING PROCEDURE

- A. Kosher and Halal meals are to be served on disposable trays.
- B. Cups, bowls and eating utensils must also be disposable. Eating utensils in their original wrapper, will be furnished to the inmate for each Kosher and Halal meal respectively.
- C. Kosher and Halal meal items shall be maintained in an isolated section of the food serving counter/line to protect the integrity of the respective meal.
- D. Kosher and Halal meals are to be placed in protected areas on serving lines to prevent against spillage of the general inmate population meal items into finished Kosher and/or Halal products.

VIII. REFERENCE

Directive #3250R- KOSHER/HALAL MEAL PROGRAM.