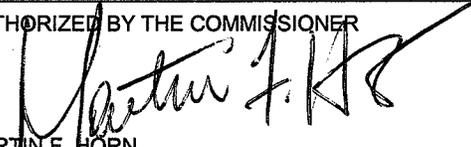




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

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|---|---------------------------|----------------------------|---|---|--|
| <input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED | | | SUBJECT | | |
| EFFECTIVE DATE 05/01/06 | | *TERMINATION DATE / / | | PREPARATION/PROCESSING OF KOSHER/HALAL MEALS | |
| CLASSIFICATION # 3254R-A | SUPERSEDES 3254 | DATED 09/15/1986 | APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER | | | AUTHORIZED BY THE COMMISSIONER | | |
|  CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE | | |  MARTIN F. HORN 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. PROCEDURE

A. 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).

B. STORAGE PROCEDURE

1. All fresh, frozen and refrigerated Kosher convenience meals and Halal meats, fish, and poultry items used in the preparation of Kosher / Halal meals will be stored, where feasible, in separate freezer or refrigerated units. An appropriate sign indicating, "Kosher / Halal Products Only" will be affixed to the outside of each unit designated to store such Kosher and Halal meal items.

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III. PROCEDURE (Cont.)

2. Facilities that cannot provide dedicated freezer 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 / Halal Products Only."
3. All Kosher and Halal meal items shall be stored and refrigerated in their original packaging/wrapping.

C. PREPARATION AND COOKING

1. The Food Service Administrator or designee will ensure that the respective Kosher and Halal meals are prepared, stored, transported and served in accordance with this Directive.
2. Each kitchen will designate specific equipment for the sole purpose of heating Kosher meals and cooking Halal entrees. The equipment is to be identified with appropriate signs indicating "Kosher and Halal."
3. All Kosher and Halal meal items shall be prepared in cooking equipment dedicated exclusively to Kosher and Halal meals. This equipment is to be identified by an appropriate sign indicating "Kosher / Halal Only."
4. Cooking utensils are to be engraved "Halal / Kosher" on the handles. Serving utensils for Kosher and Halal meals are color-coded "black" for identification.
5. Utensils used in the preparation of Halal / Kosher meals are to be stored separately in an area designated, and identified "Kosher / Halal Only."
6. The food containers are to be labeled and stored on separate racks identified as "Kosher / Halal."

D. TRANSPORTATION OF KOSHER AND HALAL MEALS

Halal entrees and Kosher dinners shall be transported separate and apart from the Regular meals in the lower compartment (blue door section) of the cambro transport carts for in-house pantries. The blue door section is labeled Halal / Kosher. For congregate dining, solid blue cambros are used to transport Halal / Kosher meals.

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III. PROCEDURE (Cont.)

E. SERVING

1. Kosher and Halal meals shall be maintained in a separate section on the serving line to protect the integrity of the respective meal.
2. Kosher meals are to be served in the original packaging.
3. Halal entrees are to be served on a color-coded tray as designated by the Nutritional Services Division.

IV. DEFINITIONS

- A. Regular Meal – House diet
- B. Halal Meal – Served to inmates of Muslim faith
- C. Kosher Meal – Served to inmates of Jewish faith

V. REFERENCE

Directive #3250R, "KOSHER / HALAL MEAL PROGRAM", dated 02/08/1987.

VI. SUPERSEDES

Directive #3254, "PREPARATION/PROCESSING OF KOSHER AND HALAL MEALS," dated 09/15/1986.