



Riverside County Probation Department
Institution Wellness Policy and Procedures

Created: March 2014

Revised: October 1st, 2024

Christopher H. Wright
Chief Probation Officer

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1.0 Purpose:

To establish a process and committee that will recognize develop, implement, and monitor a wellness program in accordance with the Healthy, Hunger-Free Kids Act 2010 (HHFKA) PL 11-269). Riverside County Probation Department (Probation) Institution Services, in conjunction with the Riverside County Office of Education (RCOE), recognizes the importance of a well-balanced diet, physical activity, and physical education.

2.0 Definitions:

Wellness Program: Education on choices that will ensure a lifetime of good health.

Nutrition Education: Promote good health and nutrition and reduce childhood obesity.

Physical Activity: Bodily movement that is produced by the contraction of skeletal muscle and that substantially increases energy expenditures, including exercise, sport, dance, and other movement forms.

Health Education: Instruction in physical exercise and the care and hygiene of a human body.

Committee: A group of Probation staff consisting of a Food Services Manager, Assistant Division Directors, Correctional Services Food Supervisors, representative(s) from RCOE including a principal, correctional health, and the Fiscal Division representative.

SB 12: Nutrition Standards limiting calories on individual foods per Senate Bill 12, California Code Regulation.

3.0 Implementation and Assessment

The facility will develop and maintain a plan for implementation to manage and coordinate the execution of this Wellness Policy. The plan will delineate roles, responsibilities, actions, and timelines. The facility will create/identify an assessment tool to be to monitor the efforts to improve student and staff wellness. The plan will include an annual assessment of the facility's Wellness Policy progress to improve student and staff wellness and make the assessment available to the public. The annual assessment may include surveys, observation, or interviews from students.

4.0 Responsibilities:

4.1 Food Service Staff shall:

- a. Be responsible to meet and monitor nutrition standards under Title 15 and Title 7, section 210 of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Afterschool Snack Program;
- b. Ensure all served foods and beverages during school hours shall meet nutritional standards and all required food components under the NSLP program with limitations in grains, meat/alternate, fat, calories, and sodium intake, see Meal Planning procedure for guidelines;
- c. Be qualified, trained appropriately and certified based on their level of responsibility;
- d. Serve each youth all menu items in accordance with approved NSLP menu;
- e. Ensure menu served will reflect the cultural diversity of the youth;
- f. Ensure nutritious and appealing foods, such as fruits, vegetables, and whole grain products, will be available on the menu on a daily basis;
- g. Ensure after school snacks shall consist of healthy selections pursuant to the NSLP meal pattern.
- h. Ensure nutritional information will be readily available upon request;

- i. Ensure all youth start each day with a healthy, well-balanced breakfast;
- j. Comply with all state and local food safety and sanitation regulations;
- k. Develop and monitor a Hazard Analysis and Critical Control Points (HACCP) plan to prevent food illness in each facility;
- l. Limit access to the kitchen or prep areas to non-food service staff. When access is granted, food services staff will ensure local health codes are followed, such as wearing hairnets; and
- m. Ensure the guidelines for reimbursable school meals are not less restrictive than federal guidelines pursuant to USDA Menu Pattern requirements.

4.2 Food Services Manager / Correctional Food Service Supervisor shall:

- a. Implement and monitor the wellness program and reporting findings to the committee during scheduled meetings; and
- b. Ensure off campus events scheduled during meal times will include a prepared healthy packed lunch for youth to include a predetermined nutrient balanced menu.

4.3 Dietician shall:

- a. Conduct youth / staff nutrition education classes specialized in school-based nutrition focused on health literacy and successful learning.
- b. Consult and educate youths as needed, or per physician/provider request, regarding a youth's nutritional needs.

4.4 County Schools shall:

Develop and implement a wellness program in conjunction with Probation that follows the standards set forth by the NSLP, as referenced under the Educational Code 49432.

4.5 Unit Staff shall:

- a. Monitor and distribute all meals;
- b. Maintain the mealtime schedule and allow a minimum of 20 minutes (per Title 15) for each meal to be consumed;
- c. Not allow youth to share food or beverages with one another during meals due to the potential spread of disease, allergic reaction or medical restriction;
- d. Make water accessible to youth throughout the day, including during meal service and recreation/physical education times;
- e. Maintain a clean, clear, and safe eating area that is well lit and has adequate seating; and
- f. Ensure after school recreation exercise meets Probation procedures and consists of an additional three hours of recreation time during school days and an additional five hours of recreation time on non-school days in which one hour will consist of moderate to vigorous large-muscle activity. Staff will emphasize the importance of proper stretching and warm-up prior to strenuous activity.

5.0 General Guidelines:

- a. Physical Exercise – minimum of 60 minutes per 24-hour period.
- b. Outside foods provided to youth by any staff or visitors without facility managers' approval is prohibited.
- c. All Wellness programs must meet local, state, and federal statutes and regulations.
- d. All meals and snacks will not exceed 30% total fat.
- e. All mandated regulations under the HHFKA 2010 will be met.

- f. No non-compliant food items will be offered to youth during the school day from midnight to 30 minutes after the school day ends pursuant to SB12.
- g. Physical education class sizes are to be consistent with requirements of good instruction and safety per HHFKA section 204.
- h. Marketing and advertising on non-nutritious foods and beverages through signage, vending machines, logos, school supplies or other means is prohibited.

6.0 Nutrition Education and Promotion

Nutrition lessons are integrated into the curriculum of the on-site school for all youths. Additional physical activities are promoted through nutrition awareness postings and healthy menu planning for all meals. Proper portion sizes and eating habits are introduced by the kitchen staff and reinforced by probation staff.

Youth have access to credentialed teachers, behavioral health clinicians, correctional health staff, and probation correction officers, who provide them with support and assistance in making healthy decisions, managing emotions, and coping with crisis.

Healthy foods are promoted, and non-healthy foods are not. Health educational posters are to be in plain view of all youth. All youth also have additional health education programs such as Growing Healthy Habits, Healthy Habits, a classroom-based and hands on culinary class, a kitchen program, and Planting Justice. Additionally, county public health staff volunteer weekly to provide additional nutrition education through activities and food demonstrations.

7.0 Inspections:

7.1 Internal

The Correctional Services Food Supervisors shall conduct daily inspections, within their unit to ensure all state and local regulations are met. The Correctional Food Services Supervisors will participate in the committee designed to ensure the procedure is being followed.

7.2 External

Biannual inspections will be completed by the Riverside County Environmental Health Department ensuring compliance on food safety and nutrition value as mandated. Any recommendations and non-compliance issues shall be resolved without hesitation. In addition, at least once every three years, the facility will evaluate compliance with the Wellness Policy to assess the implementation of the policy and include the extent to which the facility is in compliance with the Wellness Policy, and a description of the progress made in attaining the goals of the facility's Wellness Policy. The Food Services Manager will be responsible for managing the progress assessment. The Food Services Manager shall report to the Board at least every three years on the implementation of this policy and any other Board policies related to wellness. The facility will post the triennial progress report on the facility's website.

8.0 Foundation:

2010 Dietary Guidelines for Americans
Healthy, Hunger-Free Kid Act 2010 (PL 111-296)

Code of Federal Regulations Title 7

210.1-220.21 National School Lunch Program and Afterschool Snack Program

220.1-220.21 National School Breakfast Program

9.0 Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

10.0 References:

Nutritional Program and Procedure
Recreation and Exercise