



COMMISSARY

POLICY.

It is the policy of the Deschutes County Sheriff's Office - Adult Jail (AJ) to have a cashless service provider operate a commissary system so inmates may use personal funds to purchase approved items the jail does not provide.

PURPOSE.

This policy provides guidelines on how corrections staff will control commissary sales, delivery and inmate access to purchased items.

OREGON JAIL STANDARD:

- F-301 General Requirements
- F-302 Commissary Schedule
- F-303 Product List
- F-304 Purchase Record Keeping
- F-305 Store Inventory Management
- F-306 Commissary Profits

DEFINITIONS.

Cashless Service Provider. An independent contractor responsible for the entire commissary process, which includes providing indigent hygiene supplies and Legal Packs.

Indigent Inmates. Inmates who have no money in their Inmate Account.

Inmate Account. An individual account of monies held by the AJ for each inmate.

Legal Pack. Two stamped envelopes, six pieces of writing paper and one writing instrument.

Classification Level. A level of inmate supervision based on the inmate's time in custody, charge status and current behavior.

PROCEDURE.***SECTION A: GENERAL REQUIREMENTS***

- A-1.** Different commissary items are available to inmates based on their assigned Classification level, as follows:
- a. Classification Level 1 (Inmate worker male/female) – full commissary privileges.
 - b. Classification Level 2-8 (Regular male/female) – full commissary privileges.
 - c. Pending classification (Un-classified male/female) – restricted commissary privileges.
 - d. Disciplinary Segregation (D-Seg) (Disciplinary male/female) – restricted commissary privileges.
- A-2.** General commissary product information is listed in the Inmate Manual. At a minimum, commissary items will include:
- a. Toiletries and hygiene items.
 - b. Writing paper, envelopes, writing instrument and postage.
 - c. Snack items (candy, potato chips, etc.).
 - d. Drink mixes and related items.
- A-3.** The jail may limit the amount and types of materials the commissary sells inmates, even if used for preparing legal papers. Limitations are based on the safety, security and sanitation of the facility.
- A-4.** Indigent inmates are able to order limited hygiene items and legal packs only.

SECTION B: COMMISSARY SCHEDULE AND LIMITS

- B-1.** Commissary will be offered to inmates twice a week. General commissary procedures are listed in the Inmate Manual. The following schedule will apply:
- a. On Mondays and Fridays, the Cashless Service Provider will sell commissary items door to door, on a point-of-sales basis.
 - b. Indigent commissary items will be offered on Mondays with regular commissary.
 - c. Hot commissary order forms will be distributed on Fridays, with delivery of product on Mondays.
 - d. Family and friend commissary packages (ICare) will be delivered on Wednesdays.
- B-2.** Individual commissary sales will be limited to a fixed dollar amount per week, set at the discretion of the AJ.

SECTION C: PURCHASE PROCESS AND HANDLING

- C-1.** The Cashless Service Provider will sell commissary items on a point-of-sales basis, via a mobile commissary cart. Only those items readily available on the cart will be offered for sale on any given day.
- C-2.** No commissary order forms will be distributed prior to purchase/delivery, with the exception of hot commissary sales. Hot commissary order forms are limited to one hot item per order.
- C-3.** The Cashless Service Provider will provide a receipt to the inmate at time of purchase. Each receipt should be signed by the inmate verifying the items purchased and agreement to pay.
- C-4.** The Cashless Service Provider will follow sound accounting procedures and will subtract from inmate accounts all appropriate monies. The Cashless Service Provider will provide the AJ administration with a complete accounting of deductions from each individual inmate's account on a weekly basis.
- C-5.** In the event of any dispute over commissary purchases and/or transactions, inmates will first attempt to remedy the problem via inmate kite addressed to the Cashless Service Provider. If a mutually agreeable solution is not reached, the inmate may then proceed to the inmate grievance procedures as outlined in *AJ Policy CD 6-7, Inmate Grievances*.
- C-6.** If an inmate orders commissary and is released or transported prior to delivery, the inmate has 48 hours to pick up purchased items at the AJ lobby desk. If the inmate is unable to pick-up the order, he/she can fill out an *Inmate Property Release Form No. 315* prior to release, authorizing a third party to pick it up for them.
- C-7.** All commissary items will be stored in a secure, clean environment prior to delivery. The Cashless Service Provider will be responsible for ordering, handling and delivery of all products, under the direction of the AJ staff.
- C-8.** Telephones will be turned off in the area (Secure Housing, Central and South Jail) of the facility while commissary is being offered and passed. Telephones will be turned back on when that area of the facility is complete.

SECTION D: COMMISSARY PROFITS AND AUDITS

- D-1.** Profits derived from commissary sales are intended to be used for a variety of programs, services and activities that benefit the general inmate population. Accordingly, profits will be submitted to County Finance and placed in an approved revenue line item.
- D-2.** The Corrections Captain will approve and determine appropriate commissary profit and expenditures. Commissary revenue will go toward a variety of inmate programs and care needs such as:

- Inmate work crew materials
- Professional, educational, rehabilitation and re-entry programs
- Inmate materials and supplies including, but not limited to pre-paid postage, writing supplies, and non-prescription health aids
- Supplies and services provided for inmate use such as exercise equipment or playing cards
- GED
- Law Library and libraries designated for inmate use
- Repair of equipment purchased with commissary funds
- Television and television programming.
- Jail Management System (JMS), inmate trust accounting system
- Visiting equipment supplies and services

D-3. An annual report or summary will be provided to the Sheriff, Internal Auditor and County Treasurer. The Corrections Captain will track and review the annual report to provide accounting for all commissary profit and revenue expenditures.

FORMS USED:

- Hot Commissary Order Form
- Inmate Property Release Form No. 315