

DATE:	OCTOBER 1, 2008
NUMBER:	B.13
SUBJECT:	SHERIFF'S COMMISSARY INTERNAL CONTROL AND PROCEDURES
RELATED SECTIONS:	B.9 , B.11 , T.9 ; PC SEC 4025; GOVT CODE SECTION 25262

PURPOSE

To establish controls and procedures for the operation of the Sheriff's Commissary within the detention facility

POLICY

Sheriff's Commissary will be operated according to written procedures established by the Inmate Services Division operations sergeant. Written procedures will be reviewed on an ongoing basis and updated annually.

PROCEDURE

- I. The Inmate Services Division operations sergeant shall be responsible for maintaining strict controls on the Sheriff's Commissary operations and for maintaining an accounting system in compliance with generally accepted accounting principles.
- II. Commissary sales, and bookkeeping shall be executed in compliance with the written procedures for the Sheriff's Commissary.
- III. The Sheriff's Commissary shall be audited periodically by the Inmate Services Division and the Division of Inspectional Services. The results are reported to the Financial Services Division, Detention Services Bureau assistant sheriff, Detention Services Bureau commanders and the affected facility commanders.