

<b>DATE:</b>	SEPTEMBER7, 2018
<b>NUMBER:</b>	T.9
<b>SUBJECT:</b>	SHERIFF'S COMMISSARY
<b>RELATED SECTIONS:</b>	TITLE 15, SEC. 1265; 4025 P.C.; <a href="#">L.11</a>

PURPOSE

To enable inmates to purchase certain personal items, snacks and stationary, and provide consistent procedures for the operation of the Sheriff's Commissary.

POLICY

The Sheriff's Commissary shall be operated in a clean, efficient and legal manner. Inmates who have sufficient funds will be allowed to purchase commissary items unless they have had their commissary privilege suspended for disciplinary reasons.

PROCEDURE

I. COMMISSARY ORDERS

- A. The ability to order from commissary will be offered to inmates at all detention facilities. Inmates are limited to a bi-weekly purchase not to exceed \$200 or \$100 per order. Purchases of phone time and orders placed via website, by an outside party, are independent of these caps and can be ordered in unlimited quantities. The commissary stores order form will be completed by the inmate purchaser and will include housing unit, booking number, date and the inmate's signature. Forms without signatures will be rejected. Incomplete forms, other than missing signatures, may be rejected.
- B. Housing deputies will collect completed commissary order forms following night count and will deliver them to the facility storekeeper for scanning.
- C. Selected housing units will place their Commissary order through the Commissary application on the Video Visitation terminals inside the housing unit. Commissary items on the application are only available between midnight to midnight the day prior to their delivery. Phone time will be available every day. Housing units that use the Commissary application on the video visitation phones will not receive Commissary scantron forms unless there are technical issues with the terminals. It will be at the facility's discretion if inmates on lockdown will be allowed to use the terminals to order Commissary.
- D. Commissary staff will make deliveries Monday through Friday to all detention facilities.
- E. Commissary staff will be solely responsible for delivering commissary. Deputies may stand by for security purposes, but will not assist with deliveries. Commissary staff will verify the inmate's identity by checking and scanning the wristband of the inmate who purchased the commissary. If the inmate's wristband is unable to be scanned for any

reason, commissary staff will return the order to the commissary warehouse. No un-scanned orders will be left for later distribution.

- F. As a general rule, commissary staff will not accept order refusals without just cause. Any inmate who contests their commissary order must do so in writing via an Inmate Request (J-21) form. The J-21 form will accompany the refused order and be returned to Commissary for further review. Commissary personnel will have 10 calendar days to review and respond to the claim. If after review, the claim is without merit, the items will be returned to the inmate and the inmate charged for the order. If the inmate has a legitimate claim, the order will be returned to inventory and any monies taken will be refunded.
- G. Inmates may address any disputes and/or discrepancies via a J-21 form addressed to commissary staff.
- H. If an inmate on disciplinary lockdown has over \$2.00 on his/her account, he/she will not be given a welfare pack and will be required to order allowed items through commissary.
- I. The following items are exempt from suspended commissary privileges:

- Irish Spring Deodorant Soap
- Dial Antibacterial Soap
- Hand and Body Lotion
- Cocoa Butter Cream
- Tampax Tampons
- Balsam Shampoo
- Balsam Conditioner
- Dandruff Shampoo
- Comb
- Afro Pick
- Bergamot
- Ladies Deodorant
- Men's Deodorant
- Body Powder
- Shaving Cream
- Toothbrush 4" Stub
- Toothpaste
- Washcloth
- Toothbrush Cap
- Soap Box
- Golf Pencil
- Eraser Cap
- Writing Pad
- First Class Stamps
- Stamped Postcard
- Stamped Envelope
- Manila Envelope
- Antacid Tablets
- Cough Suppressant Tablets
- \$5 Phone Time

\$10 Phone Time

\$20 Phone Time

## II. PHONE TIME ORDERS

- A. Inmates may order phone time daily. There is not a limit of the amount of phone time an inmate may order.
- B. Deputies shall collect phone time order forms and verify the name and booking number matches the inmate's wristband. The deputy will initial and include their ARJIS number on the top right corner of the form.

## III. AVAILABLE ITEMS

A complete list of available commissary items and their prices shall be kept in each housing unit.