

DATE:	APRIL 22, 2016
NUMBER:	T.10
SUBJECT:	APPROVAL PROCEDURES FOR STOCKING AND SALE OF COMMISSARY RESALE ITEMS
RELATED SECTIONS:	T.9 , M.20

PURPOSE

To provide uniform procedures for the approval of new products to be stocked and sold to the inmate population by the Sheriff's Commissary.

POLICY

The Sheriff's Commissary will only stock and sell products to the inmate population that are approved by the Inmate Welfare Committee (IWC).

PROCEDURE

The following procedures will be utilized whenever the Commissary is considering changes to the items it sells to the inmate population.

I. CURRENT PRODUCT

- A. All products currently stocked and sold by Sheriff's Commissary have been previously approved by the IWC in accordance with the following guidelines:
 - 1. Packaging – must not contain any glass or metal or hard plastic (except for the cap) which may be made into a weapon by an inmate.
 - 2. Chemical Composition – personal care items, such as hair or skin care items, should not contain any toxic or harmful chemicals or ingredients which could be used as potential weapons by inmates.
 - 3. Size – most products should be similar in size to those carried by “convenience stores” due to the lack of available secured storage for inmates.

II. NEW ITEMS

- A. For purposes of this instruction, “new items” which require full IWC approval, are defined as items which may pose a significant risk to the safety or security of jail staff or inmates, and which have not been previously carried nor are similar to any product currently being sold by the commissary. Items that are merely changed with respect to a different manufacturer or product size, as long as they continue to meet the stocking criteria approved by the IWC, are not considered new items.
 - 1. Sheriff's Commissary will select appropriate products that it plans on adding to the commissary's product mix.

2. The commissary stores supervisor will contact the designated member of the IWC for concurrence.
3. The designated member of the IWC will present any questionable items to the full IWC for approval. Additionally, he/she will:
 - a. Annually, around March or April, visit the commissary to review all new items recommended by the commissary stores supervisor. Any item(s) with safety or security concerns will be presented to the IWC in the previously prescribed manner.
 - b. Obtain concurrence and approval of the Sheriff's medical director for any proposed additions to the current line of previously approved over-the-counter (OTC) medications.
4. The IWC will vote on whether or not to approve the proposed new item for sale by the Commissary. A simple majority vote is required for approval.

III. REMOVAL OF ITEMS

- A. Items previously approved by the IWC may only be discontinued in one of the following ways:
 1. Sheriff's Commissary may discontinue an item if the anticipated sales potential does not materialize.
 2. Subsequent Safety or Security concerns.
 - a. Jail staff who feel that an existing item may present a risk to safety or security must make their concerns known to their facility commander via their internal chain of command.
 - b. Unless an item poses an immediate danger to staff or inmates, sworn staff will neither confiscate the item from inmates nor direct Commissary personnel not to provide the item to inmates who properly ordered it.
 - c. Confiscation action of any commissary item requires facility commander approval, and concurrent notification to the commissary stores supervisor. This latter notice is essential so that the sale of the item to that particular jail can be temporarily suspended until the Inmate Welfare Committee has completed an appropriate evaluation.
 - d. If the applicable facility commander approves the confiscation action, he/she will raise the issue at the next IWC meeting.
- B. If the IWC approves the discontinuance of the item and to avoid a potential financial drain on both the Commissary and associated inmate welfare fund revenues, the Commissary will discontinue the item as follows:
 1. If the Commissary's existing stock of the item can be returned for credit, it will be discontinued immediately.

2. If existing stocks cannot be returned for credit, and unless the IWC determines the item should be discontinued immediately, the item will continue to be sold until existing stocks of the item have been fully depleted.