

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 02-04-2022
Number: T.9.M
Subject: SHERIFF'S COMMISSARY
Related Sections:

PROCEDURE:

I. Commissary Orders

A. Incarcerated persons wishing to purchase commissary shall, fill out a Commissary Stores Order Slip. Commissary will be distributed bi-weekly on Friday. Housing deputies will distribute and collect Commissary Stores Order Slips on Thursday evening. Deputies will then place the completed Commissary Store Slips in the facility storekeeper's mailbox. On Friday morning the facility storekeeper will process and forward the original order forms to Sheriffs Commissary.

II. Commissary Distribution

The delivery of commissary orders is scheduled for every other Friday evening. The distribution of commissary will take place one dorm/house at a time. For dorms A-D, commissary will be distributed at the dorm entrance door. For House 3 and House 4, commissary will be distributed at the module entrance door.

III. Hygiene Packs

A. Hygiene packs will be distributed weekly on Friday night. The facility storekeeper will place boxes of Hygiene packs in the mail room. Deputies from each housing and dorms will pick up the necessary hygiene packs needed for their assigned housing.

B. Log in JIMS hygiene packs distributed under the COVID 19 drop down tab.