

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	OCTOBER 14, 2021
NUMBER:	T.9.G
SUBJECT:	SHERIFF'S COMMISSARY

PROCEDURE

I. INMATE COMMISSARY STORE ORDERS

A. In accordance with the current COVID-19 Continuity of Operations Phase Plan (COOP) Phase 1, the following procedures are in place for commissary.

1. Commissary orders can be placed via scantron. Inmates can order commissary once every other week.
2. GBDF is currently scheduled for delivery of website orders and re-deliveries at least twice per week.
3. Modules under quarantine for COVID-19, SPUI, and/or COVID positive are restricted from ordering or receiving commissary.

B. Inmates in modules with a video visitation terminal will utilize it to place their commissary orders on the day before delivery is scheduled. Administrative Segregation (AD-SEG) inmates, and those without access to a video visitation terminal, will be provided with blank commissary stores order forms to place their orders.

1. Commissary orders can be placed on Monday's and Thursday's.
2. Phone time can be purchased anytime throughout the week. Phone time order forms shall be made available by request.

C. All inmates will be provided access to a video visit terminal or order form to ensure they have the opportunity to place a commissary order.

D. All commissary forms shall be collected, prior to 0400 hours, and placed in the designated location in Central Control.

II. LOSS OF COMMISSARY STORES PRIVILEGES

A. Regardless of any pending or actual discipline for violations of the inmate rules and regulations, commissary stores order forms will be passed out to all inmates. The JIMS system is programmed to block orders for inmates serving discipline.

B. Security lockdown will not cause commissary delivery to be cancelled.

III. COMMISSARY STORES DELIVERY

A. Deputies will ensure that all inmates are secured inside of their assigned cell/quad prior to Commissary staff entering the module. To limit inmate movement, only one quad or cell door should be opened at a time. This will provide a safer environment while distributing commissary.

- B. Deputies will provide security as commissary staff make their deliveries.
- C. If dayroom is authorized, the control deputy will resume dayroom to each module after the corresponding commissary delivery is completed.