

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 24, 2022
NUMBER:	T.9.L
SUBJECT:	SHERIFF'S COMMISSARY

PROCEDURE

I. COVID-19 PROTOCOLS

Refer to the current Detentions Services Bureau COVID -19 Operating Plan for commissary protocols.

II. COMMISSARY FORMS

- A. Commissary order forms will be distributed to the following housing units by the deputies: 5A/B and the Psychiatric Stabilization Unit (PSU).
- B. The completed order forms will be collected by the housing deputies and will be placed in the commissary mailbox, located outside the briefing room, before 0530 hours.
- C. All housing units, with the exception of House 5 and PSU, will use the commissary application on the Securus video visitation terminal located in the housing unit. Scantron order forms will only be utilized in these housing units when the application is not working or otherwise unavailable to the incarcerated persons.

III. COMMISSARY DELIVERY/DISTRIBUTION

A. **Safety/Security Interests - 7922.000**

Commissary delivery times and/or dates may be modified or eliminated due to extenuating circumstances. Changes to the commissary schedule will be communicated to staff by the facility administration.

B. **Safety/Security Interests - 7922.000**

- C. A housing deputy will stand by with commissary staff while in their housing unit to provide security during commissary distribution.

IV. INCARCERATED PERSONS OUT OF CUSTODY, TRANSFERRED OR BEING RELEASED

- A. Any order that is not delivered during the normal commissary delivery will be taken back to the warehouse. Commissary bags will not be left at the facility for the deputies to distribute.
- B. Soda coupons are non-refundable, as noted on the scantron form. If an incarcerated person is being processed for release and is still in possession of soda coupons, they would need to either give them to other incarcerated persons or use the coupons prior to being released.

IV. PSU EXCLUDED ITEMS

- A. Incarcerated persons housed in the PSU are not permitted to order or keep certain items from the commissary. These items have been identified as security and health risks due to their medical and psychiatric conditions. These items include, but may not be limited to:
 - 1. All over the counter medication (OTC)
 - 2. Caffeinated coffee
 - 3. Afro picks and brushes
- B. Commissary items are reviewed by PSU nurses. Housing deputies should verify the incarcerated persons do not have any inappropriate commissary items in their possession. All PSU prohibited items will be removed from the incarcerated person's commissary if ordered and kept in storage until the incarcerated person is discharged from PSU or released from custody. All over the counter medication will not be ordered.