

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>February 14, 2022</b>
<b>NUMBER:</b>	<b>B.11.C.1</b>
<b>SUBJECT:</b>	<b>INCARCERATE PERSON PURCHASES FROM SHERIFF'S</b>

**PROCEDURE**

Commissary orders will primarily be ordered by incarcerated persons on Tuesday through the video visitation terminal (VVT). In the event the VVT system is not operable, commissary order forms (located in the Processing Sergeant's Office) will be distributed to the affected areas. The completed forms will be delivered to the commissary mail bin on the first floor by that floor's housing deputy.

Commissary will be delivered on Wednesday evening. commissary personnel will check the wristband of the incarcerated person, verify the incarcerated persons identity, scan the incarcerated persons wristband and then hand the bag of stores to the incarcerated person. An incarcerated person will not receive their commissary order if the incarcerated person does not have a wristband. With the exception of facility workers, commissary personnel will not leave ordered stores when an incarcerated person is not present.