

DATE:	MAY 20, 2022
NUMBER:	T.9.S
SUBJECT:	SHERIFF'S COMMISSARY

I. COMMISSARY FORMS

- A. Commissary order forms will be distributed in each housing unit by the housing deputies on Wednesday night.
- B. The completed order forms will be collected by the housing deputies after night count and will be placed into their respective folder. The folders will then be placed in the commissary mailbox, located in Control, Thursday morning before 0500 hours.
- C. The Administrative Deputy will collect the commissary order forms for scanning.

II. . COMMISSARY DELIVERY/DISTRIBUTION

- A. Commissary staff will arrive on Friday at approximately 1900 hours.
- B. Commissary staff will access the facility through the vehicle sally port and take the commissary items to each housing unit.

III. INCARCERATED INDIVIDUALS OUT OF CUSTODY, TRANSFERRED OR BEING RELEASED

- A. Any order that is not delivered during the normal commissary delivery is taken back to the warehouse. Commissary bags will not be left at the facility for the deputies to distribute.
- B. If an incarcerated individual is being processed for release and possesses soda coupons or food, they are non- refundable, as noted on the Scantron form. If they are still in possession of soda coupons when they are released, they would need to either give them to other incarcerated individuals or use the coupons prior to being released.
- C. If the incarcerated individual possesses phone time and is being released, the incarcerated individual can receive a refund for any unused phone time by visiting Western Union. Here is the info they will need to provide:
 - 1. Incarcerated individual's Last Name
 - 2. Incarcerated individual's First Name
 - 3. Incarcerated individual Identification/Account Number
 - 4. Incarcerated individual's calling PIN Number

If the incarcerated individual does not remember the identification or PIN number, they will need to contact SBDF. The refund should be available for collection at any Western Union retail location within 15 minutes of the incarcerated individual's release. The refund will be available for collection for 90 days. No refund will be issued after 90 days. There are no fees or minimum requirements for an incarcerated individual to receive a refund.