

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 01, 2021
NUMBER:	T.9.V
SUBJECT:	SHERIFF'S COMMISSARY

PROCEDURE

I. FORMS

The Inmate Worker/Movement Deputy will make commissary price lists available to the housing areas. The storekeeper will deliver commissary order forms to the housing areas.

II. ORDER COLLECTION/DELIVERY

- A. Commissary will be ordered utilizing the Securus Video Phone. In the event inmates are on lock down or technical issues should arise, commissary forms will be completed by the inmates in the housing modules and placed into the module mailboxes. Any module in a “lockdown” status will still be allowed to order commissary as long as the group discipline does not extend to the delivery day of commissary (the following Thursday). The deputy assigned to collect outgoing mail from the mailboxes will collect the commissary slips. Each module’s commissary slips should be placed in a file provided by the storekeeper and the slips will be put into the appropriate file in booking by 0600 hours the following morning.
- B. Commissary staff will deliver commissary on Thursdays. Delivery schedules are subject to change due to operational constraints. Holidays may occasionally influence the days of commissary order forms pick-up and delivery. It will be the responsibility of the Inmate Worker/Movement Deputy to make appropriate changes to the schedule as a result of holidays.
- C. Inmate welfare packs will be delivered on a weekly basis per the schedule established by commissary staff. . On the scheduled commissary delivery day, commissary staff will run the “Inmate Welfare Pack” report on JIMS. Commissary staff will determine the indigent inmates by module. The exact amount of welfare packs needed, per module, will be delivered during normal commissary delivery times. The list of names of inmates to receive the welfare packs will be attached to the outside of the bag. Deputies are responsible for distributing the welfare packs to inmates identified on the list, on the day they are delivered.

III. STORES DELIVERY

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

[REDACTED]

D. [REDACTED]

E. [REDACTED]

IV. DELAYED DELIVERY

Commissary for inmates, who are not in the housing modules during normal delivery times, will have their commissary delivery rescheduled by commissary staff.