

DATE:	MAY 18, 2022
NUMBER:	T.9
SUBJECT:	SHERIFF'S COMMISSARY
RELATED SECTIONS:	TITLE 15, SEC. 1265; 4025 P.C.; L.11

PURPOSE

To enable incarcerated persons to purchase certain personal items, snacks and stationery, and provide consistent procedures for the operation of the Sheriff's Commissary.

POLICY

The Sheriff's Commissary shall be operated in a clean, efficient and legal manner. Incarcerated persons who have sufficient funds will be allowed to purchase commissary items unless they have had their commissary privilege suspended for disciplinary reasons.

PROCEDURE

I. COMMISSARY ORDERS

- A. The ability to order from commissary will be offered to incarcerated persons at all detention facilities. Incarcerated persons are limited to a bi-weekly purchase not to exceed \$200 or \$100 per order. The commissary stores order form will be completed by the incarcerated purchaser and will include housing unit, booking number, date and the purchasing person's signature. Forms without signatures will be rejected. Incomplete forms, other than missing signatures, may be rejected.
- B. Housing deputies will collect completed commissary order forms following night count and will deliver them to the facility storekeeper for scanning.
- C. Selected housing units will place their commissary order through the commissary application on the video visitation terminals inside the housing unit. Commissary items on the application are only available between midnight to midnight the day prior to their delivery. In situations where terminal access is unavailable or there are technical issues with the terminals, commissary scantron forms may be used. It will be at the facility's discretion if incarcerated persons on lockdown will be allowed to use the terminals to order Commissary.

II. COMMISSARY DELIVERIES AND DISPUTES

- A. Commissary staff will make deliveries to all detention facilities based on a pre-determined schedule.
- B. Commissary staff will be solely responsible for delivering commissary. Deputies may stand by for security purposes but will not assist with deliveries unless exceptional circumstances dictate otherwise. Commissary staff will verify the incarcerated persons' identity by checking and scanning the wristband of the individual who purchased the commissary. If the incarcerated persons' wristband is unable to be scanned for any

reason, commissary staff will return the order to the commissary warehouse. No un-scanned orders will be left for later distribution.

- C. As a general rule, commissary staff will not accept order refusals without just cause. Any incarcerated person who contests their commissary order must do so in writing via a Request (J-21) form. The J-21 form will accompany the refused order and be returned to commissary for further review. Commissary personnel will have 10 calendar days to review and respond to the claim. If after review, the claim is without merit, the items will be returned to the incarcerated person and the incarcerated person will be charged for the order. If the incarcerated person has a legitimate claim, the order will be returned to inventory, and a refund will be issued, if applicable.
- D. Incarcerated persons may address any disputes and/or discrepancies via a J-21 form addressed to commissary staff.

III. AVAILABLE ITEMS

- A. A complete list of available commissary items and prices shall be posted in each housing unit.
- B. Incarcerated persons in disciplinary separation will only receive a welfare pack if they are determined to be indigent under DSB P&P L.11 Personal Hygiene.
- C. Incarcerated persons whose commissary privileges have been suspended may still order the following items:
- Irish Spring Deodorant Soap
 - Dial Antibacterial Soap
 - Hand and Body Lotion
 - Cocoa Butter Cream
 - Balsam Shampoo
 - Balsam Conditioner
 - Dandruff Shampoo
 - Comb
 - Afro Pick
 - Bergamot
 - Deodorant
 - Body Powder
 - Shaving Cream
 - Toothbrush 4" Stub
 - Toothpaste
 - Washcloth
 - Toothbrush Cap
 - Soap Box
 - Golf Pencil
 - Eraser Cap
 - Writing Pad
 - First Class Stamps
 - Stamped Postcard

- Stamped Envelope
- Manila Envelope
- Antacid Tablets
- Cough Suppressant Tablets