

<b>POLICY TITLE: Commissary</b>  <b>POLICY NUMBER: 15.5</b>  <b>CHAPTER: 15 Services and Programs</b>		<b>PAGE 1 OF 3</b>
	<b>SOMERSET COUNTY, SOMERSET COUNTY JAIL</b>  <b>Approved by: ---- Original Signed -----</b> <b>Signature of Sheriff</b>	<b>ACA STANDARDS:</b> 5C-26 <b>MSJ STANDARDS:</b>
	<b>Approved by: ---- Original Signed -----</b> <b>Signature of Jail Administrator</b>	
<b>EFFECTIVE DATE:</b> 8/1/08	<b>LATEST REVISION:</b> 10/10/18	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

**AUTHORITY:** Pursuant to M.R.S.A. 30-A, Section 1501, the Sheriff adopts this policy for Somerset County Jail.

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**POLICY:**

The inmate commissary provides a variety of merchandise for the benefit of the inmate population. The commissary utilizes sound accounting practices while providing for indigent inmates. All commissary items must be in compliance with safety, security and standard operating procedures of the Somerset County Jail.

**PROCEDURE:**

**A Commissary Administration**

1. Commissary services adhere to generally accepted accounting procedures in accordance with state, county and Somerset County Jail policy.
2. Somerset County Jail maintains a commissary services contract with services provided by an outside vendor.
3. Space is provided for an inmate commissary/or canteen, or provisions are made for a commissary service (5C-26). Inmate Commissary once processed is delivered to the pods. The Warehouse Supervisor goes to each unit and hands out commissary using the classroom within the pods.

4. Inmates may order from the commissary once a week from a menu approved by the Correctional Administrator or his/her designee. Additions or deletions to the commissary menu are approved by the Correctional Administrator or his/her designee.
5. The commissary vendor will provide commissary order forms to each Housing Unit. The order forms must be filled out and turned in to the Supply Officer on the days and times determined by the Correctional Administrator
6. Each Housing Unit will use an approved Commissary form. Each Housing Unit will have limits set by the Correctional Administrator. Limits will be by what items can be ordered, quantity of items ordered and spending limits on orders.
  - a. A will have a separate Commissary Menu.
  - b. D and E will use the same Commissary Menu.
  - c. B and C will have a separate Commissary Menu.
7. The following spending limits will be imposed on Inmate Commissary orders:
  - a. All Commissary orders will not exceed \$60.00 per inmate.
8. The Housing Unit Officer will deliver the completed order forms to the Supply Officer twice weekly on a days and times determined by the Correctional Administrator.
9. The Supply Officer will forward the completed order forms to the commissary vendor in a manner determined by the contract with the vendor.
10. The commissary vendor will deliver the items, individually packaged for inmates, to the Somerset County Jail. The Supply Officer will pick up and sort the packages into pods and deliver them. This is done twice a week on the days and times determined by the Correctional Administrator.
11. SCJ staff will ensure that all commissary items are approved for distribution to the inmates.
12. SCJ staff will distribute all items to the inmates. Inmates will sign a receipt for all received items. A credit slip is filled out for any missing items and forwarded to the Administrative Assistant by the staff in charge of distribution of the commissary items.
13. Inmates are responsible for maintaining their commissary receipts in cases were there maybe questions about who the commissary items belongs too.
14. For sanitation reasons, inmates are not allowed to store any food items in their cells for a period longer then 30 days. Any item that has been purchased through the commissary by inmates that is considered food items must be consumed within that 30 day period (This includes all candies, coffee creamers, coffee, etc)
15. The commissary vendor will ensure that pricing for items sold by the commissary does not exceed 10% over wholesale or the average retail pricing for the area, whichever is greater. (N.01)
16. Profits made through the sale of commissary items shall be placed into an Inmate Benefit Fund and used to directly benefit inmates. Such funds are not used to expand, reduce, or supplement the operating budget of Somerset County Jail.

**B Indigent Commissary**

1. Indigent Commissary is funded by the profits from the sale of commissary items.
2. Policy 1.5. defines indigent.
3. Once the inmate is verified as indigent, they will be given a basic hygiene kit and letter writing materials as determined by the Correctional Administrator.

**C Inmates on Special Management Status**

1. Inmates on special management status will be allowed to purchase specified items that are clearly identified by the Housing Unit that they are assigned to.
2. Items allowed in the Special Management Units will be in accordance with safety, security and standard operating procedures of the Somerset County Jail.

**D Refunds or Exchanges**

1. Management of all refunds and exchanges adheres to established accounting practice of SCJ and is in compliance with terms and conditions of the contract between SCJ and the commissary vendor.

**E Debiting of Account Balances**

1. The Somerset County Jail Administrative Assistant is responsible for debiting commissary account balances, if necessary, upon release of the inmate.
2. For purposes of tracking inmate accounts will be placed into negative balance showing fees, indigent commissary, and restitutions assessed during their incarceration.