5-13/110.00 Commissary

Every facility in the Custody Services Divisions shall provide commissary services to all inmates. Commissary shall be available to all inmates unless they are restricted by medical or mental health personnel for medical or mental health reasons, or by the unit commander for safety, security, or disciplinary reasons. See CDM secion 5-09/070.00 "Inmate Discipline Schedule."

Inmates are given the opportunity to purchase snacks and personal hygiene items, on a weekly basis, by filling out a commissary menu (Scantron) provided by the vendor. The commissary items ordered will be delivered on the next scheduled delivery day, if possible. Vending machine snack and beverage sales are also available to the inmates in their housing area through the purchase of vending cards from the commissary provider.

Inmates shall maintain a receipt for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation.

The commissary service will make every attempt to deliver the items ordered pursuant to their contractual agreement. Inmates who order items through commissary and are not available to receive these items for delivery due to court appearances, hospital appointments, etc., will receive a credit to their spending account for the total monetary amount of the commissary items not delivered to the inmate. The inmate will have to reorder the items during the next regular ordering period.

Any inmate who is released or transferred to another agency, prison, or county jail prior to receiving their commissary order must contact the commissary provider within 14 days to provide their correct mailing address. The commissary service will not ship orders to another agency, prison, or county jail. Inmates who do not have a mailing address will receive a credit to their spending account for the total monetary amount of the commissary items that are unable to be shipped.

Gay, transgender, intersex, and gender non-conforming inmates shall be granted the same access to commissary items as general population inmates. Transgender, intersex, and gender non-conforming inmates shall be allowed to purchase most personal items that are available to the gender they identify with, so that they may maintain their physical presentation and appearance. All items sold by commissary services shall be approved through Inmate Services Bureau.