5-23-050 Commissary

PURPOSE OF ORDER:

The purpose of this order is to establish commissary procedures for all inmates at Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and working at CRDF.

ORDER:

Commissary deliveries will be on Tuesday evenings during P.M. shift each week. Commissary for each housing area will be delivered on the same day.

Inmates may purchase as many items as allowed per Department policy. Restrictions exist based on housing areas and current classification.

Commissary will be accessible to all inmates except as follows:

ï¸· Module 1200 - Intake module and any other housing locations identified as triage/intake (less than 24 hour housing)

ï¸· Temporary male prisoner housing

Commissary Procedures

Inmates are allowed to order commissary using the commissary kiosks located in the modules. Orders can be placed any day of the week during out-of-cell time or any other time allotted by module personnel. All orders must be submitted by the conclusion of Monday P.M. shift.

For modules without access to the commissary kiosks, module personnel shall pass out a commissary order form (bubble sheet) to all inmates. Inmates shall place their completed commissary order forms in the "Commissary Folder" or the forms may be given to module personnel.

The P.M. shift floor prowlers shall forward the completed commissary order forms to the watch sergeant’s office no later than 1900 hours on Monday evening. Personnel from Keefe Commissary Network will pick up the completed commissary forms every Monday by 2000 hours and process them for delivery the next day, pursuant to their contractual agreement.

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.

Direct Supervision

Each Tuesday evening, the orders will arrive in the housing area. Module staff shall develop a suitable way of distributing the commissary orders to the inmates. [REDACTED TEXT]

Inmates shall approach commissary staff one at a time. The commissary staff shall verify the inmate's name by checking their wristband. Each inmate shall review the contents of their order and sign where indicated by the commissary staff acknowledging receipt of all ordered items. After receiving their order, each inmate shall return to their assigned cell or bunk area.

If there is a dispute regarding the accuracy of the order, the inmate shall refrain from opening the bag. The inmate shall inform commissary staff of the issue before the commissary staff leaves the location. The commissary staff shall open the bag and confirm or deny the dispute. If the order is in fact incorrect, the commissary representative will provide the inmate with a form to complete regarding the erroneous order.

Administrative Segregation

Commissary staff shall conduct deliveries at each inmate's individual cell door or through the handcuffing port. All transactions shall be monitored by module personnel. Inmates will be instructed to either stand in front of their cell doors until commissary staff approaches, or until their cell door is opened and the inmate's name is called to approach the door. Commissary staff shall verify the inmate's name by checking their wristband. After reviewing the contents, the inmate shall sign where indicated by the commissary staff, acknowledging receipt of all items. If there is a dispute regarding the accuracy of the order, the inmate shall refrain from opening the bag. The inmate shall inform commissary staff of the issue at that time. Commissary staff shall open the bag and confirm or deny the dispute. If the order is in fact incorrect, the commissary representative will provide the inmate with a form to complete regarding the erroneous order.

High Observation Housing Units (HOH)

Commissary Ordering Protocol for HOH Inmates:

Inmates housed in HOH are entitled to purchase commissary items from the modified commissary list. Group providers through the Department of Mental Health (DMH) are to allow inmates to complete their commissary forms at the beginning or end of group session. Group providers or module personnel, are to provide the inmates with a custody approved pencil to complete their commissary forms. All pencils shall be accounted for at the end of each group session. Inmates housed in HOH are not permitted to have pencils inside their cells for the safety of staff and inmates.

Commissary Delivery Protocol for HOH Inmates:

Commissary staff and module personnel shall conduct delivery of commissary items at each inmate's cell door. Module personnel shall have the inmate approach the door, commissary staff shall verify the inmate's name by checking their wristband. Once verified, the module deputy shall open the handcuffing port, provide the inmate with a custody approved pencil and have the inmate sign for their commissary items. **Custody personnel are not to sign for commissary items on behalf of the inmate.** Custody personnel shall provide the items to the inmate unless the item(s) purchased are prohibited on the floor or present a safety concern. In these situations, the items are to be secured in the storage room and given to the inmate upon the inmate's transfer or release from the unit, or when safe to do so.

[REDACTED TEXT]

Commissary Procedures for Hostile HOH Inmates:

On a weekly basis, module personnel are to approach the cell doors of those inmates who refuse to exit their cells for out-of-cell program time or who have been identified as "hostile or uncooperative" and ask if they would like to order commissary. If they indicate yes, module personnel are to complete the commissary forms on the inmate's behalf. **Inmate workers assigned to the HOH modules are not to complete the commissary forms on behalf of the HOH inmate; forms must be completed by custody personnel.**

At the time of delivery, if the inmate is no longer hostile and does not present a threat to custody personnel, the procedures outlined in "Commissary Delivery Protocol for HOH Inmates," as listed above, shall be undertaken.

Inmates who have ordered commissary items, but are unstable, hostile, or uncooperative on the day of delivery, will have their commissary items returned to Keefe Commissary Network since they are unable to sign for their commissary. Commissary staff will be responsible for crediting the inmate's account. Module personnel shall make a notation of the incident in the electronic Uniform Daily Activity Log (e-UDAL) providing the following details:

1. Inmates name and booking number

2. Describe the inmate's behavior and note that it was unsafe to provide the inmate with a county approved pencil, and as a result, commissary items were returned

Vending Machines

Vending machines are available for use by inmates in specified housing areas. Inmates may purchase vending cards from commissary. Food and personal items are available for purchase. Inmates may have access to the vending machines during out-of-cell time, or any other time designated by the module staff.

Inmates who misuse or vandalize vending machines shall be subject to discipline and possible prosecution. Inmates who attempt to obtain items from vending machines by means, other than their personal vending cards, shall also be subject to discipline and prosecution.

Any inmate in possession of a vending card, other than their own, shall be subject to discipline.

[REDACTED TEXT]

Inmates are responsible for maintaining their cards in good condition; free from damage or misuse. An alleged "damaged" vending card (a card that still has a usable amount of funds, but cannot be "read" by the vending machine) shall be placed in the slot provided on the front of the vending machine. The cards will be regularly picked-up by commissary staff and the inmate's spending account will be credited with the remaining usable funds.