5-23-040 Commissary

PURPOSE OF ORDER:

To establish a policy regarding commissary service at Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

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 sales are also available to the inmates in their housing area through vending cards.
Inmates shall maintain a receipt, on their person, 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. Inmates who fail to maintain a receipt for all commissary items, in their possession, shall be subject to disciplinary action.
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 and the inmate will have to reorder the items.
The vendor has agreed to deliver pre-ordered commissary/stores every Friday evening to inmates housed in Tower I, Tower II, and CTC The vendor will provide order forms to every inmate. Inmates may select as many items as they wish from the order form not to exceed $135 per week. Vending cards are not to exceed $20, and phone cards are not to exceed $40. Commissary items worth in excess of $135, or quantities greater than allowed by jail rules, will be considered contraband.

Employees of the Commissary vendor are subject to a search of their person and commissary cart upon demand. They shall only wear clothing which is appropriate for a maximum jail facility and approved by the On Duty Watch Commander. No purses, fanny packs, briefcases, cell phones or personal packages are allowed to be brought into the facility at any time.

Process

The process by which TTCF inmates will be supplied with commissary/stores by the commissary vendor is as follows:

- Every Thursday, the Tower II PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant’s office and distribute them to the Title15 Compliance Officers working his shift. The Tower II PM Line Seniors are also responsible for distribution of Acommissary order forms to CTC.
- Every Thursday, the Tower I PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant’s office and distribute them to the Title 15 Compliance Officers working his shift.

- At the beginning of their shift, the PM Title 15 Compliance Officers will give the commissary order forms to every inmate in their module who desires to purchase items from commissary. The inmate will complete the form and return it to the module officer by the end of shift.

- The Line Senior shall pick-up the completed order forms from each module and delivers them to the Watch Sergeant's office no later than 2000 hours.

- At approximately 2100 hours, a representative from the commissary vendor will pick-up the completed forms from the Watch Sergeant's office and take them for processing.

- Between 1630 and 1730 hours on Friday evening, the commissary vendor will deliver the completed orders to Twin Towers Correctional Facility. The delivery truck will be inspected by the PM officer assigned to Trash and Freight and allowed into the Tower II loading dock area.

- The commissary orders will be in covered carts, one cart for every module. The PM officer, assigned to Trash and Freight will inspect the carts for contraband as they come off the truck. Individual inmate commissary bags will not be opened or searched, as a matter of routine. Carts may be placed in the commissary storage room, #S196, until the commissary clerks arrive.

- While the carts are being unloaded at the receiving dock, the vendor commissary clerks will be checking in with Tower II Control. They will identify themselves and display the appropriate facility pass. The Tower II Control Officer will conduct a cursory search of their person for contraband, if necessary.

- The clerks will be directed to Tower II via the dock area secured hallway to the commissary storage room, #S196, adjacent to the Tower II loading dock. The clerks will take control of a cart and push it to the proper module for distribution.

- Available movement and module officers shall monitor the clerks' movements through the facility to ensure they arrive at their destination safely.

- Prior to the delivery of commissary, the Watch Deputy shall notify all module officers of their pending arrival. The module officers shall turn off the telephones and showers. The volume on the television shall be turned down. All inmates shall be instructed to sit on their bunks and remain quiet for commissary delivery. The only inmate movement allowed will be to use the restroom facilities.

- When complete control of the module has been established, the clerk may begin distributing the individual packages to the proper inmate, one at a time. An inmate worker assigned to the dorm shall be utilized to call out inmate names and booking numbers, if necessary. The inmate receiving the commissary package shall check it to ensure the order is correct. He/she will then sign the receipt to verify delivery. If an inmate advises that he/she was charged for an item that he/she did not receive, staff shall instruct the inmate to complete an Inmate Complaint form. The Inmate Complaint form shall be forwarded to the Inmate Services Unit for disposition.

- Any inmate attempting to impersonate another inmate in order to buy another inmate's order shall be subject to disciplinary proceedings.

- After all commissary packages have been delivered, the module officer will run the booking numbers of

those inmates who have transferred to a different floor or module. The clerk will be informed of where he can locate the inmate and deliver his commissary.

If an inmate is at court, his package will be held in a hold-over cart by vendor staff until that inmate returns later that night when it will be delivered. Any commissary that is undeliverable will be returned to the commissary vendor and the inmate's account credited by 7 a.m. the next morning.

When the clerks have finished with their deliveries, they shall return their carts to the loading dock for inspection by the PM Officer assigned to Trash & Freight. Once the carts have been inspected and reloaded back into the delivery truck, the clerks may now exit the building through Tower II Control.

Module Custody Assistants shall log all jail commissary activities in the Electronic Uniform Daily Activity Log (e-UDAL). Only the on duty Watch Commander may cancel or delay the delivery of order forms or commissary packages to inmates housed at the TTCF. If an emergency lockdown should occur during the commissary period, the clerk will take the commissary cart and return to the dock area until normal operations resume.

Use of Microwaves

- Microwaves are to be used for commissary microwaveable items only.
- Water cannot be heated in microwave.
- Microwave=s must be kept clean and sanitized at all times.
- No more than one item can be cooked in microwave at a time.
- Do not put foil, metal or any objects that are not considered microwaveable in the microwave.
- The microwave will be removed indefinitely if there are any signs of vandalism, misuse or abuse.
- The Los Angeles County Sheriff=s Department can revoke microwave privileges indefinitely, at any time.
- Module Officers are responsible for ensuring that a copy of the microwave policy isposted above each unit.

CTC

Commissary procedures are identical to Tower II.

Discipline

Inmates housed in discipline are not eligible to order commissary/stores.

Exceptions:

- Inmates on administrative segregation.
- Inmates who had orders submitted prior to their transfer to discipline.

Their commissary shall be stored in the discipline property room, along with other personal items they are unable to have, while in discipline.

EVERY EFFORT SHALL BE MADE TO DELIVER AN INMATE=S COMMISSARY/STORE ORDER WHEN IT ARRIVES.

COMMISSARY SCHEDULE FOR TWIN TOWERS
CORRECTIONAL FACILITY

TOWER I, TOWER II, & CTC

THURSDAY
THURSDAY
FRIDAY

1330 hrs. - The PM Line Senior picks up commissary order forms from Watch Sgt=s. Office for distribution via Title 15 Compliance Officers working his shift. The Senior will collect all completed forms from every module and return them to the Watch Sgt=s. Office no later than 2000 hrs.
2100 hrs. - Commissary vendor workers will pick up forms from Watch Sgt=s. Office for processing.
1630 Commissary vendor delivers filled orders to Tower II loading dock for distribution.

APPROVED BY: ON FILE
ANTHONY WARD, CAPTAIN
DATE: 08-14-08
LOS ANGELES COUNTY
MICROWAVE POLICY

1. MICROWAVES ARE TO BE USED FOR COMMISSARY MICROWAVEABLE ITEMS ONLY.

2. WATER CANNOT BE HEATED IN MICROWAVE.

3. MICROWAVE=S MUST BE KEPT CLEAN AND SANITIZED AT ALL TIMES.

4. NO MORE THAN ONE ITEM CAN BE COOKED IN MICROWAVE AT A TIME.

5. DO NOT PUT FOIL, METAL OR ANY OBJECTS THAT ARE NOT CONSIDERED MICROWAVEABLE IN THE MICROWAVE.

6. THE MICROWAVE WILL BE REMOVED INDEFINITELY IF THERE ARE ANY SIGNS OF VANDALISM, MISUSE OR ABUSE.

7. LOS ANGELES COUNTY SHERIFF=S DEPARTMENT CAN REVOKE MICROWAVE PRIVILEGES INDEFINITELY, AT ANY TIME.