

## 07-175/25 Indigent Inmate Supplies (Free Articles)

### Los Angeles County Sheriff's Department

<b>Unit Order: #07-175/25</b>	
<b>CUSTODY SERVICES DIVISION</b>	<b>Effective Date: 01-01-1999</b>
<b>GENERAL POPULATION</b>	<b>Reviewed Date: 06-05-2023</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	
<b>Subject: Indigent Inmate Supplies (Free Articles)</b>	
<b>Reference: MPP 2-09/020.00; CDM 5-13/080.00 &amp; 090.00;</b>	
<b>CAC Title 15, Section 1265</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures for dispersing free articles to inmates.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

#### **ORDER:**

All inmates who are indigent (inmates with less than \$2.00 in their account), may order indigent kit (free articles) from the Commissary Network, and run a negative balance until such time he has the ability to pay for items previously ordered.

The Commissary vendor provides store items for L.A. County Jail inmates and checks the accounts of the inmates to determine if an inmate has enough funds for the store order. At the same time, a check is made to determine if any inmates have less than \$2.00 in their account. If they do not have \$2.00 in their account, they are considered indigent.

The following items are contained in the indigent kit:

- 1 Razor (except discipline)
- 1 Comb
- 1 Toothbrush
- 1 Tube of toothpaste
- 2 Packets of shampoo
- 4 Packages of deodorant
- 1 Bar of soap (Hotel size)
- 2 Stamped legal envelopes
- 1 Golf Pencil
- 4 Sheets Paper

All inmates, regardless of their length of time within a custody facility, who are unable to supply themselves with the above listed personal care items, will be provided the needed item upon request, from the module officer. Module officers shall ensure personal care items are available for distribution upon request. Bulk items are available to facilities through Inmate Services

Inmates housed in the discipline section of the [REDACTED TEXT] receive individual personal hygiene items on an as-needed/request basis. Any inmate in need of personal hygiene (free articles) who did not receive them during the above procedures, shall receive individual items upon request from their staff station officer or through Inmate Services.

**Inmates who have been released with a negative account balance for indigent Commissary items and re-booked will be charged for items previously ordered.**

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