

## 5-08-120 Inmate Vending and Vending Machines

**Reference:** CDM 5-13/110.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for inmate use of facility vending machines.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

Snack and soda vending machines have been placed in various locations at PDC South Facility to ensure every compound has access to them. Each compound contains at least one (1) snack vending machine and one (1) soda vending machine.

The vending machines for the facility will be open throughout AM and PM shifts. The compound officer will close vending during inmate meals, count and as needed for security purposes. Inmates will be provided opportunities on a daily basis to utilize the vending machines with vending cards purchased from commissary.

The manner in which the inmates are called to use the vending machines is as follows:

- The inmates will be advised that vending is available by notifying the inmate dorm representative as well as a verbal announcement.
- Vending machines can only be operated by use of an "Inmate Vending Card." "Inmate Vending Cards" are available for purchase through commissary.
- The inmates will exit the barrack one at a time and advise the compound deputy of their desire to access the vending machines.
- Upon acknowledgment by a deputy or an officer, the inmate may utilize the vending machines. If the compound deputy or officer so chooses, facility personnel may escort inmates to a vending machine as a group. If inmates go to the vending machine as a group, they shall be instructed to line up in the barrack count box. After all of the inmates have lined up the compound deputy or officer will escort the inmates to a vending machine and supervise them until they are finished making their purchase.
- There shall be no limitations on the number of items purchased unless the inmate has excess property as outlined in Custody Division Manual (CDM) Section 5-06/010.00, "Allowable Inmate Property."

The machines are serviced weekly by an approved outside vending company. If there is a malfunction with the vending machine, compound personnel shall notify the Inmate Services staff so they can refer the problem to

the Title 15 office or Title 15 Sergeant.

If inmates experience problems with their vending card they shall complete an Inmate Request Form (SH-J-437) outlining their issue. Inmates will then put the vending card in an envelope provided by Inmate Services, with their name, booking number, housing location and problem written on the envelope. The envelope will then be placed into an opening inside the vending machine for the vending company to collect and resolve the problem.

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