

5-08-130 Commissary Procedures

Reference: CDM 5-13/110.00, 5-12/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the operation of commissary services.

SCOPE OF ORDER:

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

ORDER:

Commissary is available to all inmates on Wednesday evenings of each week. Every Monday morning, a sufficient number of commissary scantron order forms will be distributed to each barrack by Inmate Services personnel. The forms will be retrieved by Inmate Services personnel on Tuesday PM shift, prior to 1900 hours, and placed in the "In-and-Out Shack" for collection by the commissary employees.

DEPUTY RESPONSIBILITIES

Commissary employees shall enter and exit the facility through the Court Services Transportation Bureau (CST) sallyport. The assigned "In-and-Out Shack" deputy shall communicate, over their department issued radio, with compound staff and the Inmate Processing Area (IPA) deputy(s) when commissary employees are ready to enter the Facility. When entering/exiting the CST sallyport, commissary employees shall be met and supervised at all times by the IPA deputy(s). When exiting the facility, the commissary carts shall be searched by IPA Deputy(s), upon arrival in the CST sallyport. This search process shall be communicated with the "In-and-Out Shack" deputy, prior to commissary employees exiting the Facility.

DISTRIBUTION OF COMMISSARY ITEMS

Once inside security, compound staff shall meet and escort commissary employees to and from their compound for product distribution. Compound staff shall continuously provide security to commissary employees and shall not leave them alone with any inmate(s) at any time. During distribution of commissary items to the individual barracks, the following procedures shall be followed:

- All inmates will be instructed by compound staff to sit on their assigned bunks.
- Inmates will be called to the front of the barrack in an orderly fashion, and commissary items will be given to the inmate by the commissary employee. Wristband verification shall be conducted for each inmate prior to receiving commissary items.

- All commissary operations (including which barrack(s) received commissary) shall be recorded, with the time each barrack received commissary, in each compound's respective Uniform Daily Activity Log (Title 15 Book).

INMATE SERVICES OFFICERS' RESPONSIBILITIES

An officer from Inmate Services will be assigned as a liaison to the commissary employees to address any complaints or immediate concerns.

Inmates who have concerns or general complaints regarding their commissary orders may address them on a commissary complaint form, which is provided by the commissary employee. These complaints will be directly handled by the corporation and not the Sheriff's Department. If there is an immediate complaint involving a Sheriff's Department employee related to commissary services, then the inmate will submit an Inmate Grievance Form (SH-J-420) or Inmate Request Form (SH-J-437), which will be handled in accordance with volume 8 of the Custody Division Manual (CDM).
