07-175/10 Commissary

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 07-175/10**
GENERAL POPULATION	**Effective Date:** 01-01-1999
NORTH COUNTY CORRECTIONAL FACILITY	**Reviewed Date:** 04-19-2024
Subject: Commissary	
Reference: CDM 2-00/040.00, 5-13/110.00	
Unit Commander Signature:	**Date:**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates to purchase commissary items.

SCOPE OF ORDER:

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

ORDER:

The Sheriff's Department has contracted with Keefe Commissary Network to provide commissary services to Custody Division.

The procedures are as follows:

Every Wednesday, at the beginning of the AM Shift, order forms (bubble sheets) shall be distributed to inmates at their housing locations for placing their commissary order. All order forms shall be collected and delivered to inmate services by 1900 hours.

PM INMATE SERVICES

Inmate Services personnel shall compile all the facility's order forms and make a complete facility package of the order forms, which shall be picked up by Keefe Commissary Network.

DELIVERY (PM SHIFT ON THURSDAYS)

On Thursdays at approximately1630 hours, Keefe Commissary employees will arrive at NCCF. They will check in at the front desk, exchange their driver's license for the facility security pass, and report to the staging area in IDR #2. When the truck(s) with the commissary items arrive, Central Control personnel shall notify Inmate Services personnel. Inmate Services deputy personnel shall respond to the Dock and secure it. Once the truck is off-loaded, the commissary carts will enter the facility through the kitchen/bakery pedestrian corridor door. The carts will be taken directly to each individual building by Keefe Commissary employees, with the assistance of assigned Inmate Services personnel.

At approximately 1700 hours, Keefe Commissary employees, with the assistance of inmate workers from Inmate Services, will push the carts to the buildings. When they arrive at the buildings, the employees will check in with the building's supervising line deputy (SLD). One rover shall be designated as liaison with the commissary employee.

The carts containing the commissary items shall be pushed to each dorm. The commissary employees will call out the inmate's name, who will respond to the front of the dorm. In Buildings 500, 600, and 700, the bagged items may be handed to the inmate through the bars, tray slot, or opened door with the assistance of assigned building personnel. Each inmate receiving commissary shall sign the receipt in the presence of the commissary worker.

In Building 800, the tray slot or front door shall have to be opened by the deputies. In Building 900, a rover shall escort the commissary employees until all store items have been distributed. Undeliverable orders for inmates who were not present during delivery of commissary will be refunded to the inmates' account.

INDIGENT KITS

Inmates who are without funds can check off the appropriate item for "Indigent Kits" and glasses. The computer is preprogrammed to check their accounts and authorize certain items. The facility shall continue to stock a small amount of pre-made indigent kits.

INMATES WITHOUT ENOUGH FUNDS

Some inmates may order more items than they have money in their accounts to pay for the items. In these cases, the computer has been programmed to sell hygiene, stationery supplies, and over-the-counter medicine supplies first, then sell food items.

HAIR CUT TICKETS AND DEBIT CARDS

Sold by Keefe Commissary Group.

INMATE RESTRICTIONS

Custody personnel shall have the capability to restrict an inmate or an entire dorm from making store purchases with proper approval (i.e., dorm disturbance, discipline).