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COMMISSARY SERVICES

I. POLICY

- A. Commissary services are provided by the Mendocino County Sheriff's Office - Corrections Division, to allow inmates to purchase items not provided by the Corrections Division. These items provide inmates with a few simple conveniences, help break the monotony of detention, and lessen the negative effects of institutionalization.
- B. The sale prices of all articles offered through the inmate commissary service will be fixed by the Sheriff and the commissary provider. Any profit will be deposited in an "Inmate Welfare Fund" to be kept in the treasury of the County of Mendocino. The money and property deposited in the "Inmate Welfare Fund" will be expended by the Sheriff primarily for the benefit, education, and welfare of inmates confined within the Mendocino County Jail.
- C. All personnel assigned to the Corrections Division will ensure inmate commissary orders are processed in a prompt and accurate manner.

II. DEFINITION:

- A. **Commissary** - The weekly privilege offered to inmates at which time they may order a variety of personal hygiene items, foodstuff, postage stamps, writing materials, and general merchandise items.
- B. **Care Pack** – A prearranged package of commissary items that can be purchased via the internet. Care Packs will be delivered with the general commissary order.

III. GENERAL INFORMATION:

- A. All inmates will be allowed to order Commissary or receive Care Packs once a week unless the privilege has been withheld in accordance with [Policy and Procedure 710.00 - Inmate Discipline](#).

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- B. Commissary orders will be taken on Monday of each week, unless otherwise changed due to holidays or other circumstances, with delivery the following Thursday unless facility security and/or other circumstances prohibit the distribution of the Commissary orders.
1. Commissary Order forms, listing the items and prices, are available to inmates in all Wings except as follows:
 - a. Inmates in a disciplinary status and who have lost their commissary privileges.
 2. Inmates will submit their Commissary orders to Corrections Division staff on the provided Commissary Order form.
 - a. Inmates will be able to select those numbers of items as outlined in the Commissary Rules.
 3. In the event an item is out-of-stock, it will be so noted on the Commissary Order form. No substitutes will be made.
 4. Monies must be posted by Monday, 0800 hours, on the Master Control Sheet prior to ordering Commissary items.

IV. PROCEDURES

- A. The Corrections Division Account Specialist and/or designee will have the responsibility of preparing and forwarding the Commissary Order form to Corrections Division personnel on the day scheduled for submission of orders.
1. The preparation of the Commissary Order form will consist of the following:
 - a. Name of Inmate;
 - b. Inmate's Housing Assignment;
 - c. Inmate's "A" number;
 - d. Date order is prepared; and
 - e. Beginning balance of inmate's account.

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- B. The Account Specialist will deliver the Commissary Order forms to Corrections Division personnel on Monday afternoon for distribution to the inmate population.
- C. Corrections Division personnel will distribute the Commissary Order forms to the inmates. Inmates will be required to place their order and return the form to staff.
- D. The Commissary Order forms will be delivered to the Account Specialist prior to 0800 hours on Tuesday morning.
 - 1. The Account Specialist will forward the commissary forms to the commissary provider for processing.
- E. Corrections Division personnel will deliver the commissary orders, including any Care Packs, on Thursdays.
 - 1. Upon receipt of their commissary order, inmates must sign the received portion of their order form, which is the authorization to withdraw the amount from the inmate's trust fund.
- F. If a shortage is noted in the order, Corrections Division personnel will so indicate on the order form.
 - 1. The Account Specialist will make the adjustments on Friday, and will cause the missing item to be delivered to the inmate on the following Thursday.
 - 2. All monetary adjustments involving Commissary orders will be made by the Account Specialist on the Commissary Books.
- G. Overages will be returned to the Account Specialist for distribution in accordance with jail policy. Inmates do not have the option to receive overages.
- H. In the event an inmate is released Wednesday or Thursday, after the orders are entered into the computer, the inmate has seven days from Thursday to pick up the their order.
 - 1. An inmate may fill out a property release form for a designated person to pick up the commissary order.
 - 2. If the inmate, or designated person, does not pick up the inmate's order within seven days, the order will be donated to a local charity.

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3. Absolutely no refunds are given.

V. COMMISSARY LIMITS

- A. Commissary and Care Pack limits will be set according to an inmate's classification status. Commissary limits include both standard commissary orders and any Care Packs. The following limits are placed on commissary orders:

1. Minimum: \$110 per week
2. Medium (including Protective Custody and Special Needs): \$80 per week
3. Max 1: \$35 per week
4. Max 2: \$20 per week
5. Max 3: \$15 per week

- B. Maximum-security inmates that are victims only and are not behavioral problems but must remain segregated may be reassessed by classification staff to have commissary order limits modified. If the inmate's classification would normally be a medium, they will receive medium security spending limits. Likewise, for inmates that would normally be minimum security, they will receive minimum security spending limits.

VI. INDIGENT PACKAGES

- A. An indigent inmate is one that has a Commissary balance of three dollars or less.

1. An indigent inmate who has enough funds to make a purchase of under \$3.00 will be allowed to do so upon their written request.
2. Should the inmate elect to purchase commissary items other than hygiene items in order to maintain an "indigent inmate" status, the pending commissary orders will be denied. The inmate is encouraged to purchase hygiene items.

- B. Indigent Packages shall be of two types:

1. PRIMARY PACKAGES - Shall be given to all inmates at the time of booking. When these packages are signed for and received by the inmate, the receipt will become a part of the "A" file. The Primary Package shall contain:
 - a. A receipt;
 - b. One toothbrush;
 - c. One tube of toothpaste;

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- d. Two bars of soap;
 - e. One comb;
 - f. Two envelopes;
 - g. Four sheets of writing paper; and
 - h. One pencil.
2. SECONDARY PACKAGES - Shall be issued to deserving inmates on Commissary receiving days. Signatures are required on a receipt. Once signed, the receipt becomes part of the "A" file. Secondary packages shall contain:
- a. A receipt;
 - b. One tube of toothpaste;
 - c. Two bars of soap;
 - d. Two envelopes; and
 - e. Four sheets of writing paper.

VII. INMATE WELFARE FUND INCOME

- A. The Inmate Welfare Fund is comprised of all monies accrued through the operation of the facilities commissary store, donations, and commissions received from inmate telephones.
 1. Profits generated from commissary sales, donations, and telephone commissions, will be deposited in the Inmate Welfare Fund and expended by the Inmate Welfare Fund Committee primarily for the benefit, education, and welfare of the inmates confined within the Mendocino County Jail.
 2. Inmate Welfare Fund revenue will be deposited with the Treasurer of Mendocino County in a separate trust fund entitled, "County Jail Inmates Welfare and Education Fund."
- B. The Inmate Services Coordinator will be responsible for inmate welfare property maintained within the Mendocino County Jail.
- C. The Sheriff's Administration Account Specialist will maintain a ledger account for the Inmate Welfare fund under the direction of the Inmate Welfare Fund Committee. The Inmate Welfare Fund will be audited biannually by the Auditor/Controller's Office to ensure compliance with standard accounting principles and practices.

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1. All expenditures from the Inmate Welfare Fund will follow current guidelines as established by Penal Code Section 4025, the California Code of Regulations Title 15 Article 4 Section 1043, and the Mendocino County Sheriff's Office.

VIII. ANNUAL REPORT OF INMATE WELFARE FUND EXPENDITURES

- A. Upon the Auditor's Office finalization of the previous fiscal year, an itemized report of all Inmate Welfare Fund expenditures will be prepared by the Sheriff's Administration Account Specialist, and submitted to the Sheriff for approval and transmission to the following:
 1. Superior Court Judges;
 2. Auditor;
 3. Mendocino County Grand Jury;
 4. Board of Supervisors; and
 5. Inmate Services Coordinator.

IX. INMATE WELFARE FUND PROPERTY (Fixed Assets)

- A. Inmate Welfare Fund property (fixed assets) will be used solely for the benefit, education, and welfare of the inmates.

X. INMATE WELFARE FUND EXPENDITURES

- A. All expenditures must be approved by an Inmate Welfare Fund Committee consisting of the:
 1. Administrative Services Manager;
 2. Corrections Division Commander;
 3. Civilian Representative; and the
 4. Sheriff.

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