

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	January 14, 2014	Page 1 of 6	
	SUPERSEDES:	4157.1D January 24, 2011		
	OPI:	OPERATIONS		
	REVIEW DATE:	January 14, 2015		
	Approving Authority	Thomas Faust Director		
	SUBJECT:	Canteen Operations		
	NUMBER:	4157.1E		
Attachments:	Attachment A			

SUMMARY OF CHANGES:

Section	Change
	<i>Attachment A, Approved canteen list for LOP and DS inmates was added to the policy.</i>

APPROVED:



Thomas Faust, Director

1/14/2014

Date Signed

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1. **PURPOSE AND SCOPE.** To establish District of Columbia Department of Corrections (DOC) canteen procedures.
2. **POLICY**
 - a. It is DOC policy to provide commissary/canteen services to allow inmates to purchase approved items that DOC does not provide.
 - b. Inmates in administrative segregation and protective custody have access to canteen services.
 - c. Profits generated through canteen sales shall be placed in a fund that shall be used strictly for the welfare of the inmate population in compliance with established law germane to this matter.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **OBJECTIVES**
 - a. DOC provides the ability for inmates to order multiple items on a weekly basis from the canteen menu.
 - b. Canteen operations are strictly controlled pursuant to standard accounting guidelines.
5. **DIRECTIVES AFFECTED**
 - a. **Directive Rescinded**

PS 4157.1D Canteen Operations (1/24/11)

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b. **Directive Referenced**

PP 4050.1 Inmate Personal Property

6. **AUTHORITY.**

- a. DC Code §24-211.02 Powers: Promulgation of Rules
- b. D.C Code § 24-283 Uses of Inmate Welfare Fund

7. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-5C-25 and 4-ALDF-5C-26.

8. **FISCAL ACCOUNTABILITY**

- a. The canteen fund shall be managed by the Director and shall be strictly controlled using standard accounting procedures.
- b. Canteen funds are audited independently following standard accounting practices and an annual financial status report is available as a public document under the Freedom of Information Act (FOIA).

9. **CANTEEN ITEM LIMITS**

- a. In order to eliminate excess property and to limit inmate bartering and personal enterprise activities, DOC has imposed limits on the number of specific items that will be sold to any inmate each week.
- b. Purchasing limits are electronically monitored by the Jail and Community Correction System (JACCS) computer system but it is the inmate's responsibility to comply with limits set forth.
- c. Policy and Procedure 4050.1 *Inmate Personal Property* sets forth the amount of items each inmate may retain as personal property.
- d. Inmates are notified in the Inmate Handbook and on the approved property list that items in their possession that exceed the authorized limit may be considered to be contraband and will be confiscated.

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- e. The total order, on a weekly basis, cannot exceed either the amount of money in the inmate's account or as designated in ¶ c.

10. CANTEEN SPENDING LIMITS

- a. Group A – \$75 per week
- 1) General Population
 - 2) Protective Custody
 - 3) Total Separation
 - 4) Youthful Offenders
- b. Group B - \$25 weekly spending limited to personal hygiene products and writing materials (attachment A)
- 1) Disciplinary Segregation (DS)
 - 2) Loss of Privileges (LOP) based upon a disciplinary hearing sanction.

11. CANTEEN PURCHASE PROCEDURES

- a. All housing units receive canteen purchase forms on Monday of each week.
- b. The inmate shall complete the order form by properly bubbling in the necessary fields:
- 1) Inmate DCDC # and cell location;
 - 2) Requested item ID# (from menu); and
 - 3) Requested amount of each item (max quantities vary by item)
- c. The Canteen Officer shall collect Canteen purchase forms every Thursday for all housing units.
- d. The Canteen Officer shall submit completed forms to Inmate Finance no later than Friday morning by 7:00 a.m.

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- e. Inmate Finance shall update the warehouse inventory in the inmate management database (JACCS) using the file the canteen vendor provides each day.
- f. Inmate Finance shall run each form through an Optical Mark Recognition (OMR) reader that reads each order.
- g. Inmate Finance shall electronically export each processed order to JACCS to verify:
 - 1) Available inmate account balances
 - 2) Available item inventory
 - 3) Acceptable order limits
 - 4) Any designated restrictions (for example: inmates serving disciplinary detention and inmates who received loss of privileges as the disciplinary sanction)
- h. The inmate's account is debited based on the order verifications identified in g. above.
- i. JACCS produces a finalized order file which Inmate Finance electronically sends to the DOC contracted canteen provider.
- j. The contractor shall receive orders electronically and print pick ticket with all the items for each inmate's order.
- k. The contractor shall bag each order separately, place the pick ticket inside the bag, and heat-seal each inmate's bag.
- l. The contractor shall separate bagged orders by designated CDF Housing units and deliver them to the facility.
- m. The DOC Canteen Officer shall receive all bagged orders.
- n. The Canteen Officer shall deliver the bagged orders to corresponding housing units.
- o. The Canteen Officer shall call each inmate who has a bag and verify the inmate's identify via the arm band.

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- p. The inmate shall review the order and contents and advise the Canteen Officer of any noted discrepancies such as but not limited to a missing product or the presence of a product not included on the order form.
- q. The Canteen Officer shall record all verifiable order discrepancies on the *Order Pick Ticket*.
- r. The inmate shall sign the *Order Pick Ticket* to verify receipt.
- s. The Canteen Officers shall return *Order Pick Tickets* to Inmate Finance when a discrepancy has been noted.
- t. Inmate Finance shall credit the inmate's account when there are verified discrepancies.
- u. All plastic bags shall be collected after canteen has items have been disbursed to the inmate.

Attachment A- Approved Canteen List for LOP and DS Inmates

DOC/PP4157.1E/1/14/14