

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY AND PROCEDURE</b></p>	<b>EFFECTIVE DATE:</b>	April 21, 2017	<b>Page 1 of 7</b>
	<b>SUPERSEDES:</b>	4158.1F April 26, 2016	
	<b>OPI:</b>	OPERATIONS	
	<b>REVIEW DATE:</b>	April 21, 2018	
	<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	<b>COMMISSARY OPERATIONS</b>	
<b>NUMBER:</b>	<b>4158.1A</b>		
<b>Attachments:</b>	Attachment A – Approved Commissary List		

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
	<i>Minor Changes Throughout Policy.</i>

**APPROVED:**



**Quincy L. Booth, Director**

4/21/17

**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish District of Columbia Department of Corrections (DOC) commissary procedures.
2. **POLICY**
  - a. It is DOC policy to provide commissary services to allow inmates to purchase approved items that DOC does not provide.
  - b. Inmates in restrictive housing have access to commissary services.
  - c. Profits generated through commissary 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.** 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 commissary menu.
  - b. Commissary operations are strictly controlled pursuant to standard accounting guidelines.
5. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded**  
  
PP 4158.1                      Commissary Operations (4/26/16)

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

8. **FISCAL ACCOUNTABILITY**

- a. The commissary fund shall be managed by the Director and shall be strictly controlled using standard accounting procedures.
- b. Commissary 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. **COMMISSARY 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. COMMISSARY SPENDING LIMITS

- a. CDF Group A – \$75 per week
- 1) General Population
  - 2) Protective Custody
  - 3) Total Separation
- b. CDF Group B - \$25 weekly spending limited to personal hygiene products and writing materials (attachment A)
- 1) Restrictive Housing
  - 2) Loss of Privileges (LOP) based upon a disciplinary hearing sanction.
- c. CTF Group A - \$125 per week
- 3) General Population
  - 4) Protective Custody
  - 5) Total Separation
  - 6) Youthful Offenders
- d. CTF Group B - \$25 weekly spending limited to personal hygiene products and writing materials (attachment A)
- 7) Restrictive Housing
  - 8) Loss of Privileges (LOP) based upon a disciplinary hearing sanction

## 11. COMMISSARY PURCHASE PROCEDURES FOR UNITS WITHOUT KIOSKS

- a. All housing units receive commissary purchase forms on every Monday of each week.

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- b. The inmate shall complete the order form by properly shading 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 Commissary Officer shall collect Commissary purchase forms every Thursday for all housing units.
- d. The Commissary Officer shall submit completed forms to Inmate Finance no later than Friday morning by 7:00 a.m.
- e. Inmate Finance shall update the warehouse inventory in the inmate management database (JACCS) using the file the commissary 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 commissary provider.

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- 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 Commissary Officer shall receive all bagged orders.
- n. The Commissary Officer shall deliver the bagged orders to corresponding housing units.
- o. The Commissary Officer shall call each inmate who has a bag and verify the inmate's identify via the arm band.
- p. The inmate shall review the order and contents and advise the Commissary 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 Commissary 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 Commissary 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 commissary items have been disbursed to the inmate.

## **12. COMMISSARY PURCHASE PROCEDURES FOR UNITS WITH KIOSKS**

- a. All housing units are equipped with two kiosks screens.
- b. Inmates shall place commissary orders by using the kiosk screen pad and completing the following instructions:

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- 1) Inmate enters his DCDC#, then creates a password that becomes pin number.
  - 2) Requests the item number (from menu).
  - 3) Requests the amount of each item.
- c. Inmate finance shall process orders by floor/housing units.

Attachment A- Approved Commissary List for LOP and DS Inmates

**DOC/PP4158.1/4/21/17**

# Restrictive Housing List of Approved Commissary Items



## Deodorants

- 0147 P-UP A/P DEOD DRIVE
- 0107 P-UP COOL ZONE CLEAR STICK 2.5 OZ
- 0121 FRESHSCENT ROLL-ON 1.5 OZ DEOD "ALCOHOL FREE"

## Dental Products

- 0557 SECURITY TOOTHBRUSH
- 0530 COOL WAVE 4 OZ TOOTHPASTE

## Skin Care Products

- 0090 FRESHSCENT SHAMPOO & CONDITIONER .34 OZ PKT
- 0320 MAGIC SHAVE SHAVE CREAM REGULAR 6 OZ

## Bar Soaps & Shampoo

- 0439 HERITAGE CLEAR DEODORANT SOAP 3.5 OZ
- 0441 BLACK & WHITE SOAP 3.5 OZ
- 0442 ARTRA COCOA BUTTER SOAP 3.6 OZ
- 0444 NEUTROGENA 3.5 OZ
- 0490 HINGED SOAP DISH – PLASTIC

## Stationary & Miscellaneous Items

- 1010 LEGAL ENVELOPES
- 1015 9 ½ X 12 NO CLASP TYPE
- 1055 WHITE 5 X 8 RELED PAD – 50 SHEET
- 1060 WHITE 8.5 X 11 RELED PAD – 50 SHEET
- 1068 SECURITY PEN
- 1070 SKECTH PAD 8 ½ X 11 – 50 SHEET

## Postage

- 1049 ONE EACH \$0.49 STAMP
- 1050 BOOK OF TEN STAMPS (\$0.49 RATE)