

APPLICABILITY PRISON

TITLE

FACILITY/SPANISH MANUALS

REVISION DATE 9/18/24

NUMBER **DOC 200.210**

POLICY

PRISON COMMISSARY

PAGE NUMBER

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REVIEW/REVISION HISTORY:

Effective: 1/16/02 Revised: 8/21/06 Revised: 10/1/11 Revised: 5/15/13 Revised: 8/13/20 Revised: 12/20/21 Revised: 9/18/24

SUMMARY OF REVISION/REVIEW:

Policy Statement I., II.A.3., II.C., II.E., III.C., III.F.1.a. & b., III.F.2., and IV.B. - Adjusted language for clarification

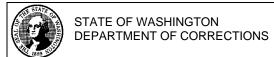
Removed I.B. that a commissary package will typically consist of a bag containing the order and a blank order form

II.C.1. and III.D. - Removed unnecessary language

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Department of Corrections

| Signature on file | | |
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| | 8/21/24 | |
| CHERYL STRANGE, Secretary | Date Signed | |



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REFERENCES:

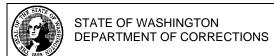
DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 440.080 Hygiene and Grooming for Incarcerated Individuals; DOC 650.040 Over the Counter Commissary Items; Records Retention Schedule

POLICY:

I. The Department has established procedures to operate commissaries in Prisons that provide incarcerated individuals the opportunity to purchase personal items that are not issued by the facility.

DIRECTIVE:

- I. General Requirements
 - A. Space will be provided for a commissary, or provisions will be made for a commissary service.
 - B. The Correctional Industries (CI) Statewide Incarcerated Individual Program Manager will ensure commissary is delivered a minimum of 2 times per month based on the availability of delivery employees at the facility.
- II. Selection of Items for Sale
 - A. The commissary will stock items offered for sale to individuals, designated by custody level.
 - 1. Individuals will have an opportunity to provide input in the selection of commissary items.
 - 2. The Chief of Security Management/designee will review and advise on items that should not be stocked due to security or safety reasons.
 - 3. The Commissary Purchasing Specialist and CI Statewide Incarcerated Individual Services Program Manager will review items that should not be stocked for practical reasons (e.g., short shelf life, slow turnover rate).
 - B. The commissary will only stock Over The Counter (OTC) healthcare items identified in DOC 650.040 Over the Counter Commissary Items.
 - OTC healthcare items must be sold in the original packaging and quantity, with labeling that satisfies all legal requirements for sale directly to consumers.



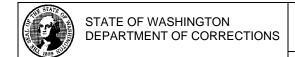
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- C. The CI Purchasing Specialist will publish price lists at least quarterly.
 - 1. Prices and products are subject to change without notice.
- D. The commissary may have sales on discounted, discontinued, or slow-moving inventory items as necessary.
- E. Individuals identified as indigent may only purchase and be provided personal hygiene items per DOC 440.080 Hygiene and Grooming for Incarcerated Individuals.

III. Sales

- A. Sale of commissary items will be made exclusively to the incarcerated population.
- B. The individual will sign to acknowledge receipt of goods at the time of delivery. Signed receipts will be returned to the commissary and retained per the Records Retention Schedule.
- C. Items will be charged to the appropriate subaccount per DOC 200.000 Trust Accounts for Incarcerated Individuals. Cash, scrip, or checks will not be accepted.
- D. Envelopes, personal hygiene, and OTC healthcare items will take priority over all other commissary requests.
- E. With Chief of Security Management approval, the Superintendent/designee may establish order limits on maximum dollar amounts, frequency, and quantity.
- F. CI has established an exchange or credit system for the following. No other credits will be given without CI Commissary Manager/designee approval:
 - 1. Merchandise determined at time of delivery to be damaged/defective.
 - a. Individuals will only be eligible for an exchange/credit if the bag is opened in the presence of the delivery employee/contract staff.
 - b. Damaged/defective orders/items will be destroyed or donated.
 - 2. Individuals unable to accept delivery due to current location and/or custody restrictions (e.g., Administrative Segregation, infirmary, temporary absence, transferred/released).



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 When proof of delivery cannot be established for an order, employees will follow requirements in CI Standard Operating Procedures located on the CI SharePoint site.

IV. Accounting

- A. CI will be responsible for maintaining an accounting system and appropriate reports as required by Washington State Office of Financial Management.
- B. CI accounts will be audited by the Washington State Auditor's Office.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Indigent. Other words/terms appearing in this policy may also be defined in the glossary.

None

DOC FORMS:

None