



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

December 14, 2020

TO: Interested Parties

FROM: *Sarah Sytsma*
Sarah Sytsma, Correctional Industries Director

Jeneva Cotton Scott Russell
Jeneva Cotton and Scott Russell
Incident Commanders, Prisons Health Services Unified Command

SUBJECT: Reduced Commissary Spending Limits

On December 9, 2020, we sent a notice to all incarcerated individuals, notifying them, that due to the ongoing response to COVID-19, and impacts to available resources, effective December 10, 2020, there would be a temporary change to the commissary order limits. In accordance with [DOC 200.210 Prison Commissary](#), the maximum spending amounts have now been reduced.

Commissary operations at both Airway Heights Corrections Center and Monroe Correctional Complex are experiencing worker shortages. The reduction of spending limits will allow commissary operations to keep up with the demand and fulfill orders statewide.

At this time there are no changes to the products available and delivery schedules. There may be short delays in the delivery of orders due to the increase in the number of individuals moving to new units within their facility. We ask for patience during this time.

Correctional Industries will monitor resources and provide an update on the changes to spending limits on January 8, 2021.