



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE

5/15/13

PAGE NUMBER

1 of 5

NUMBER

DOC 200.210

POLICY

TITLE

OFFENDER COMMISSARY

REVIEW/REVISION HISTORY:

Effective: 1/16/02
Revised: 8/21/06
Revised: 10/1/11
Revised: 5/15/13

SUMMARY OF REVISION/REVIEW:

III.D. - Adjusted language throughout for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/25/13

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [ACA 4-4042](#); [ACA 4-4043](#); [ACA 4-4166](#); [DOC 440.080 Hygiene and Grooming for Offenders](#); [DOC 650.040 Over the Counter \(OTC\) Health Related Store Items](#); Correctional Industries Standard Operating Procedures; [Records Retention Schedule](#)

POLICY:

- I. The Department may operate a commissary for the benefit of offenders. The commissary will provide offenders with the opportunity to purchase personal items that are not furnished by the facility. [4-4042]

DIRECTIVE:

- I. General Requirements
 - A. Space will be provided for an offender commissary, or provisions will be made for a commissary service. [4-4166]
 - B. The commissary will serve offenders through individual packaging of the offender's request. An individual package will typically consist of a bag which contains the offender's order blank, merchandise form, and approved list of available items.
 - C. The commissary will not stock items identified as flammable, toxic, or caustic with a Hazardous Materials Identification System (HMIS) rating greater than one.
- II. Selection of Items for Sale
 - A. The commissary will stock items to be offered for sale to offenders, designated by custody level.
 1. Offenders will have an opportunity to provide input in the selection of commissary items.
 2. The Chief of Security/designee will review items and advise on items that should not be stocked due to security or safety reasons.
 3. Commissary staff will review the items that should not be stocked for practical reasons (e.g., short shelf life, slow turnover rate, etc.).
 - B. The commissary will only stock Over the Counter health care items identified in DOC 650.040 Over the Count (OTC) Health Related Store Items.

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C. The Correctional Industries (CI) Brand Manager will publish price lists at least quarterly. However, prices and products are subject to change without notice.

1. Price lists will be posted throughout the facility to be accessible to offenders.

D. The commissary may have sales on discounted, discontinued, or slow-moving inventory items as necessary.

III. Sales

A. Sale of commissary items will be made exclusively to the offender population.

B. Orders under \$1 will not be honored, except for the purchase of pre-franked envelopes, personal hygiene items, and Over the Counter health care items.

1. Based on the offender's spendable balance, envelopes, personal hygiene, and Over the Counter health care items will take priority over all other offender commissary requests.

C. The Chief of Security/designee may establish order limits on maximum dollar amounts, frequency, and quantity.

D. CI has established an exchange or credit system for the following. No other credits will be given without CI Store Manager/designee approval:

1. Merchandise determined at time of delivery to be damaged/defective,

a. Offenders will not receive a refund for rejected orders/items when there is no damage or defect. Rejected items will be destroyed or donated.

2. Offenders unable to accept delivery due to current location and/or custody restrictions (i.e., Administrative Segregation, the infirmary, temporarily absent, transferred, or released), and

3. Orders and/or items lost prior to offender receipt.

a. CI's Standard Operating Procedures for lost or undelivered commissary orders will be followed when proof of delivery cannot be established for an offender order.

E. Sales using cash, scrip, or checks will not be allowed. The offender's account will be charged.

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F. The offender will sign to acknowledge receipt of goods at the time of delivery. Signed receipts will be returned to the commissary and will be retained per the Records Retention Schedule.

IV. Over the Counter Health Care Items

- A. Items identified in DOC 650.040 Over the Counter (OTC) Health Related Store Items as non-medically necessary will be sold through the commissary.
- B. Over the Counter health care items must be sold in the original packaging and quantity, with labeling that satisfies all legal requirements for sale directly to consumers.

V. Personal Hygiene Items

- A. A specific selection of personal hygiene items will be sold to indigent offenders and will be the only choice available to them.

VI. Canteen

- A. If a Superintendent chooses to operate a canteen, the canteen will be operated independently and will serve offenders through an over-the-counter or vending machine-based operation. Typically, this operation will allow an offender to make purchases of selected merchandise from an approved inventory, using scrip, smart card, or other methods of payment approved by the Department Comptroller.
- B. Items sold in the canteen will be limited to popcorn, soda pop, chips, ice cream bars, and individual candy bars.
- C. Canteen operations may sell to offenders, offender friends/family, employees, contract staff, and volunteers.
- D. Cash and/or scrip may be used for canteen operations and approved vending machines for non-offender sales.

VII. Accounting

- A. CI will be responsible for maintaining an accounting system and appropriate reports as required by Washington State Office of Financial Management. [4-4042]
- B. Commissary/canteen funds will be audited independently following standard accounting procedures, and an annual financial status report will be available as a public document. [4-4043]



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DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None