



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

REVISION DATE  
9/18/24

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 200.210**

**POLICY**

TITLE  
**PRISON COMMISSARY**

**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

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

8/21/24  
 \_\_\_\_\_  
 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON</b> FACILITY/SPANISH MANUALS		
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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.
    1. 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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- a. 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.

**ATTACHMENTS:**

None

**DOC FORMS:**

None