



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUALS

REVISION DATE
12/20/21

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POLICY

TITLE
PRISON COMMISSARY

REVIEW/REVISION HISTORY:

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Revised: 12/20/21

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
III.D.1.a. - Adjusted as person-centered language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/6/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 650.040 Over the Counter Commissary Items; [Records Retention Schedule](#)

POLICY:

- I. The Department may operate a commissary for the benefit of incarcerated individuals. The commissary will provide individuals with the opportunity to purchase personal items that are not furnished 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. A commissary package will typically consist of a bag which contains an individual's order and a blank merchandise form of approved available items.
 1. Employees delivering commissary will leave additional blank order forms in the living units after each distribution of commissary.
 - C. 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 Procurement Manager and CI Statewide Incarcerated Individual 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) health care items identified in DOC 650.040 Over the Counter Commissary Items.

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1. OTC health care items must be sold in the original packaging and quantity, with labeling that satisfies all legal requirements for sale directly to consumers.
- C. The CI Purchasing Manager will publish price lists at least quarterly. However, 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. A specific selection of personal hygiene items will be sold to individuals identified as indigent and will be the only choice available to them.

III. Sales

- A. Sale of commissary items will be made exclusively to the incarcerated population.
- B. Based on the individual's spendable balance, envelopes, personal hygiene, and OTC health care items will take priority over all other commissary requests.
- C. With Chief of Security Management approval, the Superintendent/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 Commissary Manager/designee approval:
 1. Merchandise determined at time of delivery to be damaged/defective, and
 - a. Individuals will only receive a refund for rejected orders/items when there is damage or a defect. Rejected orders/items will be destroyed or donated.
 2. Individuals unable to accept delivery due to current location and/or custody restrictions (i.e., Administrative Segregation, the infirmary, temporarily absent, transferred, or released).
 - 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.
- E. Sales using cash, scrip, or checks will not be allowed. The individual's account will be charged.

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F. The individual 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. Accounting

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

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