

COMMISSARY

STANDARD NO(S):

NYSSA # 65

DATE:

October 13, 2009

REVISED: 07/14/2010

REFER TO:

Stephen Webb

I. OBJECTIVE:

To establish procedures for providing inmates with a commissary program that conforms with minimum standards guidelines.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to establish, maintain and operate a commissary for the purpose of offering items for sale to the inmates which have been deemed proper and consistent with the health and welfare of the inmates and the general operation and security of the facility.

III. DETAILS:

- A.** Every inmate, upon completion of the classification process, is entitled to participate in the commissary program, unless their commissary privilege has been suspended as a sanction from a disciplinary hearing or no commissary funds are available to them.
- B.** Indigent inmates may be issued upon request and/or as needed the following items consisting of soap, toothbrush, toothpaste and shampoo. Indigence will be defined as an inmate incarcerated for any most recent period of thirty (30) days with less than one dollar (\$1.00) in their account.
- C.** The limit on the amount of commissary purchases will be seventy-five dollars (\$75.00) per order.
- D.** Commissary orders and deliveries are initiated according to posted scheduled times as directed by the Commissary Officer.
- E.** The Commissary Officer will process commissary orders in accordance with the service contract of the commissary provider.
- F.** Upon delivery, the Commissary Officer will distribute the ordered commissary.

- G.** Inmates will not be allowed within the Commissary Office at any time.
- H.** If an inmate is released from the facility, other than to another facility (i.e. state facility, another local correctional facility, etc.) prior to the delivery of a commissary order, they will be permitted five (5) days from their time of release to retrieve said order. If the order is not retrieved after five (5) days, the Commissary Officer will dispose of same as outlined in the policy entitled ["Inmate Property"](#).
- I.** Bank deposits will be made weekly by the Fiscal Services Manager. Profits resulting from the commissary sales will be utilized only for purposes of inmate welfare and rehabilitation. Commissary funds will not be used to purchase items for inmates that the facility is required to provide per the minimum standards.
- J.** The Chief Administrative Officer will annually request and definitively arrange for the County Auditor, Treasurer, or other county officer in a similar capacity to perform an audit of the commissary account(s).
- K.** The prices of any item offered for sale will be fixed by the service provider.
- L.** The commissary account will be maintained in a manner which will fully substantiate all purchases, sales, and expenditures.
- M.** Nothing in this section shall be construed as exempting commissary operations in a county correctional facility or a county penitentiary from compliance with the provisions of any applicable county or state statute, resolution, rule, regulation, etc.