

Seneca County Correctional Facility

Post Order

Commissary Officer

<u>Location:</u>	Commissary Office	Days: Wednesday – Friday
<u>Equipment:</u>	Complete Uniform Pen (Black and Red Ink) Body Duress	Radio/Battery Proximity Card Keys

General Instructions

1. Be in uniform for duty.
2. Draw necessary equipment.
3. Read and implement policies and post orders.
4. Follow all written and verbal orders.
5. Perform duties as designated by Shift Supervisor or other ranking officers.

Scheduled Duties

1. Report to post.
2. Pass out Commissary Order Form to inmates each Wednesday morning.
3. Ensure all forms are collected for the placing of orders on Wednesday afternoon.
4. Ensure all orders are delivered to the appropriate inmates before the completion of each Friday shift.

Non-Scheduled Duties

1. Ensure all inmate fund balances are correct.
2. Edit forms for those inmates who have had their commissary privileges suspended due to disciplinary sanctions.

3. Ensure all received orders are secured in the commissary office until distributed to inmates.
4. Inventory each order before distribution, ensuring discrepancies (damage, shortage) are recorded on the inmate's receipt prior to delivery.
5. Correct all discrepancies with appropriate credit/deduction and reflect such on the inmate's account.
6. Ensure the inmate signs the commissary receipt to reflect delivery of purchased items has been made. Return original copy to commissary office for filing.
7. Attempt to resolve any discrepancies regarding commissary orders or account balances directly with the inmate.
8. Ensure that property purchased through commissary is exchanged to alleviate any potential over accumulation of property as outlined in policy "Inmate Property".
9. Review prices of items offered for sale with the Chief Administrative Officer to ensure the commissary operation remains self-supporting, while providing a modest return above cost.