



FRANKLIN COUNTY JAIL

Chambersburg, PA

Standard Operating Procedure

Chapter:	400	Activities and Support Services	Number:	400.06	Pages:	6
Title:	06	Commissary	Date Signed:		8/15/2015	
Approved By:	<i>William Bechtold</i> William Bechtold, Warden		Revised Date:		1/2/2020	

POLICY

It is the policy of the Franklin County Jail (FCJ) to provide inmates with the opportunity to purchase items for hygiene and personal use or consumption that are not issued by the jail, and are consistent with FCJ safety and security requirements.

PURPOSE

To establish the procedures that will be used to provide commissary services to the inmates of the FCJ.

REFERENCES

ACA 4-ALDF-5C-25
 ACA 1 CORE-5C-07
 PA Title 37 95.239

DEFINITIONS

Commissary: A service provided by the jail that allows inmates the opportunity to purchase limited amounts of certain approved items for personal use.

Free Commissary: Commissary available by request, for inmates that meet the criteria for being indigent. Free commissary provides basic necessary hygiene items.

Indigent Criteria: Inmates are considered indigent if their account balance is below \$10 and have not received a commissary order from any source for a period of one week .

Disciplinary Commissary List: Approved commissary for Pre-Disciplinary Segregation and Disciplinary Segregation inmates

Purchase Limit: The greatest amount of money that can be spent on a single commissary order each week. The limitation on spending will be specified by the warden.

Inmate Kiosk: Automated commissary ordering system. Secure touch screen device that allows an inmate to order commissary and verify account information. Each housing unit will utilize an inmate kiosk when ordering commissary.

Lobby Kiosk: Automated touch screen system that allows family and friends of inmates to deposit money in an inmate's account.

PROCEDURES

1. General Information
 - 1.1 The schedule for the submission of commissary orders and distribution will be posted in each housing unit. Exceptions to the normal schedule may be adjusted to work around holidays, or unusual events or circumstances. In most instances, changes will be announced in advance.
 - 1.2 All commissary sales will be made against money actually recorded on an inmate's account. No credit or advance of funds will be permitted. Inmates will be responsible for keeping track of their available funds; orders will be placed based upon the balance in the inmates account at the time the order is transferred to the company, not on the day the order was placed.
 - 1.3 Staff shall be knowledgeable in the use of the commissary system and the different methods of ordering commissary. Staff will be available to assist inmates with the use of the kiosks.
 - 1.4 In the event that a kiosk or the system is not working properly for an extended period of time, a paper system will be utilized for ordering commissary. This must be confirmed by the Records Supervisor and all paper orders must be distributed to the units by Records. No paper orders, other than DS orders, will be accepted or processed for standard ordering.
 - 1.5 All profits from the commissary service will be deposited in the Jail Commissary Account. Profits from this account will be utilized by the jail to support the health, security, and wellbeing of the inmate population.
2. Methods of Ordering
 - 2.1 Inmate Kiosk
 - 2.1.1 Each housing unit will have an inmate kiosk available for use. The kiosk will only be used during authorized scheduled out of cell time. Commissary orders can be placed any day of the week but will only be processed and delivered during the scheduled time.
 - 2.1.2 The inmate kiosk permits the following activities:
 - Ordering of commissary items
 - Verification of inmate accounts
 - Receiving and sending of electronic messages via the Secure Mail program

2.2 Lobby Kiosk

2.2.1 The lobby kiosk system may be utilized by visitors to the facility. The use of the lobby system is permissible anytime the lobby is open.

2.2.2 The lobby kiosk permits visitors to deposit money to an inmate's account via cash or credit/debit card

3. Limits/Restrictions

3.1 Commissary is a privilege offered by the FCJ, which can be revoked at any time for failure to abide by the rules and regulations or abuse of the privilege. Commissary privileges may be restricted by Medical or Treatment staff for health or behavioral reasons. In addition, commissary privileges may be suspended or restricted by action of the hearing examiner (Disciplinary Hearing) or shift supervisor (Informal Resolution) for violations of FCJ rules and regulations.

3.2 No commissary order may exceed the purchase limit or the inmate's available funds. When the order exceeds the weekly purchase limit or the inmate's funds, the automated system will randomly deduct items; paper orders will be fulfilled by jail staff in any order they wish.

3.3 The purchase limit for all inmates will be set at seventy (70) dollars per week. As long as the inmate has available funds and is allowed to purchase the items, commissary orders will be filled completely.

3.4 Restrictions may be imposed on the quantity of an individual item an inmate can purchase at one time.

3.5 General Population

3.5.1 General population inmates will be permitted to order commissary items up to the set purchase limit. All items approved for purchase are available to general population inmates. On a case-by-case basis, certain general population inmates may have restrictions placed on their ability to order certain items (i.e. no sugar/diabetic).

3.6 Disciplinary Segregation and Pre-Hearing Disciplinary Segregation

3.6.1 Inmates will be restricted to purchasing items from the approved Disciplinary Segregation Commissary List. Further restrictions (loss of privilege or restricted purchase limit) may be imposed on disciplinary segregation inmates for repeat violations and abuse of the commissary privilege.

3.6.2 Inmates placed on Pre-Hearing Disciplinary Segregation shall have their commissary property inventoried and placed in secure storage.

3.6.3 Commissary ordered prior to and arriving before an inmate's removal from Pre-Hearing Disciplinary Segregation shall be returned to the

Records Department and the inmate's account credited for the entire order.

3.7 Administrative Segregation

3.7.1 Restrictions will be placed depending upon the type of Administrative Segregation status an inmate is on (Administrative Segregation Mental Health, Administrative Segregation Medical, Administrative Segregation Protective Custody, Administrative Segregation Security) and any special conditions/restrictions (i.e. no sharps, limited property) applied to that inmate.

Note: Officers should pay careful attention to the items any AS or DS inmate orders and should check the Administrative Segregation Record or confer with the shift supervisor in regards to restrictions placed on individual inmates.

4. Delivery and Distribution

4.1 Kiosk commissary orders must be placed before lockdown on Tuesday. Orders will be processed on Wednesday morning. Paper orders received after the cutoff will be discarded.

4.2 Commissary will be delivered to the facility on Fridays. Delivery of commissary items will be done via the loading dock of the facility. All orders will be secured in the Jail Industries Room . Float officers will be responsible for verification of the orders.

4.2.1 Any returns from the prior week will be given to the delivery person at this time.

4.3 A master list will be given to correctional staff by the records staff in charge of the commissary. The master list will be utilized to verify that all orders have been delivered. Any missing orders will be noted on the master sheet and the staff member in charge of commissary will be notified.

4.4 All bags will be sorted according to housing unit in preparation for delivery. Carts will be utilized to deliver the bags to each housing unit. Commissary will be distributed to each housing unit Saturday mornings.

4.4.1 Commissary items will ordinarily be secured in either the interview room or multipurpose room in each housing unit. These rooms will be off limits to inmates until all bags are distributed. The officers delivering the bags to the housing units should make sure that the proper paperwork is also given to the Housing Unit Officer.

4.5 Commissary orders will be delivered on Saturday mornings after the meal and unit cleanup (provided no other activities are going on). 1st shift Housing Unit Officers will be responsible for the distribution of commissary on their respective units.

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- 4.5.1 Inmates will be locked down and called individually to the day space for receipt of their commissary. When distributing commissary the officer must verify the inmate's ID against the name on the order forms before issuing the items.
- 4.5.2 Any errors discovered in an inmate's order will be verified by the officer. If an error is present, the officer will fill out a Commissary Credit Sheet (FCJ Form 400.06-1) and attach a copy of the receipt to the credit sheet.
Damaged, unrequested, or excessive items will be collected and turned in with the commissary credit sheet and receipts to the Records Department.

Any damaged, unrequested or excessive items that are not returned to the Commissary Vendor may be used for institutional purposes that are approved by the Warden or designee. These items will not be used for personal reasons or personal consumption by jail staff.

- 4.5.3 The inmate will be required to sign two (2) different pieces of paper work:
- **Master commissary sheet** – signed by the inmate upon receipt of commissary. This is used to verify that the inmate received his/her order.
 - **Commissary receipt** – The vendor provides two copies of this receipt. This receipt will list the inmate's name, the items purchased with their prices, and the total amount of the order.
 - By signing the commissary receipt, the inmate acknowledges that they received their order and any credit issues have been addressed.
- 4.5.4 All orders will be held in a secure area until all items are delivered. The Housing Unit Officer, upon completion, will verify that all paperwork is properly completed, collected, and returned to the Records office.

5. Discharged Inmates

- 5.1 Orders received for inmates who have been discharged will be placed in the Records Department. These orders are returned to the vendor and the money returned to the inmates account. No orders will be held for pickup.
- 5.2 Orders received for inmates who have been placed on ATA status will be returned for a full refund. The inmate will be able to place another order when they return to the facility.

6. Free Commissary

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- 6.1 Free commissary is available to indigent inmates whose account balance is ten (10) dollars or less for one (1) week and who have not received an order for the past week from any source. Free Commissary Forms (FCJ Form 400.06-2) are to be made available on the units for sign up no later than Tuesday. All forms will be collected by the second shift Housing Unit Officer and delivered to the records department by Wednesday morning.
- 6.2 Free commissary kits will provide inmates with basic hygiene. Indigent inmates are limited to one (1) kit per week. Free commissary will be delivered with regular commissary.
 - 6.2.1 Personal envelopes and writing paper for indigent eligible inmates can be requested through the Treatment Department via an Inmate Request Slip (FCJ Form 300.19-1). The amount provided is determined by the Warden.
- 6.3 Inmates caught hoarding and/or giving other inmates free commissary items are subject to disciplinary action.
- 6.4 Inmates ordering regular commissary or receiving commissary from any source will not be permitted to request free commissary. Deceptive requests will be subject to disciplinary action.

ATTACHMENTS

FCJ Form 400.06-1 Commissary Credit Sheet
FCJ Form 400.06-2 Free Commissary Request