

Section 12: Recreation and Programming

Subject: Commissary

Minimum Standard:

Revised: 07/1998, 04/2011, 01/2012

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

Inmates will have the opportunity to make purchases of personal items through the commissary system provided by the Erie County Jail. The commissary program will provide optional hygiene articles, snacks, and writing materials. Inmates who are deemed indigent will receive weekly 2 stamped envelopes, writing material, and a pencil free of charge.

PROCEDURE

A. Ordering

1. Inmates will place their order using the Commissary Kiosk Machines.
2. A Corrections Officer will move the Kiosk between pods hourly to ensure each inmate is given the opportunity to order.
 - a. Officers will enter a CMAC (Commissary Machine Issued) Event in the Jail Log, this event will include:
 - a. Date and Time.
 - b. Area receiving the machine.
 - c. Number of the machine.
 - d. Officer issuing the machine.
3. Corrections Officers may assist special needs inmates in placing orders, if the inmate requests help.

B. Delivery

1. Commissary will be delivered daily to the jail, except Monday's and Saturday's.
2. Commissary shall be passed upon delivery to the jail and as jail activities permit.
3. The Corrections Officer passing the commissary will verify that the items on the receipt match the items being delivered.
 - a. The inmate will sign the receipt indicating they received all the listed items.
 - b. Any missing and/or damaged items will be listed on the receipt, and the receipt placed in the Jail Administrator's Box in Main Control.
 - c. The Jail Administrator will ensure the item is either replaced or refunded.
 - d. All other receipts will be placed in the Commissary Records in the Administration Office 006. These records will be pulled at the end of the month.
4. Orders for inmates that have since been released will be placed in the Jail Administrator's Office.
 - a. Inmates will have 3 days (from date of delivery) to claim their items. Any unclaimed items will be returned to the Commissary Vender.

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5. The officer passing the commissary will log it as a COMM (Commissary Pass) Event, this event will include:
 - a. Date and Time.
 - b. Location where commissary is passed.
 - c. Officer passing the commissary.

C. Accounting

1. The management of the commissary funds will be controlled in accordance with the procedure adopted by the Auditor of the State of Ohio.
2. The Jail Administrator or designee will reconcile the commissary cashbook and account monthly and yearly for audit and accounting purposes.