

POLICY & PROCEDURES

CHAPTER:	5	Inmate Programs	5. 2. 1
SECTION:	2	Commissary	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	1	Commissary	
STANDARDS: ACA – 4 – ALDF: 5C-25; 5C-26			
APPROVED: _____			REVIEW DATE: 5 / 29 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 /26 / 20
Rescind: 5.2.1 dated 11/12/14 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to establish and maintain commissary services to allow the inmates an opportunity to purchase and receive commissary items.

II. RESPONSIBILITIES

All correctional staff, vendors and, inmates are responsible for adhering to the following procedures.

III. DEFINITIONS

Indigent Inmate: Inmates whose commissary accounts balance is zero (\$-0-) for 30 days or more, or as established by the Appointing Authority.

IV. PROCEDURES

A. General Information

1. The Division provides commissary through a contracted vendor who provides trained commissary clerks to deliver commissary items to inmate population.
2. There is available space in each of the Division's facilities for commissary operations. Each designated area is equipped with locking device and must be

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- securely locked at all times by the vendor. Only authorized personnel may be allowed in.
3. Commissary products available to inmates will be as approved by the Commissioner of Corrections.
 4. Inmates are allowed to purchase a maximum of one hundred (\$100.00) dollars in commissary items each week.
 5. Purchased commissary items are delivered and distributed to each Housing Unit once per week by contracted staff; the Divisional custody staff provides security supervision during distribution to inmates.
 6. An inmate that has been deemed indigent may receive certain items from Commissary. Indigent status is reviewed by the caseworker prior to issuance of items.

B. Forms Availability and Ordering of Commissary

1. The vendor will deliver an adequate supply of Commissary Order Forms to the Shift Supervisor's office, for use by inmates.
2. The Housing Unit/Dormitory Officer will distribute Commissary Order Forms to inmates on a scheduled day and shift.
3. All completed Commissary Order Forms will be returned to the Housing Unit/Dormitory Officer who forwards the forms to the Shift Supervisor for delivery to vendor.
4. The time line for placing the completed Commissary Order Forms in the designated bucket at the lobby desk in the City Justice Center is 7:00A.M on each Monday. At MSI, the time line for placing the completed Commissary Order Forms in vendor's mail box is 7:00 A.M. on each Friday.
5. The vendor will pick up the completed Commissary Order Forms and processes the orders.

C. Delivering Commissary to Inmate Population

1. The vendor will utilize its personnel to transport and distribute commissary to the general population inmates:
 - a. At CJC, vendor will deliver and issue commissary to inmates in the housing units.

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- b. At MSI,
 - (1) Vendor will deliver and issue commissary items to inmates housed in the pod,
 - (2) Inmates housed in the dormitories will pick up their commissary items from the store.
- 2. Prior to handing commissary items to the inmate, the Vendor will compare the inmate's ID wristband with the inmate's name on the Commissary Order Form and ensure complete match of identity.
- 3. In the event that the inmate is not present, released, or transferred to another releasing authority the Vendor returns items to the Commissary Distribution Office and credits inmate account accordingly. Inmate will reorder during the next scheduled day and time.
- 4. The Vendor will immediately bring any problem or concern to the attention of the Housing Unit Officer during commissary delivery.
- 5. The vendor will retain record and/or receipt of Commissary delivery signed by inmates and will make the receipt or information related to the receipt available to the Commissioner of Corrections/designee upon request.

D. Indigent Supply

- 1. The inmate will complete and submit a Social Service Request Form to the Caseworker stating what item(s) is being requested. The Caseworker will review the request and verifies that the inmate has had \$0.00 account balance for a minimum of thirty (30) days.
- 2. If the inmate meets the established criteria, the Caseworker will:
 - a. Personally complete an Indigent Commissary Order Form,
 - b. Notate name of the inmate, Master Number, housing unit/Dormitory, and the appropriate item(s) requested,
 - c. Sign, and forward the Form to commissary vendor for a one time issuance.
- 3. The Caseworker notifies the inmate of status of the request. The vendor delivers and issues the item(s) to inmate on a scheduled commissary delivery day.

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4. The following items will constitute appropriate indigent items:
 - a. 2 tubes of 8oz toothpaste
 - b. 1 Toothbrush
 - c. 2 (5oz) bath soap
 - d. 2 (2.5oz) solid deodorant
 - e. 1 (8oz plastic bottle) shampoo, and
 - f. 1 (regular size) plastic comb

5. Undergarment items (i.e., boxers, bras, socks, etc.) will not be issued as indigent items. Indigent inmates may request item replacement only if there is cause to have it replaced. A faded undergarment is not sufficient reason to seek replacement. The Caseworker must make physical determination that the item(s) truly need to be replaced. Inmate must meet all the criteria for approval. All issued clothing items must be returned upon release. (See policy #4.3.4: Inmate Clothing, Linen and Laundry).