



**DEPARTMENT OF CORRECTIONS
Institutions**



Title: Canteen Operations **DOC Policy: 40.2.3**

Supersedes: 7/1/99

Applicability: Institutions and Fiscal Services

Directives Cross-Reference:

Rules:
Death Row Housing - Div 093
Inmate Assignment Management - Div 201
Intensive Management Unit - Div 055
Personal Property (Inmate) - Div 117
Segregation (Administrative) - Div 046
Segregation (Disciplinary) - Div 011
Special Management Unit - Div 048

I. PURPOSE

To establish guidelines for canteen operations which provide efficient uniform cash accounting, inventory and supply accountability, physical management of the canteen; and permit inmates to purchase selected authorized personal use commodities not provided by the state.

II. DEFINITIONS

- A. Canteen: A store operation within a Department of Corrections facility.
- B. Canteen Policy Review Committee: A group authorized by the Assistant Directors for Institutions to approve requested modifications to the canteen product standardization list, pricing issues, and other policy-related issues affecting canteen operations.
- C. Canteen Product Standardization List: A master list containing department-wide and institution-specific items which have been approved by the Canteen Committee.
- D. Canteen Supervisor: Staff member designated to oversee canteen operations and staff at a specific canteen location, and who has authority to make requests for modifications to the canteen product standardization list.
- E. Functional Unit Manager: Any person within the Department of Corrections who reports to either the Director, an assistant director, or administrator and has responsibility for delivery of program services or coordination of program operations.
- F. Holiday Buying Period: A set period of time, designated by the Assistant Directors for Institutions, during which inmates may be afforded an increased spending limit, special items may be stocked and made available for purchase, and/or debt may not be collected from inmates.

- G. Income and Expense Statement: A financial document that measures revenue against expenses for a designated period of time.
- H. Spending Period: An institution-specific period of time scheduled within the seven-day week, during which inmates may place an order at the canteen to purchase items.

III. POLICY

- A. Purchasing: Canteen supervisors will order canteen items in accordance with department rules and policies governing purchasing, and will purchase only those items listed on the canteen product standardization list.
- B. Receiving: Canteen staff are responsible for inspecting all commodities received for the canteen for damage, and for verifying the commodity against packing slips/carrier's invoice and purchasing documentation.
- C. Stock: Each canteen will stock a variety departmentwide and institution-specific items, and products stocked will be dependent on institution need and space limitations. Canteens will only stock those items listed on the canteen product standardization list, except during designated holiday buying periods.
- D. Markup: Merchandise will be marked up for all stocked and special-order items. The markup may be changed at the discretion of the Assistant Directors for Institutions, who may also exempt specific items from markup. Normally, markup will be based on the manufacturer's suggested retail price (MRSP). The minimum markup for canteen products will be at least 20% to provide for canteen operating costs and Inmate Welfare Fund revenue.
- E. Pricing: A list of prices for all available canteen items will be maintained at each facility. The prices listed are subject to change without prior notification and will occur any time there is a price fluctuation from a vendor. Products purchased from the central distribution center will be priced uniformly for all institution canteens. Prices for these products will be set by the Canteen Policy Review Committee.
- F. Hours of Operation: Each functional unit will develop a schedule for canteen operations in terms of spending periods, and make it available to inmates to ensure they have an opportunity to purchase authorized items.
- G. Quantity Limitations: Each functional unit may specify limitations on purchase quantities to reduce gambling resources and/or because of storage space restrictions, but will not conflict with the department rule on **Personal Property (Inmate)**.
- H. Expenditure Limitations: Inmates have an expenditure limitation of \$50.00 per spending period, except when purchasing those items determined to be exempt from this limit by the canteen committee, or during designated holiday buying periods.
- I. Sales:

1. Inmates with fund balances in their general trust account will normally be permitted to purchase from the canteen within established stock and expenditure limitations, except as limited by department rules on **Disciplinary Segregation, Death Row Housing, Special Management Unit, Intensive Management Unit, and Infirmary.**
 2. Inmates are allowed to purchase one order during each spending period. Additional orders may be authorized by the canteen supervisor or functional unit manager.
 3. Canteen staff will verify that funds are available on an inmate's general trust account prior to filling the canteen order.
 4. For all canteen purchases, canteen staff will identify inmates from their department-issued identification card and require inmates to sign a receipt, acknowledging the merchandise they purchased was received by them. In institutions or areas where canteen staff are not present, designated staff will follow this procedure.
 5. Signed receipts will be retained at the institution for four years.
- J. Other Sales: Functional unit managers may authorize other institution functions and non-canteen sales to be performed from the canteen location. (i.e. issuance of indigent envelopes and debitek cards, ordering of photo reprints, purchase of postage and copy credits, etc.). Functional unit managers will develop operational procedures, that do not conflict with existing department rules and procedures, to support these functions.
- K. Physical Inventory: Each canteen supervisor will complete a physical inventory at least once at the end of each fiscal quarter in accordance with procedures set by the Canteen Policy Review Committee.
- L. Income and Expense Statement: Each canteen supervisor is responsible for preparing an income and expense statement within 22 days following each fiscal quarter and submit a copy to Central Trust.
1. Within two working days after completion of the statement, Central Trust staff will transfer the net profit and net other sales into administrative accounts. This will be initiated through use of a Request for Withdrawal of Funds (CD28).
 2. The canteen supervisor may request a waiver from the Central Trust manager if additional expenditures are anticipated.
 3. Documentation supporting the statement must be retained for a minimum of four years.
- M. Inmate Workers:

1. Inmates may be authorized to work in the canteen under direct staff supervision and in accordance with the department rule governing **Inmate Assignment Management**.
2. Direct supervision of inmates will include random inmate searches during and prior to inmates leaving the canteen.
3. Inmates will not assist in physical inventory procedures or assist with account transactions for other inmates.

N. Canteen Area Provisions

1. Security:
 - a. Canteen staff will provide security measures during canteen operations to prevent unauthorized removal of items.
 - b. The canteen area will be in accordance with department security audit standards.
 - c. Merchandise in excess of canteen's needs will be kept in a secured area.
 - d. All canteen areas will be secured when canteen staff are not present.
 - e. Trash will be inspected prior to removal from premises to prevent items being smuggled from the area.
2. Access:
 - a. Only staff and inmates authorized by the functional unit manager or canteen supervisor will enter the canteen area during operating hours.
 - b. After hours, entry to canteen areas must be authorized by the functional unit manager, canteen supervisor, or designee. If these staff are unavailable and there is an emergency event requiring access, a written report must be submitted to the canteen supervisor within 24 hours after the entry.
3. Sanitation: The canteen will be maintained in a clean and orderly manner at all times.

IV. IMPLEMENTATION

An operational procedure shall be developed in institutions where non-canteen sales are performed from the canteen location. Other sales include, but are not limited to, issuance of indigent envelopes and debitek cards, ordering of photo reprints, purpose of postage and copy credits.