

## Commissary and Inmate Welfare Fund

### 2002.1 COMMISSARY OPERATIONS

To help improve inmate morale and grooming, a commissary store is maintained for inmates in custody of the Sheriff. This allows the inmates to use their own personal funds to purchase snack food and miscellaneous approved hygiene items.

- (a) Location
  - 1. The office and warehouse space for [REDACTED]
- (b) Administration
  - 1. The Commissary will be the responsibility of the Assistant Sheriff of the Custody Operations Command at the direction of the Sheriff.
- (c) Division Commander
  - 1. The Division Commander will determine which commissary items will be sold in Custody Operations. The Division Commander will also determine the frequency of inmate purchases and set the maximum quantity for any one purchase, and the number of commissary items an inmate is allowed to possess at one time. Two purchases each week is the limit.
- (d) Commissary employees
  - 1. All commissary employees will complete the Custody Orientation for Professional Staff course within (90) days of their assignment/employment start date, with a refresher course completed every two years.
    - i. The Jail Compliance and Training Team (JCATT) will maintain the Custody Orientation for Professional Staff course and disseminate it to commissary employees.
    - ii. Commissary employees will conduct a quarterly inventory. The Senior Accountant/Auditor assigned to the Financial Division will make a quarterly profit/loss statement. The Commissary employees will maintain daily purchases, sales, and inventory records. Each inmate's commissary order slip will be retained on file in the Commissary office for two years.
- (e) Inmates will order commissary items by marking an order form distributed two times weekly by Module Deputies. Completed order forms will be forwarded to Commissary Operations who will debit orders with sufficient funds from the inmate's account. Inmates with insufficient funds will be given an insufficient funds slip. Commissary employees will bag the items the next day and hand-deliver the bags to the inmates in their housing locations. Orders will not be delivered to inmates who do not present their jail-issued identification card. The inmate will sign the order slip as received; the slip is then returned to the Commissary office where it is retained for two years.
- (f) Welfare Pack

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1. Indigent inmates, those with less than \$4.60 in their account, will be given a Welfare Pack, if requested, once per week. The contents are:
    - i. One toothbrush with toothpaste
    - ii. One disposable razor. For additional information, regarding inmates who are not allowed disposable razors, refer to [CCOM Section 1202 – Classification Descriptions and Identification](#).
    - iii. One hair comb
    - iv. Four (4) letter sized envelopes and postage
    - v. One (1) golf pencil
    - vi. Ten (10) sheets of writing paper
  2. Indigent inmates who order the "Welfare Pack" will carry a negative balance until they are no longer in Orange County Sheriff's Department custody.
  3. Any future money received or deposited on an inmate's account will be used to settle negative balances.
- (g) Commissary Procedure
1. A variety of commissary items are available for purchase by inmates. The Commissary Administration sets prices for items sold in the commissary. The profit margin is set below that of local grocery chain stores. Sales tax is added to taxable items.
  2. Profits generated from the sale of commissary items are deposited into the Inmate Welfare Fund.
  3. Commissary order forms will be distributed to inmates on a weekly basis. Order forms will list available items and prices.
  4. Inmates will be permitted to purchase commissary items up to the quantity limits specified on the commissary order slip.
  5. Razors will not be given to the following classifications:
    - i. High Security (HS)
    - ii. Administrative Housing (AH) Levels 1-3
    - iii. Mentally III (MI)
    - iv. Mentally III Lockdown (MIL)
  6. Inmates on disciplinary status, who have lost their commissary privileges, will not be permitted to order or receive commissary until their disciplinary status has ended. However, they will be permitted to order hygiene and correspondence materials.
  7. Inmates will sign the order form as authorization to withdraw the funds from their account.

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8. All order slips are forwarded to the designated facility collection point by 1900 hours. All order slips will then be collected by the Commissary office for next day processing. Order forms with insufficient funds will be returned to the inmate during regular commissary distribution.
9. Commissary employees will bag the items the following day and deliver the bags to the inmates in their respective modules. Inmates must sign for the items when received.
10. Unclaimed commissary orders from released inmates will be reversed by Commissary Operations with the funds returned to the inmate's account. Inmates may return to any department jail cashier and claim their funds after being released.
11. Commissary distribution is scheduled throughout Jail Operations on a regular basis, two (2) times per week.
12. At no time will sworn staff distribute commissary.
13. Security concerns may necessitate the cancellation of scheduled commissary deliveries. In the event of a cancellation, the Watch Commander will be notified before Commissary personnel leave the facility.

#### **2002.2 SPENDING AND ACCOUNTING OF WELFARE TRUST FUNDS**

- (a) The Sheriff is liable for accurate management of the Inmate Welfare Trust Funds.
- (b) Sources of income for the Inmate Welfare Fund include Commissary Operations, Inmate telephone revenue and educational contracts.
- (c) An annual budget is drafted by the Correctional Programs Unit for the Inmate Welfare Funds and Commissary Manager for Commissary Funds. The Financial Manager maintains ledger books. The Auditor-Controller's staff periodically audits the books. The Sheriff makes an annual report of the Inmate Welfare account and expenditures to the Board of Supervisors as required by Penal Code section 4025.
- (d) The County Treasurer deposits funds at Bank of America. Interest accrued by the account is added to the account.
- (e) The Financial Manager sends a report of sales of taxable items and a check for the taxes to the California Board of Equalization as required by law.
- (f) Expenditures from the Inmate Welfare Trust Fund require the signature of the Assistant Sheriff of the Custody Operations Command and the Department Financial Manager. Money from the Commissary account is used to replenish commissary supplies and requires only the Financial Manager's signature for approval.
- (g) Typical expenditures for the accounts include:
  1. Inmate Welfare Fund
    - i. Inmate housing TV sets and repairs
    - ii. Games, sports equipment, reading materials for inmate recreation

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- iii. Inmate general library program
- iv. Inmate law library program
- v. Inmate vocational education program
- vi. Welfare pack items for indigent inmates
- 2. Commissary Operations
  - i. Re-stock items for the Commissary
  - ii. Salaries and expenses of the Commissary stores operation
- (h) A continual inventory of inmate televisions, games, books, etc., is maintained by the Correctional Program Supervisor.
- (i) Inmate Welfare Fund Expenditure Report
  - 1. Copies of the annual Inmate Welfare Fund Expenditure Report will be made available to all inmates. Two (2) copies of the report will be available for inmate's inspection.
  - 2. Personal copies of the Inmate Welfare Fund Expenditure Report will be provided after the inmate pays duplication costs pursuant to Government Code Section 6253.
  - 3. The following procedure will be used to charge an inmate for duplicating costs of a personal copy of the report:
    - i. Determine the cost for the document by charging for each page using the fees which have been approved by Board of Supervisors Resolution, currently \$0.15 per page.
    - ii. Obtain a cash withdrawal receipt from the cashier for the proper amount and have the inmate sign it.
    - iii. Have the cashier process the cash withdrawal.
    - iv. Provide the cash and a copy of the receipt to Jail Cashiering who will post it to the appropriate account.
    - v. Provide the inmate with a copy of the report.