



**Ashland County Sheriff's Office, Corrections Division  
Standard Operating Procedures**

Subject:	<b>Inmate Commissary</b>	Policy Number: <b>237</b>
Related Directives:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment	<input checked="" type="checkbox"/> Permanent: Issued <b>2019</b>
Admin Captain:	<b>Captain David Blake</b>	Effective Date: <i>Apr 21 2021</i>
Sheriff:	<b>E. Wayne Risner</b>	Effective Date: <i>04-21-2021</i>

**Purpose**

The purpose of this policy is to establish and maintain a commissary system to provide detainees with approved items that are not supplied by the Jail.

**Policy**

The Jail Administrator shall establish, maintain, and operate a commissary/canteen in the jail so that inmates may purchase approved items such as hygiene items, snacks, writing materials, postage stamps, etc.

It is the policy of the jail to provide a Commissary system to provide food and other items not supplied by the Jail.

**Procedure:**

- A. No staff member shall gain personal profit, directly or indirectly, as a result of the commissary system.
- B. Postal supplies prices shall not exceed those for the same articles sold at local post offices.
- C. Commissary shall be provided on a regularly scheduled basis and not less than once weekly.
- D. Being able to make commissary purchases is considered a privilege. An inmate's behavior and actions toward the commissary Officer, or other Officers, could result in that inmate's commissary privileges being suspended.
- E. Indigent prisoners shall be provided basic hygiene products & writing material.
- F. Commissary purchases must be reflected by a debit entry on the detainee's cash account. Entry must be initialed by the officer or a receipt must be placed in the inmates file & property.
- G. All profits from the commissary shall be subject to audit.

**I. 237.01 Inmate Funds/ Account**

- A. The inmate funds are maintained by the Ashland County Sheriff's Office in order to keep an accurate accounting of all deposits and disbursements in compliance with the guidelines set forth by the Ohio Auditor of State ORC 341.25.
- B. Handling Inmate Money During Intake:
  - 1. Any money that is in an inmate's property at intake will be deposited into the intake kiosk in booking.
    - a. Torn currency will not be accepted by the kiosk and must be entered manually. Place

**Ashland County Sheriff's Office, Corrections Division**  
**Standard Operating Procedures**

it in the safe at the end of the shift when closing the drawer.

2. If an inmate is booked in, the money is to be deposited into a personally designated commissary account. If an inmate owes fees from a previous incarceration, his or her money will be deposited into the intake kiosk for credit to his or her commissary account.
3. Checks from other institutions will be accepted. Personal checks shall be returned to the sender or placed in the inmates property. Payroll checks will be accepted if the employer/company check can be verified.
4. The commissary account allows for the inmate to purchase hygiene items, food items, correspondence items, etc. beyond what is provided by the jail. It also provides a system for the jail to maintain co-pay billing programs such as medical, dental or other court-ordered payments.
5. Upon depositing the money, one receipt will print; it will be placed in the inmates property and a copy will be made and placed in the inmate's booking file.
6. If an inmate has money on their account upon release, they will be issued a debit card with the remaining money from their account. If the inmate is going to another facility, a check will be mailed to the facility.
7. If an inmate wants to donate their remaining balance from their commissary account, they will fill out form 237.01B7 to authorize their money to be donated to the inmate trust fund. This form will be scanned in the inmates booking file and a copy will be placed in the commissary box.

C. Public Placing Money on Inmates Account

1. Any outside party may place funds on an inmate's account by using the intake kiosk in the corrections night lobby.
2. Upon depositing the funds, a receipt will print out for verification.
3. Funds may also be given online ([www.accesscorrections.com](http://www.accesscorrections.com)) or by phone (866-345-1884) through Access Corrections.
4. If an outside party has placed funds on an inmate's account and the inmate is released, the procedure in 237.01A6 & 237.01A7 will be followed.

D. The management of commissary funds shall be strictly controlled in accordance with procedures adopted by the Auditor of the State of Ohio. See section 237.0 for complete description.

**II. 237.02 Auditor's Guidelines**

- A. The following guidelines will be followed for handling funds relating to the individual inmate commissary account and the overall general inmate trust fund.
1. Proper internal controls shall be instituted for the receipt of monies and daily balancing of money received with duplicate receipts.

**Ashland County Sheriff's Office, Corrections Division**  
**Standard Operating Procedures**

2. A checkbook shall be maintained reflecting money received from sales and disbursements made. This checkbook will be balanced monthly with the depository account.
3. Purchases of merchandise from the commissary shall be made by check written directly to the vendor and properly supported by invoices.
4. A financial profit and loss statement shall be maintained. The General Journal will reflect balances for each line item.

**III. 237.03 Commissary**

- A. The Ashland County Jail shall provide commissary to all inmates. Inmates who are under disciplinary action have a limited selection which includes hygiene items & writing material only.
- B. Commissary orders sent on Monday mornings will arrive and be passed out on Tuesday nights and orders placed on Thursday mornings will arrive and be passed out on Friday nights. The exception to this rule is during holidays and as the jail administrator deems necessary.
- C. The Keefe Company has been contracted to provide hygiene items, clothing items, snacks, soda, candy, cookies, powdered drinks, games, writing materials, greeting cards, cards and indigent kits for our commissary system.
- D. Indigent kits may be ordered every 7 days by an indigent inmate. Each indigent hygiene kit includes seven shampoo/conditioner, one bar of soap, one tube of toothpaste and one deodorant. The indigent mail kit includes four pieces of paper, two envelopes and one small pencil.
- E. Commissary shall be conducted as follows:
  1. Inmates will order commissary items using the kiosk in their area. Until a kiosk is placed in the medical cell and the booking area, inmates in holding cells will be given paper order forms and their orders will be entered manually.
  2. In the event a kiosk or kiosks are down, the officers must give the inmates paper commissary menus and give them to corrections secretary to be entered manually.
  3. Orders will be 'sent' to the warehouse on Monday and Thursday mornings with delivery on Tuesdays and Fridays by a delivery service. Each order is packaged in a sealed plastic bag with a packing slip inside.
  4. When the orders are passed out, each bag should be checked by the officer to ensure that all items are correct and undamaged.
  5. Once the order is determined to be correct, the inmate and the officer must sign the packing slip where it indicates inmate signature and officer signature. If any discrepancy occurs, the packing slip must be marked, dated and signed by the officer delivering the items. The signed packing slip will be given to the corrections secretary for a refund to the inmate's account.
  6. When all orders are complete, the slips shall be clipped together and given to the corrections secretary.

**Ashland County Sheriff's Office, Corrections Division**  
**Standard Operating Procedures**

7. Discrepancies are refunded on the next business day following commissary delivery day.
- F. Inmates may get snacks from the vending machines each day if they have money on their commissary account. The vending machines are located in Housing 1, Housing 2 and Flex dorms.
- G. Inmates may receive a package from Securepak that has been ordered by an outside party. Securepak has the same items as commissary such as hygiene items, paper, cards, and snacks. Securepak is delivered with the regular commissary orders. ([www.ashlandpackages.com](http://www.ashlandpackages.com))
1. If a discrepancy occurs, the packing slip must be marked, dated and signed by the inmate and officer passing out the commissary.
  2. The packing slip will be given by the officer to the corrections secretary to request a replacement to be sent.