

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 302.11	<b>Page 1 of 3</b>	
		<b>Effective:</b> 03-02-15	<b>Reviewed:</b>	
		<b>Distribution:</b> Public	<b>Due for Rev:</b>	
<b>Chapter:</b> Fiscal Management				
<b>Subject:</b> Prisoner Commissary				

- I. Authority  
In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.
- II. References  
Alaska Statutes  
33.30.011  
Alaska Administrative Code  
22AAC 05.170
- III. Purpose  
To establish procedures to provide and manage commissary services to prisoners, to describe the fiscal operation of the commissary and to require regular audits of the commissary accounting procedures.
- IV. Application  
All employees and prisoners confined to correctional facilities owned and operated by the Alaska Department of Corrections.
- V. Definitions
- A. Commissary  
A purchasing service where prisoners may purchase approved items on a regular basis.
  - B. Special Commissary  
A purchasing service where prisoners may periodically purchase approved special items. Commissary form 302.11 is required for such purchases.
  - C. Prisoner Incentive Program  
A program where a prisoner's access to privileges designated by the Director, such as allowed property or commissary purchases is determined by the prisoner's custodial status, sentence, housing, behavior, employment and compliance with recommended programming.
  - D. Prisoner Account - The prisoner's personal fund established pursuant to Policy 302.12.
  - E. Prisoner Welfare Fund  
A fund established to provide loans or grants to prisoners or prisoner organizations for activities not funded by general appropriations.
- VI. Policy  
Each institution shall establish a commissary system that allows prisoners to purchase approved items. Commissary is a privilege and not a right. The Department may impose a surcharge on commissary not to exceed 3% and all proceeds from any such surcharge shall be placed in the Inmate Welfare Fund, pursuant to Policy 302.10.
- VII. Procedures
- A. Commissary Operation
    1. The Superintendent shall establish the hours of operation.
    2. A list of the commissary items should correspond with the approved items for Phase I, Phase II and Phase III and as listed in the property policy. Prices shall be established and the list posted within the institution.
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- a. Entries appearing on the commissary list should not be considered permanent. All items and prices are subject to change without notice due to the fluctuation of costs and the availability of merchandise. When changes are made, a new commissary list shall be prepared and posted.
  - b. A prisoner is not permitted to have in their possession or control quantities of commissary in excess of that permitted. The Superintendent will establish procedures to limit commissary purchases to the property allowed. Excess commissary items shall be considered contraband.
3. Distribution procedures for commissary shall be established by the Superintendent.
  4. Each prisoner shall sign for receipt of commissary items requested when they are received. (See VI.E. below).
  5. The Superintendent shall establish a specific method requiring the Administrative Officer or designee to balance all commissary transactions to the Offender Trust Account assuring adequate funds exist for purchases and accurate balance of individual accounts are maintained.
- B. Commissary Resupply
1. Items shall be selected on the basis of price and availability.
  2. Institutions who choose to have an "Inmate Store" shall conduct weekly inventories to ensure appropriate levels of stock items and to reorder items as necessary.
  3. When deliveries are made, the packing list or invoice shall be signed and checked against the goods delivered to ensure that the complete order has been received.
  4. Deliveries from vendors shall be placed in an area separate from the "Inmate Store" stock until such time as a proper inventory of all items occurs. All items received will be screened and checked against the packing list before goods are added to the commissary stock. Shortages will be reported to the supplier for corrective action.
  5. Checks shall be issued to each vendor from the facility checking account and properly coded for this transaction, by the Superintendent or designee.
  6. Any related bank statement shall be reconciled to ensure that deficiencies are noted and corrected in a timely manner.
- C. Commissary Audit
- An internal audit may occur once each year to review appropriate pricing, determine other vendor participation, assure up-to-date stocks, and enforce correct accounting practices.
1. Internal audits should include review of the following:
    - a. Examination of sales records;
    - b. Verification of balances;
    - c. Verification of billing accuracy;
    - d. Procurement procedures;
    - e. Examination of disbursement records;
    - f. Inventory of stock; and
    - g. Accuracy of records;
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2. External audits by Department staff not employed at the institution may be conducted annually and a written report submitted to the Director and Superintendent regarding the Commissary Fund Account.
- E. **Special Commissary**  
Items not regularly on the commissary list may be requested and purchased through special commissary using Form 302.11, Commissary Request. The Assistant Superintendent must review and approve all special commissary requests, based on items the Director of Institutions has approved for sale.
- VIII. **Implementation**  
This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

March 2, 2015  
Date

Signature on File  
Ronald F. Taylor, Commissioner  
Department of Corrections

Forms Applicable to this Policy:  
302.11 Commissary Request

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