

| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b>                                   |  |   |
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| Standard Operating Procedures  |  |   |
| <b>Functional Area:</b><br>Corrections Division /<br>Facilities Operations | <b>Reference Number:</b><br>IIA01-0004 | <b>Revises<br/>Previous<br/>Effective Date:</b> |
| <b>Subject:</b><br>Access to Inmate/<br>Probationer Commissary             |  | 8/15/01   |
| <b>Authority:</b><br>Donald / Adams  | <b>Effective Date:</b><br>9/01/04      | Page <b>1</b> of<br><b>2</b>                    |

**I. POLICY:**

Under the Rules of the Board of Corrections, each facility/center shall operate a facility/center inmate/probationer commissary for the benefit of assigned inmates/probationers. The Warden/Superintendent shall have the overall responsibility for the operation of the inmate/probationer store. Each facility shall maintain a commissary for inmates/probationers to permit their use of personal funds for the purchase of miscellaneous and non-essential items. The commissary shall insure that approved items which are not normally provided by the facility/center and which are specified in SOP IIB06-0001 are made available for purchase.

**II. APPLICABILITY:**

Prisons, Probation Detention Centers and Probation Boot Camps.

**III. RELATED DIRECTIVES:**

- A. GDC Rules: 125-4-6-.05.
- B. GDC SOP: IIB06-0001.
- C. ACA Standards: 3-4044.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

NONE.

**VI. PROCEDURE:**

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- A. The inmate/probationer commissary may be open five days a week; not including weekends or holidays.
- B. Inmates in administrative segregation may complete an order from on specified days and have their purchases transacted by an assigned staff member. Access to the commissary may be denied or limited through specific disciplinary sanctions or to an inmate/probationer housed in disciplinary isolation.
- C. All inmates/probationers must present a picture identification to the store manager at the commissary before purchases will be allowed.
- D. All inmate's/probationer's balance shall be verified before a sale is transacted. Credit will not be extended.
- E. Staff are not authorized to remove or purchase items from the inmate/probationer commissary.
- F. Facilities/Centers may develop local procedures for the operation of the inmate/probationer commissary which includes a schedule of open hours.
- G. Facilities/Centers will maintain and post a price list of items available for purchase. The available items will conform to restrictions specified in SOP IIB06-0001, Inmate Personal Property Standards.
- H. Claims for damaged or missing items must be made immediately upon purchase. Once the inmate/probationer leaves the commissary area (i.e., leaves the sight of the commissary staff), no claim for damaged or missing goods will be honored.
- I. The Department will establish a weekly spending limit that will be reviewed annually. All affected facilities/centers will be notified if a change in the spending limit is approved.
- J. Special mission facilities/centers such as boot camps may have modified procedures regarding what is offered for sale and weekly spending limits. These special provisions will be outlined in a separate SOP.

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