

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.06	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-5C-25, 7D-11, 7D-12 P.C. 4025 P&P 18.06	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 22, 2015	
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CHAPTER: Fiscal Management	SUBJECT: Commissary Accounts	

I. **PURPOSE:** To describe the fiscal operation of the commissary program that is contracted with a third-party commissary vendor.

II. **POLICY:** The Detention and Corrections (D&C) Division shall maintain a commissary program for inmates that permit their use of personal funds to purchase miscellaneous items not furnished by the facility and foodstuffs. The commissary vendor shall:

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- A. Offer approved items for sale not normally provided by the facility.
- B. Provide strict controls over the operation of the commissary program and require that standard accounting procedures be followed.
- C. Provide for an audit to ensure that standard accounting procedures are being followed and that the integrity of the fund is being maintained.

III. **DEFINITION:** COMMISSARY is a store available for inmates to purchase miscellaneous items. Refer to D&C's Policy and Procedure [18.06](#), "Commissary Procedure."

IV. PROCEDURE:

- A. **COMMISSARY TRANSACTIONS:**
 - 1. Inmate accounts are automatically debited by the commissary vendor staff at the time of purchase.
 - 2. Discrepancies are resolved by the commissary vendor.
 - 3. The commissary vendor shall submit a weekly itemized bill, listed and sorted by Person File Number (PFN), to the Inmate Welfare Fund (IWF) for all debits to inmate accounts.

- B. The IWF shall be reconciled monthly with the auditor's records and by the IWF staff. This process is reviewed by the Inmate Services' Lieutenant.
 - 1. Whenever an adjustment totals \$50 or more, all discrepancy material, complete with documentation is to be provided to the Sheriff's IWF accounting staff for review.
 - 2. If no notification is received by IWF for the particular month, IWF staff will contact the commissary vendor to verify no adjustments were made.
- C. All commissary accounts shall be internally audited annually, in conjunction with the financial status report prepared for the IWF Committee. In July of each year, an annual financial status report which outlines the commissary vendor's financial status shall be made available as a public document.
- D. Access to *Advanced Technology Information Management System (ATIMS) Jail Management System (JMS)*: The commissary vendor's staff will have access to the following *ATIMS JMS* screens only: *Money → Inmate, and Money → Reports*.