

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 126.00

EFFECTIVE DATE: 21 February 2024

SUBJECT: COMMISSARY SERVICES

POLICY DIRECTIVE

PURPOSE:

To provide policy that ensures commissary services are available where adult inmates and juvenile residents can purchase approved items that are not furnished by the facility.

REFERENCE:

WV Code §15A-4-10; and 5-ACI-1B-18, 5-ACI-1B-19, 5-ACI-2E-12, 5-ALDF-5C-25, 5-ALDF-5C-26, 4-JCF-6B-11, 3-JDF-1B-18, 2-CO-1B-12 and 2-CO-1B-13.

RESPONSIBILITY:

Superintendents are responsible for enacting facility-specific Operational Procedures and ensuring the requirements of this Policy Directive are included in applicable Post Orders.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 126.00, dated 08 September 2020.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITION(S):

Commissary: an area or system where approved items are available for purchase by inmates or residents.

POLICY:

- I. Commissary services are provided by a contractual vendor and are available at all facilities within the Division of Corrections and Rehabilitation (DCR). Adult inmates and juvenile

residents can purchase approved items from the commissary that are not furnished by the facility.

- A. The commissary master menu, as approved by the Commissioner/designee, will be reviewed at least annually (by appropriate security and contract services personnel) and, after approval by the Commissioner/designee, be updated as necessary and appropriate.
 - B. Superintendents may restrict or remove any item listed on the commissary master menu, but he/she may not add items to it.
- II. The commissary's operations are strictly controlled using standard accounting procedures.
- A. Payment for purchases from the commissary by inmates/residents shall be made from their trustee accounts.
 - B. The commissary contractual vendor will supply the agency with an independent Certified Public Accountant (CPA) yearly audit within six (6) months of the end of the fiscal year and in accordance with GAAP (generally accepted accounting principles).
 - C. Profit from the operation of the commissary (with the exception of services to jail inmates as stipulated by state code) are deposited into inmate or resident benefit funds.
 - D. Superintendents shall ensure that inmates are informed of the schedule and procedures for ordering items from the Commissary.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall III Feb 21, 2024
William K. Marshall III, Commissioner Date