

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Access to Offender Commissary

Policy Number: 227.07

Effective Date: 6/22/2023

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

Under the Georgia Department of Corrections (GDC) Board Rules, each facility/center shall operate a facility/center offender commissary for the benefit of assigned offenders. The Warden/Superintendent shall have the overall responsibility for the operation of the offender store. Each facility shall maintain a commissary for offenders to permit their use of personal funds for the purchase of miscellaneous and nonessential items. The commissary shall ensure that approved items which are not normally provided by the facility/center, and which are specified in SOP 206.01 are made available for purchase.

II. Authority:

A. GDC Board Rule: 125-4-6-.05.

B. GDC Standard Operating Procedure (SOP): 206.01 Offender Personal Property Standards; and

C. ACA Standards: 5-ACI-1B-20 and 4-ACRS-7D-29.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

This policy is applicable to all prisons, centers and facilities housing offenders assigned to the Georgia Department of Corrections.

A. The offender commissary may be open five days a week, not including weekends or holidays.

B. Offenders in administrative segregation may complete an order form 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 offender housed in disciplinary isolation.

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- C. All offenders must present a picture identification to the store manager at the commissary before purchases will be allowed.
- D. All offenders' balances 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 offender commissary.
- F. Facilities/Centers may develop local procedures for the operation of the offender 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 206.01, Offender Personal Property Standards.
- H. Claims for damaged or missing items must be made immediately upon purchase. Once the offender 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 may have modified procedures regarding what is offered for sale and weekly spending limits. These special provisions will be outlined in a separate SOP.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.