



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.K9 Canteen Services

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
1 October 1999	08 February 2017	13 January 2017

A. PURPOSE: The purpose of this procedure is to establish a guideline for Inmate Canteen Services.

B. SCOPE: This procedure shall apply to all Corrections Personnel.

C. POLICY: It is the policy of the Leon County Detention Facility to make Canteen Services available to inmates, allowing for the purchase of hygiene and comfort items. An account shall be established and maintained on all persons incarcerated.

D. DEFINITIONS: N/A

E. PROCEDURE:

1. INMATE PURCHASES:

- a. The Detention Facility maintains inmate funds in staff control at all times through a highly controlled, fully accountable financial management system that permits inmate support of family members and allows purchase of assorted minor food products and other goods through the Detention Facility's Canteen Unit. Furthermore inmates shall not carry cash about their person.
- b. Shopping lists of Canteen items clearly showing prices and any special conditions of sale are available in each housing unit and shall be used by the inmates to place their order. Canteen items available include at a minimum:
 - 1) Snacks;
 - 2) Grooming and personal hygiene items;
 - 3) Stamps;
 - 4) Stationary;
 - 5) Pencils and pens;

- 6) Foot wear;
 - 7) Socks; and
 - 8) Undergarments.
- c. The Canteen Service provider shall set prices of Canteen items, in consultation with Detention Facility Fiscal Coordinator. Canteen prices shall not exceed the fair market value for comparable items sold in the community nor shall the food items sold compete with the Facility's Food Program.[FCAC 16.04 FMJS10.01]
 - d. Facility accounting procedures for the Inmate Welfare Fund and the function of the Inmate Welfare Fund Committee are addressed in the Detention Facility Standard Operating Procedure 450.C2 (Leon County Inmate Accounts and Welfare Fund).

2. PURCHASE DELIVERY:

- a. Excluding holidays, canteen ordering forms will be collected from inmate housing areas on Monday and Wednesday.
- b. Delivery days for Canteen purchases are Wednesday through Friday, excluding holidays.
- c. Staff passing Canteen items shall use the receipt available to verify delivery and he/she and the inmate shall sign the form.
- d. Shortages or damaged items (noted on the receipt) will be credited to the inmate's account. Items ordered by the inmate but refused at delivery will not be credited unless inedible or damaged.
- e. The Watch Commander on duty during Canteen delivery will be responsible for the return of delivery receipts to the Fiscal Office or other designated place.
- f. The Canteen Supervisor shall ensure that indigent inmates requesting postage and/or pencils for corresponding receive these items in a timely manner.
- g. Hygiene items provided to indigent inmates includes at a minimum:[FCAC 14.17]
 - 1) Tooth brush;
 - 2) Tooth paste;
 - 3) Soap; and
 - 4) Wash cloth and towel (issued clean and laundered regularly).

APPROVED:

A handwritten signature in blue ink, appearing to read "K. Peterson", is written over a horizontal line.

DEPARTMENT OF DETENTION CHIEF