



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Correctional Services

**Section:** 506.1

**Subject:** Inmate Programs and Services

**Topic:** Inmate Commissary

**Enacted:** 12/01/2007

**Last Review:** 04/09/2025

**Review:** 04/01/2027

## I. PURPOSE

The purpose of this General Order is to provide directives for the operation, control, and security of the Inmate Commissary Program.

## II. POLICY

It shall be the policy of the Corrections Division that an Inmate Commissary vendor be contracted so that inmates may purchase certain food, clothing, and hygiene items from an approved list, out of their accounts at a minimum of one (1) time per week, excluding holidays. Only general population inmates are permitted to purchase Inmate Commissary items. Inmate Commissary is a privilege, not a right, and may be suspended for disciplinary reasons (for circumstances and duration of any restriction, refer to General Order # 505.8, Code of Inmate Offenses and Discipline). Even if Inmate Commissary rights are suspended, hygiene items shall not be withheld as a form of discipline.

The Administrative Support Supervisor shall oversee the operation of the Inmate Commissary Program. The Inmate Account Clerk shall be responsible for the bookkeeping of inmate accounts, ordering Inmate Commissary items, any correspondence between the Inmate Commissary vendor and the inmates, and any other duties pertaining to the operation of the Inmate Commissary Program.

## III. PROCEDURE

### A. Inmate Commissary Ordering and Distribution

1. Inmate Commissary orders will be placed one (1) time per week. In the event Inmate Commissary ordering falls on a holiday, there will be no Inmate Commissary service for that week.
  - a. In the event an Inmate Commissary form is used, any inmate who does not sign his/her name, write his/her correct Inmate Identification number, and his/her housing assignment location on the Inmate Commissary form will have his/her order rejected.
2. Inmates wishing to purchase Inmate Commissary items must have sufficient funds in their accounts to cover the amount ordered. Any money received after the designated cut-off period will not be applied to that week's order.

- a. Any inmate who is considered indigent may request to receive an indigent pack through the Inmate Account Clerk. The indigent pack consists of:
    - i. Five (5) stamped envelopes
    - ii. Ten (10) sheets of writing paper to be used for first class letters or legal mail at the discretion of the inmate.
    - iii. Five (5) single use packets of shampoo
    - iv. One (1) ½ oz. stick deodorant
    - v. One (1) pen upon request
  - b. Application for indigent status must be made on a weekly basis and coincide with the inmate Commissary schedule.
  - c. The Inmate Account Clerk will create and maintain a file of the completed applications for the purpose of accountability of all issued indigent packs.
3. When Inmate Commissary orders are received, they will be stored securely until delivered to the inmate by a deputy.
- B. For inmates serving disciplinary isolation time, refer to General Order #505.8, Code of Inmate Offenses.

#### IV. DOC STANDARD #

##### 6VAC15-40-310: Commissary Services

The facility shall make available to inmates commissary services where they may purchase from an approved list of items at a minimum of one time per week. Written policy and procedure shall describe the circumstances and duration under which inmates may be restricted from this privilege.

##### Compliance Documentation:

- Review commissary list (at a minimum, the list should include hygiene items and food items)
- Review weekly commissary receipts
- Interview staff/inmates

(The written policy and procedure relate solely to disciplinary action)

The authority for establishing stores in local correctional facilities operated by a sheriff is in §53.1-127.1 Code of Virginia, and the authority for regional jail administrators is in §53.1-115.2 Code of Virginia.

**6VAC15-40-620: Postage Allowance**

Written policy, procedure and practice shall make available, when requested by an indigent inmate (as defined by local jail policy), a postage allowance of at least five first class rate (one ounce) letters per week, including legal mail.

**Compliance Documentation:**

- Review written policy and procedures
- Review of records
- Review written definition of indigent inmate
- Interview staff/inmates

All indigent inmates, by whatever official definition, must be afforded a minimum of five first class stamps for legal mail and correspondence necessary to maintain community ties. Provisions can be made for reimbursement by the inmate upon accumulation of sufficient funds.