


Idaho Department of Correction 	Policy	Title: Commissary Services		Page: 1 of 1
		Control Number: 406	Version: 3.0	Adopted: 03-15-1986

Brent Reinke, director, approved this document on 08/22/2014.

Open to the public: Yes No

Revision History
Revision date (08/22/2014) version 3.0: Revised entire content, revised title, and updated format.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the department's policy to make commissary services available to inmates incarcerated in department facilities.

SCOPE

This policy applies to department staff members and vendors involved with commissary services, and inmates housed in department facilities.

RESPONSIBILITIES

The chief of prisons and chief of management services are responsible for creating and maintaining standard operating procedure governing commissary services including:

- Managing the commissary contract
- Approving items and menus
- Placing and paying for orders
- Controlling delivery
- Refunding an inmate's money for incorrect or refused orders
- Accessing manufacture warrant systems
- Approving addition, deletion, and price change of commissary items

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