

**I. PURPOSE**

To provide guidelines for the operation of the inmate commissary.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that inmates will have the opportunity to purchase goods from the commissary. Commissary services will be provided by a private vendor who will be responsible for the day to day commissary operations.

**III. PROCEDURE**

- A. The inmate commissary is under the direct control of the Chief, Services Branch.
- B. The inmate commissary will be open for business two days per week. When holidays occur during the work week, the commissary will be opened only one day that week. Inmates will be notified of the change in the commissary days the week before the holiday.
- C. Inmate Commissary Eligibility
  - 1. Inmates housed in general population, dispensary, and administrative segregation are authorized to purchase items from the inmate commissary.
  - 2. Inmates on disciplinary isolation may only purchase and/or receive personal hygiene items.
  - 3. Only inmates are authorized to purchase items from the inmate commissary.
- D. Inmate Money
  - 1. Personal checks and payroll checks are not deposited into the inmate's account (See [SOP 200 - Inmate Trust Fund Accounting](#)) if the inmate is housed in the Adult Detention Center. Inmates wishing to purchase commissary items must have money in their account.
  - 2. Indigent orders are available only to those inmates who:
    - a. Have no money during their confinement.
    - b. Have less than \$2.00 in their account and have not had a deposit during the preceding fifteen (15) days.
  - 3. There are three types of indigent orders: stationery, hygiene, and clothing.
    - a. Free stationery order is available once every seven (7) days and consists of:
      - 1) Five (5) stamped envelopes
      - 2) Ten (10) sheets of paper

- b. Free hygiene orders are available once every fifteen (15) days. Hygiene orders consist of:
  - 1) One (1) small tube of toothpaste
  - 2) One (1) deodorant
  - 3) One (1) combination shampoo/shaving cream/ body wash
  - 4) One (1) thumb tooth brush
  - 5) One (1) ball point pen will be issued
- c. Free clothing will be issued after finance has approved the inmate request form for such clothing. The authorization and purpose for such an exception must be fully documented. This request can be granted again after 6 months if the inmate remains indigent. Inmates can receive:
  - 1) Three (3) tee shirts
  - 2) Three (3) underwear
  - 3) Three (3) pair of socks
  - 4) One (1) set of shower shoes
- d. The Inmate Services supervisor may make an exception to the normal free order list by furnishing other commissary items to inmates in some situations. The authorization and purpose for such an exception must be fully documented. Such additional items are reading glasses, denture items, contact lens items, and ADA compliance items.

**E. Ordering of Commissary Items by Inmates**

- 1. Inmate commissary order forms listing items approved for sale will be available on the Kiosk system in the inmate block. Those inmates not having access to the Kiosk system will have order forms distributed to all cellblocks and collected before commissary day.
- 2. The inmate commissary order forms will be checked for correct inmate number, inmate name, and Adult Detention Center cell location.
- 3. Once deemed correct, the order information will be entered into the computerized ordering system. A receipt will be generated by the computer, which totals the order, debits the inmate's account, and reduces inventory levels. Inmates receive a copy of their printed order form that provides them with their remaining balance.
- 4. A delivery bag will be prepared for each order containing each inmate's name and cell location.
- 5. All inmates housed in the Adult Detention Center will only be allowed to purchase

\$50.00 of commissary per commissary order. Orders over \$50.00 will be filled up to the \$50.00 limit.

- F. Filling Inmate Commissary Orders
  - 1. Once the inmate commissary order form has been debited from the inmate's account, a commissary employee will fill the orders.
- G. Delivery of Inmate Commissary Orders to Inmates
  - 1. Once the commissary order has been filled, the commissary employees will deliver the filled bags to the inmates in their cellblocks. The commissary employee will give the inmate the order. The inmate will inspect the order in front of the commissary employee. The inmate will sign the copy of the commissary form electronically to verify that the order is correct.
  - 2. Inmate commissary orders will not be left in cellblocks if the inmate is not present. The electronic signature system will be used for inmate signatures who placed the order. No other inmate or staff member will sign for the order. If the inmate is not available to sign for the order the order will be returned to the commissary section and the inmate's account will be refunded.
- H. Administration of the Commissary Account
  - 1. Refer to [SOP 011 - Fiscal Management](#).
- I. Authorization to enter the Inmate Commissary.
  - 1. The following personnel are authorized to enter the inmate commissary:
    - a. Sheriff
    - b. Chief Deputy Sheriff of Operations
    - c. Chief Deputy Sheriff of Administration
    - d. Commander, Support Services Division
    - e. Chief, Services Branch
    - f. Supervisor, Inmate Finance Section
    - g. Supervisor, Inmate Services Section
    - h. Supervisor, Kitchen/Laundry
    - i. Supervisor, Internal Affairs
    - j. Inmate Finance Staff Clerks
    - k. Employees assigned to the commissary

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 207  
SUBJECT: INMATE COMMISSARY**

2. No other person is authorized entry into the inmate commissary except in the case of extreme emergency (e.g. - fires, etc.). A written report will be submitted to the Chief, Services Branch anytime an unauthorized person enters the commissary for emergency reasons.

3/15/07  
DATE APPROVED

02/01/19  
EFFECTIVE DATE



**STACEY A. KINCAID  
SHERIFF**

Revised: July 2002, March 2014, September 2015, November 2018, January 2019