	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.02.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.02.01 of July 16, 2008	
	<b>SUBJECT:</b> <b>INMATE STORE</b>		Page 1 of 5

## 1.0 PURPOSE

To establish procedures governing the establishment and operations of an inmate store within correctional facilities. The Inmate Store is a separate program from the DCR Centralized Canteen, which is operated by the Correctional Industries Program.

## 2.0 SCOPE

This policy applies to all correctional facilities and their assigned personnel.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Section 353.50, Hawaii Revised Statutes, Revolving Funds for Correctional Facility Stores.
- b. Section 37-62, Hawaii Revised Statutes, Definitions (of the Executive Budget), (43) "Revolving Fund" means a fund from which is paid the cost of goods and services rendered or furnished to or by a State agency and which is replenished through charges made for the goods or services or through transfers from other accounts or funds.
- c. Policy COR.01.07 Liberty Interest Disclaimer.
- d. Section 353-A, Director of Corrections and Rehabilitation, Powers and Duties.

### .2 Definitions

- a. Inmate Store or Facility Store: A specific operation within a correctional facility establishment, utilizing a civil service worker or workers to purchase items to be resold to inmates or purchase pre-packaged orders for inmates from a contracted vendor.
- b. Correctional Industries Program: Shall be utilized in this policy statement to mean an enterprise operating within a correctional facility which utilizing exempt workers, develops self-sustaining programs that generates revenues which allows for capital investment and reimburses the general fund, when possible, for the expense of correctional services.

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- c. Approved Items: Items available for sale to inmates, which are approved by the Warden.
- d. Over-the-counter (OTC): Medication and/or health care supplies, which can be obtained without a prescription.
- e. Contracted Vendor: Approved vendor selected through a procurement process consistent with the State Procurement Procedures.
- f. Exempt workers are employed by Correctional Industries under a contract paid from the Correctional Industries revolving fund.
- g. Civil service workers are employed by DCR and paid from general fund appropriations.

#### **4.0 POLICY**

- .1 A reasonable selection of personal items, which inmates may purchase, shall be made available at each correctional facility.
- .2 Over-the-counter (OTC) medications and other health supplies, which may be used by inmates for self-care of minor ailments, shall also be made available at the inmate store. Provisions for OTCs in the facility store permit inmates to take responsibility for their health. A standardized selection of OTCs shall be made available to all inmates for purchase by store order.
- .3 Facility inmate orientations shall include information about the inmate store OTC medication procedure.

#### **5.0 PROCEDURES**

##### **.1 Establishment and Operation**

Wardens shall provide for the establishment and operation of an inmate store or other acceptable means for the purchase of approved items by inmates.

##### **.2 Fiscal Controls**

- a. A system of internal controls shall be established for the purchase, delivery, storage, and distribution/sale of all store items.

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- b. Physical inventory of items in the inmate store shall be conducted at least once per month if stock of items is maintained.
- c. Appropriate and acceptable accounting procedures shall be followed.
- d. Store revenues shall be deposited to the respective commissary revolving fund as assigned.
- e. Regular audits of all aspects of the operation shall be arranged by the Department administration.
- f. Annual financial status reports shall be submitted to the warden, no later than 25 days after the end of each fiscal year. These reports shall be submitted to the Department Fiscal Office no later than 30 days after the end of the fiscal year, and to the Deputy Director for Corrections for review and if necessary resolution of discrepancies.

.3 Pricing Items

- a. Inmate stores shall be operated for profit. Therefore, the mark-up shall cover spoilage and operational costs (i.e., purchasing, shipping, packaging, inmate compensation, and supplies) equipment maintenance, equipment replacements, and other reasonable costs.
- b. Maximum mark-up shall not exceed 10 percent above the overall cost of each item, which includes distributor's wholesale price and factoring in all other associated costs to purchase, ship, store, package, and deliver the item without specific authorization from the Deputy Director for Corrections.
- c. Facilities that do not operate an inmate store but provide means for purchasing items from retail outlets shall not establish mark-up without specific authorization from the Deputy Director for Corrections.

.4 Over-the-Counter (OTC Medications)

- a. Each facility store shall stock or make available through outside vendors the OTC medications and supplies listed in Attachment A. Facility health care staff shall not provide these items unless ordered by a physician (or by nurse protocol) to treat a documented medical condition.
- b. Each inmate shall be permitted only the amounts of OTCs listed in the attachment. Any quantity in the possession of an inmate that is greater

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than a single issue shall be considered contraband and will be confiscated by correctional staff.

- c. The Health Care Division Administrator (HCDA) shall be consulted prior to any changes in the OTC commissary list. Health care staff shall periodically review inmate OTC orders to monitor compliance.
- d. The HCDA shall assist the facility stores in locating vendors to purchase OTCs.

**.5 Administrator/Inmate Activity Fund**

Facilities that operate an inmate store with an inventory shall transfer 25 percent of the fiscal year's net profit to the Administrator/Inmate Activity Fund. Facilities that operate an inmate store with contracted services shall transfer 100 percent of the fiscal year's net profit to the Administrator/Inmate Activity Fund.

Expenditures shall be made in accordance with Department Policy COR.02.05, Administrator/Inmate Activity Fund. This section is applicable to all prior fiscal years for any inmate store with contracted services for those years.

**.6 Inmate Assistance**

- a. With proper authorization, selected inmates may be assigned to the facility inmate store or assist in the processing, packaging, and delivery of items.
- b. There shall be a clearly stated job description, which lists the responsibilities of inmates as well as activities, which are prohibited by inmate help.
- c. Inmates shall be compensated in accordance with Department Policy COR.02.12, Inmate Trust Funds and the inmate compensation shall be deducted from the profits of the inmate store.

**.7 Volunteer Assistance**

- a. Upon proper screening, and final approval of the Deputy Director for Corrections, community volunteers may be assigned to work in the facility inmate store or assist in the processing and delivery of store items.
- b. There shall be a clear statement of job description, listing of responsibilities as well as activities which are prohibited by volunteers.

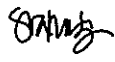
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.8 Limitation

Except for OTC medications, each branch shall establish a limit, either dollar amount or number of items, that an inmate may purchase either weekly, bi-weekly, or monthly from the inmate stores.

APPROVAL RECOMMENDED:

  
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Deputy Director for Corrections                      JAN 0 1 2024  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR    JAN 0 1 2024  
Date

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