



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  ADULT Operations Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 04-108D

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**FISCAL: Canteen/Package Program, Canteen/Package Program Items and Canteen/Package Program Funds**

Original Date Issued: 12-30-14 Replaces IMPP Issued: 04-23-19 **CURRENT EFFECTIVE DATE: 09-21-21**

Approved By: , Secretary

Next Scheduled Review: 04/2024

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## POLICY

Canteen services are to be made available at all KDOC facilities. Consistent with security and operational concerns, restrictions are to be placed on the type, size and quantity of items sold through canteens and the amount of allowable resident expenditures as may be reflected within applicable policies.

## DEFINITIONS

**Canteen:** A store through which residents are provided an opportunity to purchase allowable hygiene, snack and property items. Local department stores may be designated to serve as canteens for residents in Wichita Work Release unit or facilities.

**Fresh Favorite Meals:** Special meals available through a facility food service vendor that incorporate select items available to certain residents for purchase in a manner similar to canteen purchases. Such meals are supplemental to, and are not to replace a facility food service vendor's contractual obligations with regard to the provision of meals to the facility's resident population.

## PROCEDURES

### **I. Canteen Capital, Markup and Commissions**

- A. The Deputy Secretary of Facilities Management is to establish the markup on the sales price of canteen goods and/or Fresh Favorite meals.
- B. Commissions are to be credited at the rate of 50% to the central office Inmate Benefit Fund (IBF) and 50% to each facility IBF.

### **II. Products**

- A. Sale of Products Containing Alcohol
  1. No products containing alcohol are to be offered for sale.
- B. Sale of Products in Glass and Metal Containers
  1. No products in glass containers of any kind are to be purchased for resale in any canteen.
  2. No metal containers are to be stocked or sold by canteens except soft metal containers such as aluminum soda cans and potted meat/fish cans.
- C. Products in Aerosol Containers

1. No products in aerosol containers are to be permitted.
  2. Similar products in "pump" containers are to be acceptable.
- D. Razor Blades and Disposable Razors
1. Razor blades are not to be stocked or sold in any canteen.
  2. Disposable razors are to be acceptable for sale in all facility canteens.
- E. Product Size Specifications
1. **ADULT:** Any item sold in a canteen is to conform with the applicable size specifications set forth in IMPP 12-120A.

### III. Available Merchandise

- A. Each Warden/Superintendent is to make available for all residents under his/her care and supervision a price list of merchandise available in his/her facility canteen.
- B. **ADULT:** Only property permitted by the provisions of IMPP 10-133 and IMPP 12-120A and attachments thereto is to be sold through canteens or by special purchase.
1. Materials utilized in the manufacture of handicraft articles may be purchased from the canteen or by special purchase per the provisions of IMPP 10-133.
  2. Fresh Favorite meals may be made available for purchase by residents through the facility food service vendor.

### IV. Maximum Expenditures

- A. **ADULT:** The maximum amount of canteen expenditures per resident is to be determined by the resident's incentive level.
1. Purchases made by individual residents at the canteen are not to exceed the following amounts for pay period and weekly expenditures:
    - a. Residents on Intake Level: \$20 per incentives pay period and \$20 maximum per week
    - b. Residents on Level I: \$50 per incentives pay period and \$30 maximum per week.
    - c. Residents on Level II: \$125 per incentives pay period and \$50 maximum per week.
    - d. Residents on Level III: \$200 per incentives pay period and \$60 maximum per week.
    - e. Residents on Exempt: \$220 per incentive pay (30 Days) and \$60 maximum per week.
    - f. Sales tax is not to be included within the spending limits above.
  2. Residents assigned to Incentive Levels I, II, and III may exceed the above indicated amounts during the specified periods to purchase exempt property items, as identified in IMPP 11-101A.
  3. Canteen expenditures for residents assigned to disciplinary restrictive housing and restricted status are not to exceed \$10 per payroll period and \$10 maximum per week. Such expenditures are to be limited to the purchase of those items listed in IMPP 11-101A for residents in disciplinary restrictive housing and on restricted status.

4. Limits on resident expenditures for Fresh Favorite meals are to be excluded from the canteen expenditure limitations set forth within forgoing procedural Section II.A. of this policy, and are to be set as per the following schedule of allowances and amounts:
  - a. Only non-restrictive housing residents on Levels II, III, and Exempt status are to be eligible for participation in the Fresh Favorite meal programs.
  - b. Expenditure limitations for participants in the Fresh Favorite meal programs are to be as follows:
    - (1) In facilities where Fresh Favorite meals are sold on a once-a-month basis and also offered for consumption on a once-a-month basis, the limitation is to be 50% of the weekly canteen expenditure limitations established under Section IV.A.1.c., d. and e. of this document for residents on incentive Levels II, III, and Exempt or as established by facility general order for residents on Exempt status.
    - (2) In facilities where Fresh Favorite meals are sold on a once-a-month basis, but are offered for consumption on a weekly basis, the limitation is to be 50% of the per incentives pay period canteen expenditure limitations established under Section IV.A.1.c., d. and e. of this document for residents on incentive Levels II, III, and Exempt, or as established by facility general order for residents on Exempt status.
    - (3) In facilities where Fresh Favorite meals are sold on a weekly basis and are also offered for consumption on a weekly basis, the limitation is to be 50% of the weekly canteen expenditure limitations established under Section IV.A.1.c., d., and e. of this document for residents on incentive Levels II, III and Exempt; but is not to exceed 50% of the per incentives pay period canteen expenditure limitations during any given pay period. As in previous procedures, limitations for residents on Exempt status are to be similarly applied to the amounts as established by facility general order
  - c. Credits for Fresh Favorite meals that have been purchased by residents but remain unexpended at the time of their transfer to another facility are not to be transferable, but rather are to be refunded back to their individual inmate trust accounts at full face value prior to the transfer of trust account funds to each resident's destination facility.
5. Resident Package Program
  - a. Non-restrictive housing residents with an Incentive Level II or III or residents on Exempt status may participate.
  - b. Maximum monthly package program limit is \$75.00 per resident, which includes additional charges for taxes, shipping and handling, etc.
  - c. Monthly spending limit is in addition to the Canteen Spending Limit.

#### V. Transfer of Items Sold in Canteens

- A. **ADULT:** Any item authorized by IMPP 12-120A and sold in any canteen may be transferred with the resident between KDOC facilities, unless precluded for a documented security reason, as allowable personal property. Such items, if not available through the receiving facility's canteen, may be retained by the resident only until they are consumed and unserviceable. Items limited to minimum security facilities, in accordance with IMPP 12-120A, may be transferred only to another minimum-security facility.

## VI. Review of Reports

- A. **JUVENILE:** The maximum amount of canteen expenditures per resident is to be determined by the resident's incentive level.
1. Purchases made by individual residents at the canteen are not to exceed the following amounts for weekly expenditures:
    - a. Residents on Intake Level: \$6 per week (purchases are to be limited to hygiene items, stationery, and stamped envelopes).
    - b. Residents on Level I: \$10 per week (purchases are to be limited to hygiene items, stationery, and stamped envelopes).
    - c. Residents on Level II: \$12 per week for hygiene and canteen.
    - d. Residents on Level III: \$16 per week for hygiene and canteen.
    - e. Residents on Level IV: \$22 per week for hygiene and canteen; no limit on what can be purchased. Items must fit in facility-approved tote.
  2. Residents assigned to Incentive Levels II, III, and IV may exceed the above indicated amounts during the specified periods to purchase special meals from a food service vendor, as set forth in IMPP 11-101J.
  3. Residents assigned to Incentive Level IV may have money taken from their account to purchase outside food once per month, exempt from the above canteen spending limits, as set forth in IMPP 11-101J.
  4. Residents assigned to disciplinary restrictive housing are not to be eligible for privileges, as set forth in IMPP 11-101J.
  5. A resident who receives a summary judgment may have his/her privileges restricted, as set forth in IMPP 11-101J.

## VII. Correctional Facilities

- A. **JUVENILE:** Each correctional facility is to establish procedures on the operation of the canteen services including, but not limited to:
1. Residents being able to purchase selected items authorized for personal use not provided by the state;
  2. Efficient uniform cash accounting;
  3. Inventory and supply accountability; and
  4. Physical management of the canteen.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal

Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS**

None.

**REFERENCES**

IMPP 10-133, 11-101A, 11-101J, 12-120A

**HISTORY**

12-30-14 Original  
04-23-19 Revision 1  
09-21-21 Revision 2

**ATTACHMENTS**

None.