

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 04-108D	PAGE NUMBER 1 of 5
		SUBJECT: FISCAL: Canteens/Package Program, Canteen/Package Program Items and Canteen/Package Program Funds	
Approved By:  Secretary of Corrections		Original Date Issued: 12-30-14	Replaces Version Issued: N/A
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APPLICABILITY:	_ ADULT Operations Only	_ JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Canteen services shall be made available at all KDOC facilities. (ACO 2-1B-12, ACI 4-4042 JCF 3-JTS-1B-17) Consistent with security and operational concerns, restrictions shall be placed on the type, size and quantity of items sold through canteens and the amount of allowable offender expenditures as may be reflected within applicable policies.

DEFINITIONS

Canteen: A store through which offenders are provided an opportunity to purchase allowable hygiene, snack and property items. (ACI 4-4042) Local department stores may be designated to serve as canteens for offenders in Wichita Work Release unit or facilities.

Fiscal Officer: The Central Office staff person designated by the Secretary of Corrections with the responsibility to coordinate the Department's budget and fiscal policies.

Fresh Favorite Meals: Special meals available through a facility food service vendor that incorporate select items available to certain offenders 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 offender population.

PROCEDURES

I. Canteen Capital, Markup and Commissions

- A. All increases in canteen capital shall be authorized by the Central Office Fiscal Officer.
- B. The Deputy Secretary of Facility Management shall establish the markup on the sales price of canteen goods and/or fresh favorite meals.
- C. Commissions should be credited to each facility's respective Inmate Benefit Fund (IBF), and then distributed in a manner consistent with the procedures governing operation of the IBF as specified in 04-104.

II. Products

- A. Sale of Products Containing Alcohol

1. No products containing alcohol shall be offered for sale.
- B. Sale of Products in Glass and Metal Containers
1. No products in glass containers of any kind shall be purchased for resale in any canteen.
 2. No metal containers shall 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 shall be permitted.
 2. Similar products in "pump" containers shall be acceptable.
- D. Razor Blades and Disposable Razors
1. Razor blades shall not be stocked or sold in any canteen.
 2. Disposable razors shall be acceptable for sale in all facility canteens.
- E. Product Size Specifications
1. **ADULT:** Any item sold in a canteen shall conform with the applicable size specifications set forth in IMPP 12-120.

III. Available Merchandise

- A. Each Warden/Superintendent shall make available for all offenders 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 12-120 and attachments thereto shall 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 through the canteen per the provisions of IMPP 10-133.
 2. Fresh Favorite meals may be made available for purchase by offenders through the facility food service vendor.

IV. Maximum Expenditures

- A. **ADULT:** The maximum amount of canteen expenditures per offender shall be determined by the offender's incentive level.
1. Purchases made by individual offenders at the canteen shall not exceed the following amounts for pay period and weekly expenditures:
 - a. Offenders on Intake Level: \$10 per incentives pay period and \$10 maximum per week (purchases shall be limited to those items available to offenders in disciplinary segregation and on restricted status, as established in IMPP 11-101).
 - b. Offenders on Level I: \$40 per incentives pay period and \$25 maximum per week.
 - c. Offenders on Level II: \$110 per incentives pay period and \$45 maximum per week.
 - d. Offenders on Level III: \$180 per incentives pay period and \$50 maximum per week.

2. Offenders 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 11-101.
3. Canteen expenditures for offenders assigned to disciplinary segregation and restricted status shall not exceed \$10 per payroll period and \$10 maximum per week. Such expenditures shall be limited to the purchase of those items listed in IMPP 11-101 for offenders in disciplinary segregation and on restricted status.
4. Limits on offender expenditures for fresh favorite meals shall be excluded from the canteen expenditure limitations as set forth within forgoing procedural section II.A. of this policy, and shall be set as per the following schedule of allowances and amounts:
 - a. Only non-segregation offenders on Levels II, III, and Exempt status shall be eligible for participation in the fresh favorite meal programs.
 - b. Expenditure limitations for participants in the fresh favorite meal programs shall 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 shall be 50% of the weekly canteen expenditure limitations established under section II.A.3. & 4. of this document for offenders on incentive Levels II and III, or as established by facility general order for offenders 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 shall be 50% of the per incentives pay period canteen expenditure limitations established under Section II.A.3. and 4. of this document for offenders on incentive Levels II & III, or as established by facility general order for offenders 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 shall be 50% of the weekly canteen expenditure limitations established under section II.A.3. and 4. of this document for offenders on incentive Levels II and III; but shall not exceed 50% of the per incentives pay period canteen expenditure limitations during any given pay period. As in previous procedures, limitations for offenders on Exempt status shall be similarly applied to the amounts as established by facility general order
 - c. Credits for fresh favorite meals that have been purchased by offenders, but remain unexpended at the time of their transfer to another facility shall not be transferable, but rather shall be refunded back to their individual inmate trust accounts at full face value prior to the transfer of trust account funds to each offender's destination facility.
5. Offender Package Program
 - a. Non-Segregation offenders with an Incentive Level II or III may participate.
 - b. Maximum monthly package program limit is \$75.00 per offender, which includes additional charges for taxes, shipping and handling, etc.
 - c. Monthly spending limit is in addition to the Canteen Spending Limit.

VI. Transfer of Items Sold In Canteens

- A. **ADULT:** Any item authorized by IMPP 12-120 and sold in any canteen may be transferred with the offender 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 offender only until they are consumed and unserviceable. Items limited to minimum security facilities, in accordance with IMPP 12-120, may be transferred only to another minimum security facility.

VII. Review of Reports

- A. The Deputy Director of Finance will conduct random reviews of facility canteen funds monthly and quarterly income statements, balance sheets, and bank reconciliations.

VIII. Audits

- A. Canteen funds shall be managed in accordance with K.S.A. 75-3728e *et seq.*, K.A.R. 1-27-1 *et seq.*, and generally accounting principles (ACI 4-4042) and audited against standard accounting procedures outlined in Division of Accounts and Reports Policy #09-102.
- B. Each facility's canteen account shall be independently audited as deemed necessary by the Fiscal Officer or designee following standard accounting procedures. (ACO 2-1B-13, ACI 4-4043)
- C. A report of these findings shall be kept on file as a public document (ACO 2-1B-13, ACI 4-402, 4-4043) and a copy of the written audit report shall be provided to the Deputy Secretary of Facility Management and the Warden or the Deputy Secretary of Juvenile Services and Superintendent of the audited facility. (ACO 2-1B-13, ACI 4-4043)

IX. Correctional Facilities

- A. **JUVENILE:** Each correctional facility shall establish procedures on the operation of the canteen services including, but not limited to:
1. Offenders being able to purchase selected items authorized for personal use not provided by the state; (4-JCF-6B-11)
 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 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 or offenders, or an independent duty owed by the Department of Corrections to employees, 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 is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 75-3728e, *et seq.*
K.A.R. 1-27-1, *et seq.*
IMPP 04-104, 10-133, 11-101, 12-120
ACO 2-1B-12, 2-1B-13
ACI 4-4042, 4-4043
JCF 4-JCF-6B-11
Department of Administration Report #63
Division of Accounts and Reports Policy #09,102

ATTACHMENTS

None.