

Commissary Services

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase specific items not provided to them while in custody.

1004.2 POLICY

It is the policy of this agency to provide commissary services so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase items approved by the Jail Commander (Wis. Admin. Code DOC § 350.35).

Commissary services are provided by an approved vendor.

1004.2.1 RESTRICTED PRIVILEGES

Privileges may be restricted based upon inmate classification or status (Wis. Admin. Code DOC § 350.35).

Commissary items shall be delivered to inmates who are on lock-in status on a housing unit.

Inmates moved to housing unit 4D for disciplinary reasons who ordered commissary while on a general housing unit shall not receive the commissary items. The Commissary Clerk shall return the items and credit the inmate's account.

1004.3 QUANTITY RESTRICTIONS

Quantity limits for inmates who have their own funds shall be in accordance with postings in each housing unit and the inmate handbook.

1004.4 COMMISSARY ACCOUNTING

The Jail Lieutenant shall be responsible for ensuring that all inmates who have commissary privileges have the opportunity to order and receive commissary items in a timely manner.

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, to include deposits, debits and commissary goods purchased and received. Any discrepancy of the inmate's funds shall be immediately reported to the Lieutenant. If the Lieutenant, the vendor, or Milwaukee County Sheriff's Office Fiscal cannot settle the discrepancy, the Jail Commander shall be notified and the Jail Commander will resolve the discrepancy.

1004.5 INMATE WELFARE PACKS

The Jail Lieutenant or the authorized designee shall monitor the provision of welfare packs to indigent inmates. Welfare packs shall include, but not be limited to:

- (a) Two postage-paid envelopes and paper letters each week to permit correspondence with family members and friends.
- (b) Personal hygiene items, including toothbrush, toothpaste, soap and other supplies deemed to be appropriate for indigent inmates.

Milwaukee County Sheriff's Office

Custody Manual

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