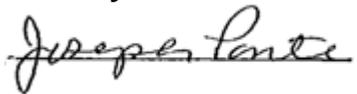


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POLICY NUMBER: 2.11		
CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: December 15, 2003	LATEST REVISION: May 25, 2012

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Maine Department of Corrections Facilities

III. POLICY

It is the policy of the Department of Corrections that each facility shall ensure space is provided for a facility canteen or other provisions for canteen services are maintained to allow prisoners of adult facilities and residents of juvenile facilities to purchase from the Department's contract vendor approved items that are not furnished by the facility.

IV. CONTENTS

Procedure A: General Requirements for Facility Canteen Services
 Procedure B: Responsibilities of Service Center Director
 Procedure C: Responsibilities of Canteen Vendor

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: General Requirements for Facility Canteen Services

1. All prisoners of adult facilities and all residents of juvenile facilities shall be afforded reasonable access to canteen services in order to purchase items allowed to them

in accordance with applicable departmental policies and procedures governing allowable property items for prisoners/residents.

2. Each facility Business Manager shall ensure facility canteen services are operated as directed by the Commissioner, or designee, and shall implement and maintain practices for the purchase of canteen items by prisoners/residents and distribution of canteen items to prisoners/residents consistently with that direction.

Procedure B: Responsibilities of Service Center Director

1. The Department's Service Center Director, or designee, using generally accepted accounting principles, shall reconcile canteen purchases at each facility no less frequently than on a monthly basis. This reconciliation shall compare canteen vendor recorded transactions to CORIS recorded transactions for the same facility for the same time period. The Service Center Director, or designee, shall also process any transactions related to necessary adjustments as a result of the reconciliation process.
2. The Service Center Director, or designee, shall ensure that all commissions derived from each facility's canteen operations are transferred to that facility's prisoner/resident benefit fund no less frequently than on a monthly basis.
3. The Service Center Director, or designee, shall process any transactions related to the transfer of commissions to the prisoner/resident benefit funds or related to payments to the canteen vendor.
4. The Service Center Director, or designee, shall ensure that all financial information related to canteen operations is provided to the Office of the State Controller and the State Department of Audit as required.

Procedure C: Responsibilities of Canteen Vendor

1. The canteen vendor shall adhere to all conditions and contractual obligations as set forth in the State of Maine agreement for purchased services.
2. The canteen vendor shall operate the canteen services for the use and benefit of prisoners/residents as a whole and not in any manner for the personal profit of any departmental staff or any prisoner/resident.
3. The canteen vendor shall fill and distribute each prisoner/resident canteen order as determined by departmental policies and procedures and facility practices.
4. The canteen vendor shall process all credits for canteen items in a timely manner.
5. The canteen vendor shall assist the Department in responding to all grievances from prisoners/residents dealing with canteen orders. When a prisoner/resident grievance dealing with a canteen order is filed with a facility Grievance Review

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Officer, the Grievance Review Officer will forward the grievance to the canteen vendor's contract administrator. Within 24 hours of receipt of the grievance by the contract administrator, he/she shall provide the necessary information to the Grievance Review Officer for the Grievance Review Officer to respond to the grievance. The canteen vendor's contract administrator shall also provide any follow up or clarifying information requested by the Grievance Review Officer within 24 hours of the request. The canteen vendor may not communicate directly with the prisoner/resident about the grievance

VII. PROFESSIONAL STANDARDS

ACA:

- 3-4042** An inmate commissary or canteen is available where inmates can purchase approved items that are not furnished by the facility. The canteen/commissary's operations are strictly controlled using standard accounting procedures.
- 3-4043** Commissary/canteen funds are audited independently following standard accounting procedures, and an annual financial status report is available as a public document.
- 4-ACRS-7D-29** Where a commissary or canteen is operated for offenders, canteen funds are audited independently following standard accounting procedures. An annual financial status report is available as a public document.
- 3-JTS-1B-17** A canteen is available where juveniles can purchase approved items that are not furnished by the facility. The canteen operations are strictly controlled using standard accounting procedures.

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