



Plymouth County  
Sheriff's Department

Joseph D. McDonald, Jr.  
Sheriff

Policy

476

Number of Pages

2

Related Standards

MGL: c. 124, §1 (d&q); c. 126, §1, 2, & 11; c. 127, § 1A, 3, 10, & 96A

103 CMR:911.03, 6 & 8, 920.20, 926.04(6); 940.01 (2g) & 02 (1); 948.02 & 4

ACA : 4-ALDF-5C-25, 26; 7D-16

# CANTEEN SERVICES

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APPROVED:

Joseph D. McDonald Jr.  
Sheriff

DATE:

5-10-2021

**I. Inmate Canteen Services**

The Plymouth County Sheriff's Department has authorized the operation of a canteen service.

- A. Inmates may purchase from an approved list, items that are not provided by the facility.
- B. Inmates must have funds available in their accounts to make purchases, except inmates declared indigent may have certain approved items issued.
- C. A system to identify all non-perishable canteen purchased items accrued throughout the inmate's incarceration will be established.

**II. Canteen Vendor**

Canteen Services are provided by a vendor, operating under a contract with the Department.

**III. List of Authorized Items**

- A. Inmates are informed of canteen policy and procedure during the orientation process.
- B. Inmates will be limited in the amounts of items they are allowed to maintain for retention.
  - 1. Restrictions on amounts may be determined by disciplinary action, but will not be punitive in their assignment.

**IV. Administrative Services**

- A. Weekly reports of sales by the canteen vendor are compared and reconciled with the inmate's account activity;
- B. Canteen vendor invoices are accurate before payment is approved;
- C. Quarterly commission checks are received in the proper amounts from the vendor;
- D. Records are audited in accordance with Sheriff's Department policy and procedures.
- E. Canteen funds are audited independently following standard accounting procedures, and an annual financial status report is available as a public document

**V. Applicability**

This policy applies to all department employees and inmates.

**VI. Responsible Staff**

The Superintendent will be responsible for implementing and monitoring this policy.