

YGC COMMISSARY

AUTHORITY: Section 873 Welfare and Institutions Code

RESCINDS: Procedure Manual Item 3-3-031, dated 08/28/17

FORMS: None

PURPOSE: To describe a standardized procedure for maintenance and operation of the RCA Vending Machines & Service vending machines located at Youth Guidance Center (YGC).

I. GENERAL INFORMATION

RCA Vending Machines & Service is responsible for the operation and maintenance of the vending machines located at YGC. The point of contact at YGC is AM Center One or Office Supervisor. AM Center One is responsible for providing access to service and re-stock the vending machines. Commissary machines are for the use of the youth and their visitors at YGC. No staff will be allowed to purchase and/or use the cash cards at any time.

II. PROCEDURE

- A. **RCA Vending Machines & Service** is responsible for the operation and maintenance of the commissary vending machines located at YGC.
- B. Parents/visitors will be permitted to purchase a cash card at the time of registration for visiting. Parents/guardians will retain control of the cash cards at all times. Staff will monitor the purchase of the cash cards.
- C. Juvenile Hall cash cards: Whenever a youth is transferred to YGC from Juvenile Hall, staff will check the youth's file for a cash card. If there is a cash card, it will be given to the parents at visiting and shall remain in the possession of the parent.
- D. Use of the Commissary Vending Machines
 - 1. Center One or the D.O. designee will open and monitor the commissary vending machines during the visiting hours.
 - 2. Usage is on a first come, first served basis.
 - 3. Youth will enter the commissary area and use the vending machines.
 - a. Purchases of food items must be consumed during visiting.
 - b. Hygiene items and other non-food items will be bagged and placed in a bin located next to the commissary. These bags will be distributed to the units after visiting.

- c. Unit staff will be responsible for distributing the bags to the youth.
- d. Excess purchases of hygiene and other non-food items will not be permitted.

E. Commissary Refund

- 1. In the event that a vending machine malfunctions, **Center-One** will provide the vendor information to the parent. If commissary investigation is warranted, refunds will be added to the parent's card directly and returned to the parent.
- 2. Parents may request a refund-from the vendor. Cards with a balance that are abandoned **are** given to the YGC unit supervisor **and** will be maintained at the supervisor's discretion. These cards may be used by youth without visitors and / or resources.

REFERENCES:

Procedures:	3-3-013	Youth Guidance Center Program Schedule
	3-3-021	Visiting - Youth Guidance Center

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APPROVED BY: