

COMMISSARY GUIDELINES

- AUTHORITY:** Welfare and Institutions Code, Section 873
Administrative Directive
- RESCINDS:** Procedure Manual Item **3-13-007, dated 8/18/23**
- FORMS:** None
- PURPOSE:** To describe a standardized procedure for the maintenance and operation of the commissary program machines located Juvenile Facilities.

I. GENERAL INFORMATION

- A. The County approved vendor is responsible for the operation and maintenance of the vending machines located at Juvenile Facilities.
- B. The point of contact at Juvenile Hall (JH) and the Youth Leadership Academy (YLA) is the **Administrative Manager for Food Services and Supplies**. The point of contact at **the** Youth Guidance Center (YGC) is AM Center One or **the** Office Supervisor. **Staff at all facilities are** responsible for providing access to service **for** restocking vending machines. Access to the vendor for machine restocking will be on a pre-arranged schedule.
- C. Commissary machines are for the use of the youth and their visitors. No staff will be allowed to purchase **items** at any time **from the visiting vending machines**.

II. PROCEDURE

- A. The County approved vendor is responsible for the operation and maintenance of the commissary vending machines located at Juvenile Facilities.
 - 1. **Visitors will be permitted to bring a credit or debit card for the youth to purchase items out of the vending machine during visiting. JH/YLA visiting**
 - a. **When a visitor enters the visiting center for visiting, they will hand a credit/debit card to staff responsible for the vending machines during visiting.**
 - b. **Staff will place a Post-it note on the card with the youth's name.**
 - c. **Staff will retain the card and call the youth to the vending machines in the order it was received.**
 - d. **The youth will be handed the card to purchase items from the visiting vending machines.**
 - e. **After the youth purchases items, they will give the debit/credit card back to the visitor.**

2. **YGC visiting**

- a. **Visitors will retain their credit/debit card and when the youth is called to purchase items from the visiting vending machines, the visitor will give the card to the youth.**
- b. **After the youth purchases items, they will give the debit/credit card back to the visitor.**

B. **Use of the Commissary Vending Machines at JH/YLA/YGC**

- 1. Center One, D.O. designee, or assigned visiting staff will monitor the commissary vending machines during the visiting hours.
- 2. **Purchasing vending items** is on a first come, first served basis.
 - a. Youth will enter the commissary area and use the vending machines **when called up by staff.**
 - b. **Purchased food items must be consumed during the visit. Only one drink and one snack is allowed per visitor/youth.**
 - c. 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.
 - d. Unit staff will be responsible for distributing the bags to the youth.
 - e. Excess purchases of hygiene and other non-food items will not be permitted.

C. **Commissary Refund for Juvenile Hall/YLA/YGC:**

- 1. If a vending machine malfunctions, **staff will get the contact information of the visitor and issue details to pass on to the vendor.** The vendor will be solely responsible for rectifying the matter **and refund if appropriate.**

REFERENCES:

Procedures:	3-8-004	Daily Schedule- Juvenile Hall
	3-8-005	Daily Schedule – Youth Leadership Academy
	3-8-006	Daily Schedule – Youth Guidance Center
	3-8-012	Visiting/Video Conferencing

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APPROVED BY: