



## SCDC POLICY/PROCEDURE

NUMBER: ADM-16.08

TITLE: COMMISSARY OPERATIONS

ISSUE DATE: *November 17, 2015*

RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.08 (July 1, 2012); (July 1, 2007); (April 1, 2004);

RELEVANT SCDC FORMS/SUPPLIES: 8-1, 10-14, 13-6, 14-6, 15-3, 19-29A, 20-13, 20-14A, 20-27, 20-39, 20-40, 20-42, 20-55, S-26, S-27

ACA/CAC STANDARDS: 4-ACRS-4B-01, 4-ACRS-4B-02, 4-ACRS-4B-04, 4-ACRS-4B-05, 4-ACRS-6C-02, 4-ACRS-7D-25, 4-4163, 4-4166, 4-4334 through 4-4340

STATE/FEDERAL STATUTES: None

*SCDC HEALTH SERVICES PROCEDURE (HSP): 600.8, "Laundry"*

PURPOSE: To provide guidelines for the operation and management of the SCDC Commissary *Branch* and the institutional commissaries.

POLICY STATEMENT: The Agency will maintain a central *South Carolina Department of Corrections (SCDC)* Commissary Warehouse which will supply all institutions and divisions with office supplies, printed forms, and janitorial products; uniformed personnel with uniforms and uniform items; and all inmates with clothing, job specific items, pillows, pillowcases, mattresses, and sheets in accordance with all applicable SCDC policies/procedures, state and federal statutes, and American Correctional Association standards. (4-ACRS-4B-04, 4-ACRS-4B-05, 4-4163, 4-4166, 4-4337, 4-4340)

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### SPECIFIC PROCEDURES:

1. **SCDC COMMISSARY:** The SCDC Commissary will requisition and stock inmate clothing, hygiene items, household and office supplies, printed forms, food service supplies, employee uniforms, etc. These items will be available for distribution to all SCDC offices, divisions, and institutions. (4-ACRS-4B-05, 4-4166)

To protect the health and safety of all inmates and employees working in the SCDC Commissary Warehouse, the Warehouse will be maintained in accordance with all state and federal statutes related to sanitation, health, and safety.

## **1.1 Distribution from Commissary Warehouse to Divisions/Institutions:**

**1.1.1** All commissary items needed by institutions and/or divisions will be requisitioned through *the South Carolina Enterprise Information System (SCEIS)* by designated employees in each area via Citrix or *Supplier Relationship Management (SRM)*. The Chief, Commissary Branch, will be responsible for the issuance of requested items. Each budget *functional area* is authorized one commissary order per month, to be entered at least four (4) business days before scheduled delivery. Emergency orders must be forwarded through the Warden/Division Director to the Chief, Commissary Branch, for approval.

**1.1.2** Commissary Warehouse Supply Managers/designees will supervise the loading of all vehicles at the warehouse. Warehouse Supply Managers will be responsible for all merchandise loaded on delivery vehicles and for the preparation and accuracy of loading/shipping documents. Warehouse Supply Managers will also be responsible for ensuring that all safety requirements are met.

**1.1.3** Whenever merchandise is loaded on to a commissary vehicle at the Commissary Warehouse, the original and one (1) copy of the commissary order will be verified and signed by the Commissary Supply Manager/designee. The original and one (1) copy will accompany the merchandise to the receiving institution. At the time of delivery to the institution, the commissary order will be verified and signed by the Commissary Manager/designee and the driver. Corrections will be made to the original and copy at the time of delivery, with the original remaining with the driver. The driver will return the original order to the Commissary Warehouse. (4-4335)

**1.1.4** Rear doors of delivery trucks will be locked by the Warehouse Manager/designee or vehicle driver immediately after completion of loading. These doors will remain locked until the delivery truck arrives at the institution. The Commissary driver will unlock the doors at the institution and retain the keys.

**1.1.5** All merchandise will be verified by the institutional Commissary Manager/designee and the Commissary driver. Any unresolved discrepancies/variances will be reported immediately to the Commissary Warehouse Manager/designee. At this time, the Commissary Manager/designee and the Commissary Warehouse driver will initial the discrepancies/variances. When exiting an institution at the gate (front or back), the Commissary Warehouse driver must not depart the institution until an officer physically enters and inspects the back of the truck. Under no circumstances are drivers to leave an institution without an officer thoroughly checking the inside of the vehicle. The Commissary Warehouse driver will be responsible for securing the vehicle with the lock prior to leaving the institution.

**1.2 Returns to the Warehouse:** Merchandise returned to the SCDC Commissary Warehouse for exchange or credit (overstocked or no longer used) will be entered in SCEIS using a two-step transfer. The warehouse must be notified prior to any merchandise being transferred.

**1.3 Warehouse Inventories:** To promote fiscal responsibility, physical inventories of the SCDC Commissary Warehouse will be conducted by employees from the Commissary Branch on at least an annual basis as follows: **(4-4335)**

**1.3.1** All items will be physically counted by teams designated by the Chief, Commissary Branch. Each team will consist of: one (1) Counter; one (1) Verifier; and one (1) Recorder.

**1.3.2** One (1) team will be assigned to each of the following areas: Employee Uniform Section; Inmate Clothing; Office Supplies and Printed Forms; and Cleaning and Janitorial Supplies.

**1.3.3** *The Commissary* accounting section staff will verify the physical count with the book inventory and enter the quantities into SCEIS.

**1.3.4** All shortages/overages in the SCDC Commissary Warehouse will be reported in writing to the Chief, Commissary Branch, within seven (7) calendar days after the close of inventory.

**1.3.5** Unannounced physical inventories and/or inspections of records will be made by the Chief, Commissary Branch, or designee.

**1.3.6** The Commissary Warehouse will be maintained in compliance with all state and federal statutes related to sanitation, health, and safety.

## **1.4 Requisitioning from Outside Vendors:**

**1.4.1** Requisitions will be initiated by the Chief, Commissary Branch, or designee in accordance with SCDC policies/procedures and specific guidelines set forth by the South Carolina Division of General Services.

**1.4.2** Only the Chief, Commissary Branch, and SCDC Commissary Warehouse employees will receive merchandise delivered to the SCDC Commissary Warehouse.

**1.4.3** SCDC Form 20-42, "Receiving Report/Ticket," will be prepared as the merchandise is received. Employees of the Commissary Warehouse will inspect the merchandise for compliance with quantity specifications, quality standards, and conditions. Merchandise not conforming to specifications and quality standards or in unsatisfactory condition will be reported to the Commissary Materials Manager for resolution.

**1.4.4** No gifts or special favors from suppliers will be accepted by any employee of the Commissary Warehouse in accordance with SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services." *Samples may be accepted and used for official Department uses only.*

**1.4.5** Any Commissary Warehouse employee who has any financial or other interest in a supplier company, either directly or indirectly, will inform the Division Director of Support Services in writing of this interest in accordance with SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services." The Division Director of Support Services will forward this information to the *Agency* Director for an appropriate response.

## **2. INSTITUTIONAL COMMISSARY:**

**2.1 General:** Institutional Commissaries will operate in all SCDC institutions and will be sent items from the SCDC Commissary *Warehouse* based on funding and need. **(4-ACRS-4B-05, 4-4334)**

### **1. INSTITUTIONAL COMMISSARY:**

**2.2 Staffing:** Institutional Commissary employees will operate under the general supervision of and will be rated by the Chief, Commissary Branch, or designee with the concurrence of the Warden/designee. (See SCDC Policy/Procedure ADM-11.06, "Employee Performance Management System," and ADM-11.36, "Dual Supervision," for additional information.)

**2.2.1** Administrative Coordinators will be employed at certain institutions and will be assisted by a Supply Manager and inmate personnel. Other institutions may utilize Supply Managers and inmate personnel to conduct Commissary operations. Institutions without authorized Commissary personnel will operate by using designated institutional personnel and inmate personnel. Administrative Coordinators, Supply Managers, and designees are responsible for ensuring that all safety requirements are met in the Commissary.

**2.2.2** Commissary transactions will be conducted by inmate personnel only in the presence and under the direct supervision of Commissary employees or designated back-up employees. **(4-4335)**

**2.3 Emergency Issue:** In an emergency, designated institutional personnel will be authorized to enter the institutional Commissary after hours. The following guidelines will be followed:

**2.3.1** The senior official on duty will determine if an emergency exists.

**2.3.2** Keys will be secured in a sealed envelope bearing the signature of the institutional Commissary Manager across the sealed portion of the envelope *and maintained in the Control Room.*

**2.3.3** Only the senior official on duty (this cannot be delegated) will authorize the envelope to be removed from the Control Room in order to provide access to the institutional Commissary. When such authorization is given, it will be documented on SCDC Form 19-29A, "Incident Report," and will include the following: the date; time keys removed; purpose, i.e., the nature of the emergency; who authorized Commissary entry; exact description of the item(s) removed; and name and SCDC number of inmate and/or name and title of employee to whom items are issued. When possible, an inmate commissary worker should accompany the entering official to assist in locating and accounting for materials removed.

**2.3.4** The senior official will then secure the keys in a new envelope and sign across the sealed portion of the envelope. *The envelope will be returned to the Control Room.*

**2.3.5** All documentation will be given to the institutional Commissary Manager the next working day, and the replacement envelope will be prepared and signed by the Commissary Manager at that time.

**2.3.6** The institutional Commissary Manager will keep one (1) copy on file and forward a copy of the documentation to the Chief, Commissary Branch, within one (1) working day of the incident.

## **2.4 Purchases:**

**2.4.1** Inmate clothing, hygiene items, and uniformed personnel items (with the exception of medically necessary items as per Procedure 2.4.4, below) must be obtained from the SCDC Commissary Warehouse. No vendor purchasing of inmate clothing, hygiene items, or uniformed personnel items will ever be made by institutional staff without prior approval from the Chief, Commissary Branch.

**2.4.2** If the Warden determines that an item is needed which is not stocked in the SCDC Commissary Warehouse and that savings can be effected through bulk purchases, the Warden will notify the Chief, Commissary Branch. If it is feasible, the item will be added to the SCDC Commissary Warehouse inventory.

**2.4.3** Any deviation from or exception to designated institutional Commissary purchasing activities must be approved by the Chief, Commissary Branch, or designee.

**2.4.4** Medically necessary items will be funded, purchased, and issued by the Division of Health Services pursuant to SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Unauthorized Property Disposition." In cases where the Commissary Branch stocks the item, SCDC Form 15-3, "Transfer Voucher," will be completed by the Commissary Manager and forwarded to medical for signature prior to issue of the item.

## **2.5 Receiving:**

**2.5.1** The institutional Commissary Manager or Warden's designee will be responsible for receiving purchase orders into the system via SCEIS. (This does not include physically receiving the item.)

**2.5.2** The Business Office/designee will forward a copy of the purchase order to the institutional Commissary Manager/Designee.

**2.5.3** The institutional Commissary Manager/Designee will keep a copy of the purchase order in a suspense file.

**2.5.4** Once the item is received by the institutional requisitioner, the shipping document will be forwarded to the Business Office and then to the commissary or Warden's designee for SCEIS entry. (**NOTE:** If an item is received without a shipping document or invoice, SCDC Form 20-42, "Receiving Report/Ticket," will be used for this purpose.) Once the item is entered into the SCEIS, the institutional Commissary Manager/Designee will forward all relevant documents to the Business Office/Warden's designee for final disposition. The status of items not received must be resolved by the Business Office/Warden's designee. Items that are requested by the following areas will not be received by the commissary: Canteen Branch, Prison Industries, Medical Services, Food Services, and Education.

## **2.6 Recordkeeping:**

**2.6.1** When items are received from the SCDC Commissary Warehouse, they will be added to the inventory on SCDC Form 20-55, "Inventory - Commissary," by the institutional Commissary Manager or designee. Manual entries must be made within three (3) work days after delivery. Merchandise must also be received into inventory through SCEIS the same day.

**2.6.2** Items received must also be entered into the automated inventory via SCEIS on the same day as physically received.

**2.6.3** As items are distributed within the institution, they will be recorded on SCDC Form 20-40, "Inmate Clothing Issue," or SCDC Form 20-13, "Supply Request," by institutional Commissary staff and signed for by the receiving individual. At the end of the week, all distributions will be subtracted from the inventory on SCDC Form 20-55, "Inventory - Commissary," and *in* SCEIS by the institutional Commissary Manager or designee.

**2.6.4** Items issued must also be entered into SCEIS at least one time per week.

**2.6.5** The beginning inventory, plus receiving, less distribution, will give a book balance.

## **2.7 Accountability:**

**2.7.1** The Chief, Commissary Branch, will ensure that proper records and control are maintained for all property received by the institution from the SCDC Commissary Warehouse.

**2.7.2** Institutional Commissary Managers will be responsible and accountable for all merchandise received from the SCDC Commissary Warehouse. Shipping/delivery discrepancies must be reported immediately to the SCDC Commissary Warehouse supervisor. (4-4335)

**2.8 Inventories:** A physical inventory of all supplies and inmate clothing will be taken on the last work day of each month by the institutional Commissary Manager. **(4-4335)**

**2.8.1** These monthly inventories will be recorded on SCDC Form 20-39 A, B, and C, "Commissary Monthly Inventory Report," and posted on SCDC Form 20-55, "Inventory - Commissary." These monthly inventories will be compared to the automated inventory through SCEIS.

**2.8.2** Institutional Commissaries will not order, store, or disseminate office supplies or SCDC forms.

**2.8.3** The original of the completed SCDC Form 20-39A, B, and C, "Commissary Monthly Inventory Report," will be submitted to the Chief, Commissary Branch, on the third working day of the following month, and one (1) copy will be retained on file at the institutional Commissary.

**2.8.4** Shortages/overages will be detected by subtracting the actual inventory from the book balance (Procedure 2.6.3, above). These shortages/overages will be recorded on SCDC Form 20-27, "Monthly Overage/Shortage Report." These shortages/overages will be adjusted as appropriate through SCEIS. The original copy of this form will be forwarded to the Chief, Commissary Branch, and a copy will remain in the institutional Commissary file.

**2.8.5** Unannounced and announced physical inventories will be conducted by the Chief, Commissary Branch, or designee as necessary.

**2.8.6** An excess buildup of used or new clothing will not be permitted in institutional Commissaries. (**NOTE:** Institutions may have up to a 10% inventory level of new inmate clothing. Kirkland Correctional Institution R&E and Graham Correctional Institution R&E are exempt from the 10% rule listed above.) Percentages for these institutions are based on inmate population count.

**2.8.7** Additional inventories may be conducted at the discretion of the Commissary Manager.

## **2.9 Toxic/Caustic Chemical Accountability:**

**2.9.1** The institutional Commissary Manager is responsible for the accountability and control for all toxic/caustic chemicals within the commissary. Once issued, toxic/caustic chemicals become the responsibility of the requisitioner.

**2.9.2** All toxic/caustic chemicals can only be drawn and issued under the direct supervision of authorized staff and only in the amount necessary for one (1) day's needs. Issues for weekends and holidays will be sufficient to last until the commissary reopens.

**2.9.3** Toxic/caustic chemicals in dry/liquid form will be accounted for using SCDC Form 8-1, "Toxic, Caustic, Flammable, Consumable Supply Inventory," and issues will be logged daily. A separate 8-1 will be kept on each type chemical and will be updated daily. Monthly, the workplace manager supervisor will complete SCDC Form 22-6, "Monthly Hazardous Chemical Inventory," and forward the form to the EHSO in accordance with SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health," section 6.46.

**2.9.4** Toxic/caustic chemicals will be secured in compliance with safety regulations.

**2.9.5** Cleaning supplies will be issued in 32 ounce bottles except for floor care products which will be issued in two and a half (2 1/2) gallon containers.

**2.9.6** Daily accountability of quart bottle distribution and collection will be logged on SCDC Form 8-1. Bottles will be exchanged daily on a one for one basis.

**2.9.7** Scheduled issue times will be developed by the Commissary Manager to ensure that all assigned chemical containers are inventoried and refilled on a daily basis. Only containers returned to the commissary (whether unused, completely empty, or partially used) will be exchanged.

**2.9.8** Fifty-five (55) gallon drums will be measured using the stick ruler issued by the Commissary Branch. When a new barrel is opened, it must be measured and recorded on SCDC Form 8-1. The stick ruler is graduated in inches. The measurement will be compared to the toxic/caustic chart to translate the inches into gallons. This includes the 55 gallon drums used in the laundry operation.

**2.9.9** Chemicals stored in five (5) gallon containers should be estimated to the nearest gallon.

**2.9.10** Any undiluted chemical in 2 1/2 gallon containers must be accounted for on SCDC Form 8-1, and should be estimated to the nearest gallon.

**2.9.11** Dry chemicals should be estimated to the nearest pound.

**2.9.12** All marvicide, ant spray and granules, bleach, and enviocide must be kept under lock and key at all times. These items can only be issued to employees, not inmates. After marvicide and bleach have been diluted, they can be issued to the appropriate inmate workers.

**2.9.13** When chemicals are issued on a daily basis in 32 ounce bottles, the following procedures will be followed:

- Areas will report daily at scheduled times with chemical containers to be refilled by the commissary. Only containers returned will be refilled. Any lost bottles should be documented on SCDC Form 19-29A, "Incident Report," prior to the re-issue of new bottles.
- Areas that are in operation seven (7) days a week will receive an adequate supply of chemicals and containers on Fridays (or any other day before the commissary is closed for an extended period) to meet their need. Containers will then be returned on the next business day.
- Areas not reporting during assigned times will not be issued chemicals until the next business day.

**2.9.14** All containers must have the proper labeling. If the label has worn off, a SCDC Form S-27, "Chemical Label," will be placed on the container. The label should list the chemical name, cautions, and treatments. Questions concerning a chemical's use or mixture should be addressed to the appropriate vendor or to the Commissary Branch. (**NOTE:** There are certain chemicals that are very dangerous when mixed, e.g., bleach and ammonia, etc.). It will be the responsibility of the appropriate vendor to ensure that chemicals manufactured and sold are accurately labeled.

**2.9.15** Material Safety Data Sheets (MSDS) must be maintained in the commissary for each chemical. They will be placed in a file alphabetically. An index listing will be prepared that lists all MSDS in the file. The MSDS should be checked periodically to ensure that they are current. A notice should be placed in a visible spot in the commissary stating where the MSDS book is located. **(4-ACRS-1C-17, 3-4203)**

### **3. EMPLOYEE UNIFORMS:**

#### **3.1 General:**

**3.1.1** Security of uniforms is essential. **INMATES WILL NOT HAVE ACCESS TO UNIFORMED PERSONNEL CLOTHING WITHOUT PROPER AND CONSTANT SUPERVISION.** Inmates will only have access when their job requires them to sew, alter, repair, or launder uniformed personnel clothing.

**3.1.2** Metal wall-lockers or other secured cabinets, etc., may be used for uniformed personnel clothing storage within the institutional commissary during duty hours.

**3.1.3** All uniformed personnel transactions will be entered into SCEIS. All uniformed personnel will be permitted **only** one (1) transaction per month with the exception of pregnant uniformed personnel and on a case by case basis.

**3.1.4** All institutional Commissaries will be authorized to handle uniformed personnel clothing exchanges. (See Procedure 3.2 - 3.2.14, below.) Uniforms received at the institutional Commissary will be held for 14 days; thereafter, items will be returned to the Commissary Warehouse at the discretion of the institutional Commissary Manager.

***3.1.5 Employees ceasing employment must follow the policies/procedures in SCDC Policy ADM-11.11, "Employee Clearance," section 1.3, "Return of Issued Items."***

**3.2 Institutional Exchange Procedures:** Employees will take uniform item(s) for exchange/replacement to the institutional Commissary. The institutional Commissary Manager will check the issue date, ensure item(s) meet the wear-life criteria, or ensure item(s) meet special criteria (e.g., damaged in a fire, altercation with an inmate, etc.). Wear life expiration does not mean automatic exchange. Exceptions will be excessive weight gain/loss and/or promotions/demotions. Exchanges/replacements of item(s) as follows:

**3.2.1** Serviceable used clothing will be issued if available before issuing new clothing.

**3.2.2** If the employee is eligible for exchange based on 3.2, above, then the institutional Commissary Manager will check the items for serviceability. If the items are serviceable, the officer will be told to have the items professionally laundered, put on hangers,



and returned when the requested exchange items are received. If the items are not serviceable, the officer will be told to wash/laundry the items. The items must be returned to the institutional Commissary in order to be issued the replacement items.

**3.2.3** The institutional Commissary Manager will enter the order into **SCEIS**.

**3.2.4** The SCDC Commissary Warehouse Uniform Section monitors the orders. Items requested on the computer generated shipping document will be placed in a bag with a copy of the document, taped closed, and labeled with the institutional commissary written on the bag (masking tape can be used to label bags).

**3.2.5** The Manager of the Uniform Section will ensure that the item(s) is delivered to the proper institution with the monthly Commissary re-supply or through the Agency transportation system.

**3.2.6** After the employee tries on and accepts the uniform item(s), it will be issued via the officer automated clothing record system. Exchanged item(s) must be returned to the warehouse and must be deleted from the officer's clothing screen by the Commissary Warehouse Uniform Section at this time.

**3.2.7** Exchanged items that are serviceable must be professionally cleaned, tagged, and on hangers before the Commissary Manager can accept them. Items will be returned to the Commissary Warehouse using SCDC Form 15-3, "Transfer Voucher." Uniforms can be transferred through the bus terminal system.

**3.2.8** After exchange, uniforms will be secured in the Commissary during normal Commissary hours, or in any other area designated by the Warden. At the end of the work day, all officer uniforms will be removed from the Commissary and secured at a location designated by the Warden. The Warden must give written approval for the storage of officer uniform items in the Commissary overnight.

**3.2.9** Uniform accessories, i.e., badges, stripes, bars, etc., will be issued the same as clothing items. (**NOTE:** Promotional insignia may be issued by the appropriate Warden or designee.)

**3.2.10** Employees exchanging uniforms due to promotions will be responsible for having the uniforms laundered by a professional laundry prior to the exchange. Items deemed unserviceable by the institutional Commissary Manager need to be washed/launched.

**3.2.11** Institutional Commissaries will not be authorized to clear terminations or accept terminated employees' uniforms. All terminated employees must return items to the SCDC Commissary Warehouse. (**NOTE:** An employee's final pay check will be held until the termination has been cleared in accordance with SCDC Policy/Procedure ADM-11.11, "Employee Termination and Clearance.")

**3.2.12** The automated officer clothing record will be entered into SCEIS using the employee's SCEIS ID.

#### **4. INMATE CLOTHING:**

**4.1 General:** All inmate clothing transactions will be initiated using the SCDC inmate identification card. (Clothing for SMU inmates will be entered using the inmate's SCDC number.) All inmate clothing transactions must also be entered into SCEIS at least once per week. Inmate visits to the Commissary should be limited to one (1) per month, with the exception of emergencies or special situations. Clothing will be properly fitted, suitable, and presentable in accordance with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards." **(4-4336)**

**4.1.1** Clothing exchanges for inmates will only be authorized for items of clothing deemed unserviceable through normal wear and tear or for excessive weight gain/loss. The institutional Commissary Manager/Warden will be the sole arbiter of the serviceability of clothing items. Serviceable used clothing will be issued if available before issuing new clothing. Returned clothing items will be deleted from the automated inmate clothing screen at the time of turn in. All automated inmate clothing records must be updated at time of issue, turn in, and transfer. Institutional Commissaries will keep in inventory an adequate amount of used clothing to meet the needs of the institution. Stockage levels will be at the discretion of the Chief, Commissary Branch, or designee.

**4.1.2** Jackets may be worn between September 1 and May 15. Except during periods of unusually cold weather (as determined by the Warden), jackets will not be worn after May 15 or before September 1. Special needs inmates, as determined by Medical in coordination with the respective Warden, may wear their jackets year round.

**4.1.3** Thermals are job specific. Two (2) sets of thermals will be issued from the Commissary to inmates whose job falls within the job specific category. Thermals may also be purchased from the Canteen. Under normal conditions the wear life of thermals is two (2) years.

**4.1.4** Serviceable thermals, jackets, uniforms, etc., will be laundered and re-issued. All serviceable footwear will be disinfected and re-issued.

**4.1.5** Inmates assigned as food service workers will be issued five (5) sets of green uniforms and four (4) sets of tan uniforms.

**4.1.6** Unserviceable items (except bras and boots) will be sent to the SCDC Recycling Center. Commissary managers will ensure that all buttons, snaps, etc., are removed. Items will be placed in plastic bags and returned with other recycling items. Bags must be labeled "Recycling."

**4.1.7** Job-specific clothing and footwear will be provided to inmates by the institutional Commissary Manager as specified by Appendix A, "Inmate Clothing Authorization Matrix." Upon transfer from a job that requires job-specific items, the inmate must turn in items not authorized in his/her new position except for work boots and thermals. Once work boots become unserviceable, appropriate footwear will be issued based on the Inmate Clothing Authorization Matrix. Unserviceable thermals will be replaced only if job assignment requires thermals based on the Inmate Clothing Authorization Matrix. **(4-4337)**

**4.1.8** Inmates will be prohibited from wearing state-issued, job-specific boots, i.e., work boots, steel-toe boots, and rubber boots, while participating in recreational activities.

**4.1.9** Indigent inmates will be issued a pair of clogs or tennis shoes (bo-bos) for recreational purposes if their state-issued, job-specific shoes are not authorized for wear during recreational activities.

**4.2 Intake at R&E Centers:** Items issued at the R&E Centers will be entered in the automated clothing issue system at the time of issuance. Issue for all inmates will initially consist of:

- One (1) white jumpsuit
- Five (5) boxer shorts - males
- Seven (7) panties - females
- Five (5) bras - females
- \*\* Five (5) pairs socks
- One (1) bathrobe - females
- Two (2) night gowns - females
- \*\* Three (3) towels
- \*\* One (1) pair of clogs (\*One (1) pair of tennis shoes (bobos) and one (1) pair of shower shoes will be issued in place of clogs if required size is unavailable)
- \*\* Three (3) wash cloths
- One (1) pillowcase
- Two (2) sheets
- One (1) Synopsis of SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System"
- \*Four (4) tan pants
- \*Four (4) tan shirts
- One (1) jacket
- \*One (1) tan cap (inmate must request)
- One (1) laundry bag
- \*\*One (1) plastic tumbler
- \*\*One (1) orange spork

(\*Issued upon transfer to institution.)

(\*\*These items are not replaced by the Commissary when they wear out or are lost, but may be purchased from the canteen [replacements will be provided to inmates who have been indigent for over 90 days.]

All inmates will also be issued: One (1) personal hygiene pack containing: soap (three [3]); pencil (one [1]), which will be exchanged for a new pencil when it wears out; toothpaste (one [1]); toothbrush (one [1]); deodorant (one [1]); envelopes (two [2]); sheets of paper (eight [8]); 3 in 1 (shampoo, shave, shower) gel male (two [2]) and female (three [3]); disposable razors (four [4]); and comb (upon request by inmate). Indigent inmates will receive replacement hygiene packs on the first scheduled distribution date after showing up on the dorm report as being indigent. **(4-ACRS-4B-01)**

#### **4.3 Inmate Transfer:**



**4.3.1 R&E Center to Institution:** The inmate will be issued all authorized Commissary items as per SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Unauthorized Property Disposition," prior to his/her transfer. All property of the inmate will be shipped in a duffel bag.

**4.3.2 Institution-to-Institution:** Each inmate will be transferred with all authorized Commissary issue items as per SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Unauthorized Property Disposition." Except for work boots and thermals, inmates will not be permitted to retain job-specific items. When an inmate does not have the proper clothing issue upon arrival at the receiving institution, the receiving institution will immediately contact the sending institution to locate the inmate's clothing. If the inmate is transferred from an institution without all proper clothing items, s/he will be issued the items needed to bring him/her up to the authorized level. If it is determined by the Commissary Manager that the inmate is responsible, restitution will be required. Laundry left at the sending institution will be sent to the receiving institution within two (2) working days, and the sending institutional Commissary manager will send a CRT message to the receiving institutional Commissary manager that clothing is sent. CRT message must include inmate's name and SCDC number.

**4.3.3 General Population to Special Management Unit (SMU):** The appropriate institution will ensure that the inmate has been issued property in accordance with SCDC Policy/Procedure OP-22.12, "Special Management Unit." All other clothing will be placed in a duffel bag, secured, shipped with the inmate for storage at the receiving institution property room, and returned to the inmate upon release from the Special Management Unit. All inmates going to SMU will be transferred in clogs or tennis shoes. Work boots will remain a part of the inmate's property and be stored in his/her duffel bag in the property control room.

**4.4 Release Clothing:** Wardens are authorized and encouraged to develop contacts with local charitable organizations that may be willing to provide release clothing for inmates who are being released from SCDC. Such clothing should be provided prior to the inmate's release and should be properly secured in the property control room or area designated by the Warden prior to issue to the inmate on the date of the inmate's release. Wardens may also release inmates in clothing provided by the inmate's family. The inmate's family should bring the clothes to the front gate on the date of release only. Inmates who are not provided with clothing from a charitable organization or family will be released in a non-stenciled shirt and a non-stenciled pair of pants. Commissary Managers will use their discretion on the footwear that the inmate will wear when released. Work boots should only be used as release items if they are well worn. Inmates may be issued a jacket for release between November 1st and May 1st. Release clothing, except for clothing provided by a charitable organization, will be secured at all times within the institutional Commissary. Inmates will not have access to these items. Commissary Branch Warehouse inmates will not have access to release clothing without proper supervision.

**4.5** Wear life for the following items of inmate clothing issue has been established as follows:

ITEM	WEAR LIFE
Clogs *A broken or missing strap does <u>not</u> make a clog "unserviceable"	1 year
Tennis Shoes (bo-bos)	90 days
Work Boots	1 year
Tan Uniform (shirts & pants)	2 years
Boxer Shorts	1 year
Socks	6 months
Thermals	2 years
Jackets	3 years
Panties	9 months
Bras	9 months
Sports bras	15 months
Skirts	2 years
Gown	1 year
Sheets	2 years
Pillowcases	2 years
Mattress	4 years

The institutional Commissary Manager/Warden is the sole arbiter on the serviceability of an item of inmate clothing. Clothing or other items that are still serviceable at the time of wear life expiration will be worn/used until they are unserviceable. Items that become unserviceable prior to wear life expiration may require restitution at the discretion of the Commissary Manager. Wear life expiration does

not mean automatic exchange. Inmate clothing issues or other items will be exchanged after wear life expiration at the discretion of the institutional Commissary Manager. All inmates, to include indigent inmates, are subject to the wear life standards.

## 5. MATTRESSES AND PILLOWS:

**5.1** At least 25% of mattresses and pillows will be exchanged Agency wide each fiscal year, if the Agency budget permits.

**5.2** Serviceability: The institutional Commissary Manager/Warden will be the sole arbiter of the serviceability of mattresses and pillows. Small tears/punctures and/or stains will not be valid reasons for exchange.

**5.3 Receipt:** Mattresses and pillows that are shipped directly to institutions by the Division Director of **Prison** Industries or designee must be received and verified. The institutional Commissary Manager will ensure that the shipping document is forwarded to the Chief, Commissary Branch, within two (2) working days.

**5.4** Each inmate will be issued a mattress upon arrival at his/her assigned institution. Upon issue, the mattress will be marked with the inmate's SCDC number in permanent ink.

**5.5** Distribution of mattresses is the responsibility of the Commissary Manager. Methods of distribution will be left up to the discretion of the Commissary Manager in conjunction with the Warden/designee. A method of issue and receipt will be developed to accommodate inmate transfers and arrivals after normal duty hours.

**5.6** It is the Commissary Manager's responsibility to ensure that all mattresses are marked. The Commissary record will be updated via CRT entry with this identification plus the following condition of the mattress:

N = new      G = good      F = fair      P = poor      D = destroyed

**5.7** Restitution will be charged for destruction of mattresses and pillows as follows:

- Fair wear and tear will not be charged to the inmate;
- Mattresses destroyed by security will not be charged unless contraband is found;
- New mattresses will be charged at 100% of the current replacement cost; and
- Mattresses issued in good condition will be charged at 85% of current cost, fair condition will be charged at 75%, and poor condition **will be charged** at 50%.

**5.8** Inmates refusing to make restitution will have a "D" code placed on his/her clothing record and will not be issued another mattress until restitution is made. The record will follow the inmate throughout the Agency.

**5.9** Indigent inmates will be charged restitution and then issued a replacement mattress.

**5.10** The mattress will accompany the inmate upon movement within a unit or transfer to another unit except medical and SMU. R&E inmates are exempted from marking mattresses except for cadre.

**5.11** If the inmate has an outside medical appointment or an outside court appearance, the inmate will return his/her mattress to the Commissary Manager. The mattress will be reissued when the inmate returns. If the inmate's medical appointment/court appearance is expected to be completed the same day, the mattress can be secured by the unit supervisor.

**5.12** If the inmate is being released or transferred, the mattress will be inspected for serviceability, and restitution charged if necessary prior to the release/transfer of the inmate. The mattress will then be repaired if necessary and reissued.

**5.13** Mattresses returned to the Commissary will be cleaned and sanitized before reissue. The inmate's number will be painted out by the Commissary with a special paint color used only by the Commissary.

**5.14 Repairs:** Mattresses will be patched/repared or converted to pillows as appropriate by the institution under the supervision of the institutional Commissary Manager.

**5.15 Disposal:** All unserviceable mattresses and pillows will be disposed of using the institutional dumpster. Unserviceable mattresses and pillows will not be stored in the institutional Commissary. All unserviceable items must be approved by the institutional Commissary Manager prior to **their** disposal.

## 6. SHEETS, PILLOWCASES, AND BLANKETS:

**6.1** Sheets and pillowcases will be entered on the automated inmate clothing record and into SCEIS.

**6.2** Sheets and pillowcases will be properly marked and **will** remain with the inmate as part of his/her personal property. These items will transfer with the inmate from institution to institution. Blankets will not be marked/written on in any manner.

**6.3 Requests:** Replacement of unserviceable sheets, pillowcases, or blankets will be issued to an inmate only if the request is accompanied by the worn out item. Discoloration (dingy) is **NOT** an exchange criteria for blankets, sheets, or pillowcases. The institutional Commissary Manager/Warden is the sole arbiter of the serviceability of blankets, sheets, and pillowcases.

**6.4 Disposal:** All worn-out sheets, pillowcases, and blankets will be returned to the SCDC Recycling Center. Items will be placed in plastic bags and returned with other recycling items. Bags must be labeled "Recycling."

## **7. INMATE RESTITUTION:**

**7.1** Inmates will be responsible to provide restitution for the cost of replacing damaged or lost clothing, pillows, blankets, mattresses, sheets, etc., resulting from unlawful and/or negligent inmate actions in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System," and SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates." **(4-4335)**

**7.2** Each institutional Commissary Manager will be responsible for reporting damage/destruction of inmate clothing, footwear, etc., to the Warden/designee at his/her institution using SCDC Form 19-29A, "Incident Report," in accordance with SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates." **(NOTE:** If applicable, SCDC Form 10-14, "Agreement to Debit E. H. Cooper Account," will be completed before the item is replaced.)

## **8. LAUNDRY:**

### **8.1 General:**

**8.1.1** The Chief, Commissary Branch, will establish guidelines for allowing inmates to use available laundry facilities at their institutions for laundering state-issued and authorized personal clothing at no expense to the inmate. Laundry bags will not be used for transporting canteen purchases. **(4-ACRS-4B-02, 4-4339)**

**(NOTE:** Inmates with work program accounts at any SCDC Work Release Center/Pre-Release Center will be responsible for their own laundry, to include all costs related to the same.)

**8.1.2** Neither the South Carolina Department of Corrections nor the laundry room attendants will be held financially responsible or liable for the loss of or damage to any personally owned inmate clothing. **(4-ACRS-4B-02, 4-ACRS-4B-04, 4-4338, 4-4339)**

**8.1.3** State clothing items lost after return to the housing unit will not be the responsibility of the Commissary. Items lost after return to the housing unit will not be replaced until an SCDC Form 19-29A, "Incident Report," signed by the Warden/designee is provided to the Commissary. Excessive losses will be reported to the Commissary Branch Chief.

### **8.2 Laundry Schedules:**

**8.2.1** Each institution will develop a laundry schedule to ensure that every general population inmate's clothing is laundered two (2) times per week. **(4-4338)**

**(NOTE:** Inmates housed in any SMU or in MSU will be afforded laundry services in accordance with SCDC procedures specific to that unit.)

**8.2.2** Sheets and pillowcases will be laundered one (1) time per week. **(NOTE:** The Unit Correctional Officer will be responsible for ensuring that all bed linens are stripped on designated days and returned to the appropriate inmate.) Commissary managers will make adjustments when necessary, e.g., work release programs, etc., as directed by the Warden.

**8.2.3** Blankets will be laundered monthly.

**8.3 Laundry Identification:** All inmate clothing (state-issue and personal) will be marked with the inmate's SCDC number, as follows:

Shirts	in the back, at the bottom
Pants and skirts	under the waist band, in the rear

Tee shirts	in the back near the tag, on the outside
Towels and wash cloths	on one end
Thermals	on the outside, in the back
Socks	under the band
Undergarments	on the outside, in the back
Sheets and pillowcases	on corner end
Laundry bags	3"x6" cloth strip will be sewn on the outside of the bag and the inmate's SCDC number will be stamped on it.

**8.4 Institutional Laundry Operation:** Institutions with laundry facilities will launder items as follows:

**8.4.1** Up to four (4) sets of underwear along with four (4) pairs of socks, one (1) tan cap, and three (3) wash cloths will be laundered in bags (tagged with the inmate's ID number). Over stuffed laundry bags will be returned to the inmate without being washed.

**8.4.2** Items to be laundered in bulk (loose) include: all inmate uniforms; towels; thermals; sheets; pillowcases; blankets; jackets; and t-shirts.

**8.4.3 DRYING PROCESS:** The heat and cool down cycles must be used. All laundry items are to be cooled completely at the end of each drying cycle. At the completion of the cool down, all laundry items are to be removed from the dryer immediately, and the dryer door is to remain open. Failure to follow this procedure could result in employee corrective action in accordance with SCDC policy.

**8.4.4** Laundry personnel will fold the clothing and towels laundered in bulk after they are properly dried to help reduce wrinkles.

**8.4.5** Each inmate will initial SCDC Supply S-26, "Unit Laundry Log/Roster," indicating the articles s/he has turned in for laundering. Prior to returning the items to the inmate, laundry personnel will confirm that the count is correct and sign where indicated on SCDC S-26, "Unit Laundry Log/Roster"; SCDC Form 14-6, "Special Laundry List," will be utilized between the units and the laundry to ensure proper count on bags and bulk counts (All level one institutions are authorized to substitute SCDC Form S-26 for SCDC form 14-6.); and the inmate will acknowledge the receipt of the returned items on SCDC Supply S-26.

**8.4.6** Institutions with small household washers and dryers will allow individual pieces to be washed separately by Medical and the Special Management Unit. All others will utilize full loads.

**8.4.7** All institutions, without exception, will use SCDC Form S-26, "Unit Laundry Log/Roster." This form will be kept on file, in an area designated by the Warden, for three (3) years.

**8.5 Guidelines for doing soiled/contaminated laundry within SCDC institution clinic areas:** *To safeguard the health of staff and inmates and prevent/reduce exposure to blood-borne pathogens from soiled or contaminated laundry, laundry will be handled with minimal agitation and stored in covered containers for a minimal period of time. Any laundry soiled with visible blood will be handled using standard universal precautions. All gloves or impervious bags used in handling bloody laundry will be disposed of in biohazard containers.*

**8.5.1 Soiled laundry with no visible blood or bodily fluids:**

- *Wash hands and put on gloves.*
- *Handle laundry as little as possible with minimum agitation.*
- *Empty laundry into washer and wash with detergent, hot water, and bleach, as needed.*
- *Remove gloves and wash hands.*

**8.5.2 Contaminated laundry - laundry soiled with visible blood, body fluids, or solid waste:**

- *Launder contaminated articles separately from non-contaminated articles.*
- *Wash hands and put on gloves.*
- *Handle laundry as little as possible with minimum agitation.*

- *If laundry contains no solid waste, place in a water-soluble bag if available. Place water-soluble bag or laundry bag directly into wash load. Launder with hot water, detergent, and bleach, except for those institutions that utilize the ozone system which is cold water wash.*
- *If laundry contains solid waste, place in impervious bag and transport to laundry room. Pour it out of the bag into the hopper. Rinse laundry in hopper before placing directly into wash. Launder with hot water, detergent, and bleach, as needed.*
- *When washer is not immediately available, contaminated laundry will be placed in a water-soluble bag with the top secured and then placed in an impervious bag with the top secured. The outside of the impervious bag will be labeled "CONTAMINATED" and will have a biohazard label attached.*
- *Store soiled or contaminated laundry in a lidded container.*
- *Remove gloves and wash hands.*

## 9. DEFINITIONS:

**Citrix** refers to ECC, or Enterprise Core Component.

**Commissary Items** refers to inmate clothing; hygienic products; household and office supplies; printed forms; etc., available from the SCDC Commissary.

**Commissary Manager** refers to the employee who manages the institutional Commissary.

**Indigent Status** refers to an inmate whose E.H. Cooper account's balance and/or deposits for a 30 day period has not exceeded \$6.42.

**Inmate Clothing** refers to state-issued items, i.e., pants, shirts, undergarments, footwear, jackets, socks, etc.

**Institutional Commissary** refers to the distribution center located within each SCDC institution.

**Job Specific Clothing** refers to items required to perform assigned duties, i.e., jumpsuits, gloves, thermal underwear, work boots/steel toed boots, etc.

**Personal Clothing** refers to authorized clothing items that can be purchased by inmates from the Canteen.

**SCDC Commissary/Commissary Warehouse** refers to the Central Warehouse Commissary operation located within the Broad River Complex.

**SCEIS** refers to the South Carolina Enterprise Information System.

**SRM** refers to Supplier Relationship Management.

**Undergarments** refers to: Men - boxer shorts, socks; Women - bras, panties, socks, night shirt, bathrobe.

**Uniform** refers to those clothing items issued to designated employees by the SCDC and required to be worn by such employees when on duty.

**Uniformed Personnel** refers to any employee issued and authorized to wear a SCDC uniform.

**SIGNATURE ON FILE**

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s/Bryan P. Stirling, Director

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**Date of Signature**

**ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT**

**Appendix A      Inmate Clothing Authorization Matrix**

JOB ASSIGNMENT	WORK BOOTS	STEEL- TOE BOOTS	CLOGS or TENNIS SHOES	THERMALS	RUBBER BOOTS	COVERALLS/ JUMPSUIT	RAIN SUITS
UNASSIGNED/UNEMPLOYED			X				
A/C HELPER	X					X	
BAKER	X					X	
BARBER			X				
BINDRY OPERATOR			X				
BOILER MAKER		X				X	
BOILER OPERATOR	X					X	
BOOKKEEPER			X				
BRICKMASON	X		X		X		
BUFFER					X	X	
BUILDER	X			X		X	
CAP MACHINE OPERATOR			X	X		X	
CARPENTER	X			X		X	

CANTEEN OPERATOR	X						
CHAMBER & FINAL INSPECTOR			X				
CHAPLAIN'S ASSISTANT			X				
CHIEF CLERK			X				
CLASSROOM LEADER			X				
CLIPPER OPERATOR	X						
CONCRETE FINISHER	X			X	X	X	
COMMISSARY OPERATOR	X						
COOK	X						
CUSTODIAN			X				
DARKROOM PLATE ASSISTANT			X				
DENTAL LAB. TECHNICIAN			X				
DESIGN ENGINEER AD CONL			X				
DIP TANK OPERATOR	X			X		X	
DINING ROOM OPERATOR	X						
DOCK WORKER	X			X		X	
DOG HANDLER	X					X	
DRAFTER			X				
DRILLING	X						
ELECTRICIAN	X			X		X	X
ELECTRONIC ASSEMBLER			X				
EMPLOYMENT PROGRAM			X				
ENVELOPING & CRT RINGS			X				
EXTRUDER	X						
FORKLIFT OPERATOR	X			X		X	
FURNITURE ASSEMBLER	X						
GENERAL CONSTRUCTION OPERATOR	X			X		X	
GLUE MACHINE OPERATOR	X					X	
GRADER	X			X		X	
HEAT & A/C OPERATOR	X			X		X	X
HEAVY EQUIPMENT OPERATOR		X		X		X	
HAND TOOL REPAIRER	X						
HIGH PRESSURE TESTER	X						
HORTICULTURIST	X			X		X	
HORT. SPEC. GROWER	X			X		X	
INDUSTRIAL TRAINEE			X				
INSTRUMENT FITTER			X				
INSULATOR	X			X		X	
INVENTORY OPERATOR	X						
INVENTORY CLERK			X				
IRON WORKER		X		X		X	
LABOR CREW	X			X	X	X	
LAMINATOR			X				
LAUNDRY ATTENDANT			X				
LIBRARIAN/ BOOK MOBILE OPERATOR			X				
LICENSE TAG CONTROL OPERATOR	X					X	
LIFT TRUCK	X			X			
LIGHT TABLE ASSISTANT			X				



LITERACY PROGRAM			X				
LITTER CONTROL PROGRAM	X			X		X	X
LIVESTOCK CARETAKER	X			X	X	X	
LOCKSMITH			X				
L/T Q/C OPERATOR			X				
MACHINE OPERATOR			X				
MATERIAL CUTTER/MAKER	X						
MATERIAL HANDLER	X						X-*If outside
MAINTENANCE OPERATOR	X			X		X	
MASON		X		X		X	
MECHANIC	X			X		X	
MILKING MACHINE OPERATOR			X	X	X	X	
MILK PROCESSOR					X	X	
MILLWRIGHT		X		X		X	
OFFICE RUNNER			X				X
OUTSIDE WORKER (ALL-DAY)	X			X		X	X
PAINTER	X					X	
PATTERN MAKER			X				
PARA PROF. COUNS. #1 SKILL			X				
PHOTOGRAPHER			X				
PIPEFITTER		X		X		X	
PLUMBER	X			X		X	X
PRESS OPERATOR	X						
PROF. PERSONNEL			X				
QUALITY CONTROL TECHNICIAN			X				
QUICK COPY PRESSMAN			X				
QUILTING MACHINE OPERATOR	X						
RADIO DISPATCHER			X				
RECREATION ASSISTANT			X				
ROOFER	X			X		X	
SCDC INMATE AD CONL REP.			X				
SAFETY SEC. CLERK			X				
SANDBLASTER	X			X		X	
SANDER	X			X		X	
SAW DEPARTMENT WORKER	X			X		X	
SANITATION WORKER PLCL	X						
SENIOR LIGHT TABLE			X				
SCREEN PRINTING			X				
SERVICE STATION ATTENDANT			X	X			X
SEWING MACHINE REPAIR	X						
SEWING MACHINE OPERATOR			X				
SHOP OPERATOR	X						
SHIP AND RECEIVE CLERK	X						
SILK SCREEN OPERATOR			X				
SIGN SHOP FOREMAN	X						
STOCKER	X						

SPREADERS AND CUTTER			X				
SWITCHBOARD OPERATOR			X				
TAPE MACHINE OPERATOR	X					X	
TEACHER ASSISTANT			X				
TIRES AND RIMS		X				X	
TIRE REPAIR		X				X	
TRAY LINE OPERATOR	X				X		
TRUCK AND TRASH CREW		X		X	X	X	X
TYPESETTER			X				
UPHOLSTERER			X				
VEGETABLE PREPARATION OPERATOR			X		X		
WAREHOUSE ASSISTANT OPERATOR	X						
WAREHOUSE OPERATOR	X						
WASTE TREATMENT OPERATOR	X						
WELDER		X		X		X	
WINDER		X					
WARDKEEPER			X		X		
YARD DETAIL	X			X			