



## SCDC POLICY/PROCEDURE

Change 1 to ADM-16.11: [1.3](#)

Change 2 to ADM-16.11: [2.4.1](#)

**NUMBER: ADM-16.11**

**TITLE: CANTEEN OPERATIONS**

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**RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES**

**OPERATIONS MANUAL: Administration**

**SUPERSEDES: ADM-16.11 Change 1 (October 1, 2010); (March 3, 2009); (June 1, 2007); (June 1, 2005)**

**RELEVANT SCDC FORMS/SUPPLIES: 19-2, 19-66, 20-4, 20-5, 20-11, 20-18, 20-44, 20-73, 20-76, 20-76A**

**ACA/CAC STANDARDS: 4-ACRS-7D-29, 4-4042, 4-4043**

**STATE/FEDERAL STATUTES:**

**THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE: To provide guidelines for the operation and management of the SCDC Canteen Warehouse and institutional canteens.**

**POLICY STATEMENT: The Agency will maintain a central SCDC Canteen Warehouse which will supply all institutional canteens with merchandise and personal equipment merchandise items in accordance with applicable SCDC policies/procedures, state and federal statutes, and American Correctional Association standards (4-4042)**

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## **SPECIFIC PROCEDURES:**

### **1. GENERAL PROVISIONS:**

1.1 The Chief, Canteen Branch, will be responsible for developing a Canteen Operations Manual, and for reviewing *it* on at least an annual basis. *This* Manual will be disseminated to all Canteen Managers, who will be responsible for making *it* available to Canteen "designees" and "backups" as needed.

1.2 The Chief, Canteen Branch, will be the only employee authorized to purchase *items that are for resale in SCDC Canteens. All other requests for purchases must be submitted to the SCDC Purchasing Branch for processing:*

- merchandise to be sold in institutional Canteens (*resale items*);
- institutional Canteen equipment (*Purchasing Branch*);
- Canteen Warehouse equipment (*Purchasing Branch*); and
- office, warehouse, and maintenance supplies (*Purchasing Branch*).

1.3 No gifts or special favors from suppliers or contractors will be accepted by any employee of the Canteen Branch in accordance with SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services." ~~*Samples may not be accepted from Vendors under any circumstances.*~~ *Samples may be accepted and used for official Department purposes only.* (Changes in **BLUE** amended by Change 1, dated July 22, 2015).

1.4 Any Canteen Branch employee who has any financial or other interest in a supplier company, either directly or indirectly, must 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:

- determine whether the interest in question is of sufficient magnitude to warrant the disqualification of the employee from making purchases from the supplier; and
- maintain all documentation related to employees with financial or other interest with supplier companies for ten (10) years.

1.5 The total monetary value of the institutional Canteen inventory will not exceed the authorized amount based on volume of sales. This amount will be determined by the Chief, Canteen

Branch/**Designee**. The only exception will be when two (2) or more warehouse deliveries are made within the same week/reporting period as necessitated by scheduling changes. (Refer to the Canteen Operations Manual for additional information.)

**1.6** The authorized inventory will be increased/decreased by the Chief, Canteen Branch/**Designee**, as sales dictate. Exceptions may be made only after a written justification from the Canteen Manager has been approved by the Chief, Canteen Branch.

**1.7** All merchandise sold in institutional Canteens will be ordered **from and delivered by the SCDC Central Canteen warehouse** with the exception of certain items which are delivered directly to the institutions. **Orders will be generated through SCEIS.** All such transactions must be approved by the Chief, Canteen Branch/**Designee**. (Refer to the Canteen Operations Manual for additional information.) **(4-4042)**

**1.8** A current Canteen Price List will be posted in or near each Canteen and will be provided for all living areas. Price changes will be issued as necessary to each institutional Canteen Manager/**Designee** who will be responsible for updating the **prices** on the effective date and posting updated pages as appropriate.

**1.9** Receiving merchandise on credit will be prohibited. No credit will be extended to employees or inmates. For additional information regarding establishing accounts, employees should refer to **SCDC Policy** ADM-11.01, "Employee and Service Provider ID Cards," and inmates should refer to **SCDC Policy** OP-21.06, "Inmate Identification Cards." Cash sales are prohibited.

**1.10** The Canteen Manager/**Designee** will ensure that institutional Canteen operations are maintained in compliance with all state and federal sanitation, health, and safety statutes and regulations, and ACA Standards. (Refer to the Canteen Operations Manual for additional information.)

## **2. CANTEEN WAREHOUSE OPERATIONS:**

**2.1 Requisitioning of Merchandise:** All requisitions will be initiated by the Supply Manager/**Designee** using automated SCDC Form 20-76, "Canteen Requisition Receiving Ticket," in accordance with SCDC Policy/Procedure ADM-12.01, "Procurement of Commodities and Services," as set forth by the South Carolina Division of General Services (South Carolina Consolidated Procurement Code).

***2.1.1 The Supply Manager/Designee will then use this document to generate a Purchase Requisition through SCEIS which will be converted into a Purchase Order by Canteen Accounting.***

### **2.2 Receiving of Merchandise:**

**2.2.1** Only Canteen Warehouse employees will receive merchandise delivered to the Canteen Warehouse.

**2.2.2** Automated SCDC Form 20-76, "Canteen Requisition Receiving Ticket," will be completed by the Canteen Warehouse Supply Manager/**Designee** at the time merchandise is

received. These Receiving Reports will be verified by the accounting section of the Canteen Branch and the Chief, Canteen Branch/*Designee*, against purchase orders prior to being entered into the CRT. At no time will the invoice be used when preparing the "Canteen Requisition Receiving Ticket."

## 2.3 Shipping of Merchandise:

**2.3.1** Shipments of merchandise to *institutional canteens* will be made after receipt of an order *created in SCEIS and delivered* in SCDC delivery vehicles driven by Canteen Branch employees who possess a valid Commercial Driver's License (CDL).

**2.3.2** Merchandise shipped from the Canteen Warehouse to an institutional Canteen will be *listed on a SCEIS Shipping document (SSD). Each document will contain a material document number.*

**2.3.3** Canteen Warehouse Supply Managers/*Designees* will supervise the loading of all delivery vehicles at the Warehouse. Warehouse Supply Managers/*Designees* will be responsible for all merchandise loaded onto delivery vehicles and for the preparation and accuracy of loading/shipping documentation. At no time should any vehicle be left "unattended" when inmates are present.

**2.3.4** When merchandise is loaded onto a Canteen delivery vehicle at the Canteen Warehouse the *"SCEIS Purchasing Document"* will be verified and signed by the Canteen Supply Manager/*Designee*. After an *SSD* is generated from the *"SCEIS Purchasing Document,"* the original and one (1) copy of this *SSD* will accompany the merchandise to the receiving institution. At the time of delivery to the institution, the *SSD* will be verified and signed by the Canteen Manager/*Designee* and the inmate Canteen operator. The Canteen Manager/*Designee* will then give the original to the driver who will ensure return to the Canteen Warehouse. (Refer to the Canteen Operations Manual for additional information.)

**2.3.5** Rear doors of delivery trucks will be locked by the Warehouse Supply Manager/*Designee* immediately after completion of loading. These doors will remain locked until the delivery truck arrives at the institutional canteen. The Chief, Canteen Branch/*Designee*, will ensure that keys to these locks are only in the possession of the Canteen Manager/*Designee*.

**2.3.6** All merchandise will be verified by the institutional Canteen Manager/*Designee*, the inmate Canteen operator, and the Canteen Warehouse driver. Any unresolved discrepancies/variances will be reported immediately to the Canteen Branch *including* Warehouse personnel. At this time, the Canteen Warehouse driver and the Canteen Manager/*Designee* will initial the figure(s) in dispute and complete SCDC Form 20-73, "Adjustment/Variance Report." Any returns of merchandise and/or recyclables will be loaded onto the truck and the door(s) closed. The lock will be handed to the Canteen Warehouse driver.

**2.3.7** When exiting an institution at the gate (front or back), the Canteen 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 Canteen Warehouse driver will be responsible for securing the truck with the lock prior to exiting an institution.

## **2.4 Reports/*Documents*:**

**2.4.1** Retail prices will reflect ~~a 35%~~ *an appropriate* markup (or an amount determined by the Agency Director) plus applicable South Carolina State sales tax. (Change in *GREEN* amended by Change 2, dated May 20, 2019).

**2.4.2** Copies of all Canteen Warehouse shipping/receiving reports and *documents* will be submitted on a weekly basis to the accounting section of the Canteen Branch.

**2.4.3** All institutional Canteen *documents* will be audited by the accounting section of the Canteen Branch. The accounting section will be responsible for forwarding all deposit slips to the *Division of Finance*.

**2.4.4** An annual financial status report is available as a public document in accordance with SCDC Procedure GA-02.04, "Freedom of Information Act." This report will be produced and made available by the *Division of Finance*. (4-ACRS-7D-29, 4-4043)

## **2.5 Inventories/Audits:**

**2.5.1** The Canteen Warehouse will be inventoried periodically by Canteen Warehouse and non-Canteen Warehouse employees. Additional inventorying will be conducted as stipulated by the Division Director of Support Services.

**2.5.2** Periodic audits of the Canteen Warehouse will be conducted by the Audit Section, *Budget and Planning Branch*.

**2.5.3** Inventory and/or audit discrepancies may be reported to the *Office of* Inspector General as necessary.

## **3. INSTITUTIONAL CANTEEN OPERATIONS:**

**3.1** The Warden will ensure that a minimum of one (1) employee designee is fully trained in Canteen operations and that a minimum of two (2) employee back-ups are appropriately trained; however, it is recommended that each institution have two (2) or more designees and four (4) or more backups. Employees identified as designees and backups must *have SCEIS access and adequate SCEIS Canteen Operations training. Training will be conducted by the Canteen Manager at their respective Canteen.*

**3.2** The designees must complete six (6) hours of initial hands on training and an additional one (1) hour each month in their respective Canteen with the Canteen Manager. The backups must complete two (2) hours of initial hands-on training and an additional one (1) hour per quarter in their respective Canteen with the Canteen Manager. This monthly/quarterly training is necessary to maintain the knowledge and skills required to perform the Canteen duties accurately and efficiently. The Canteen Manager will be responsible for distributing all relevant Canteen information to each designee and backup.

**3.3** All Canteen Managers, designees, and backups will receive a copy of the Canteen Operations Manual during Canteen Orientation training conducted by Canteen Branch personnel. After reading the Manual, each person will sign, date, and return the acknowledgment form (copy located in the Manual) to the Canteen Manager. A Cashless Operations Manual will be secured in a locked cabinet in the Canteen and will be accessible to designees and backups as needed. ***A copy of the Canteen Operations Manual must be kept in the Canteen. All Canteen Managers, Supervisors, designees, and backups must read and be familiar with the manual.***

**3.4** Canteens will be opened and/or closed only by authorized employees to ensure accountability at all times. Those individuals include Canteen Managers, acting Canteen Managers, designees, and back-ups. Designees and back-ups must receive the required monthly/quarterly training, as specified in paragraph 3.2, above, in order to maintain their authorization.

**3.5** The Canteen Manager will ensure that a copy of the signed acknowledgment form is forwarded to the Chief, Canteen Branch/***Designee***. It must be understood that any inventory shortage/overage as a result of failure to follow established policy and/or procedures may result in corrective action and/or partial or full repayment by the employee/inmate involved. Overages will be added to and become part of the inventory.

#### **4. SELECTION OF INMATE CANTEEN HELPERS:**

**4.1** The Canteen Manager/***Designee*** must work closely with the institutional classification staff when selecting inmate Canteen helpers. This includes, but is not limited to, attending classification job boards whenever replacement inmate helpers are needed. The Canteen Manager/***Designee*** will be responsible for informing the institutional classification staff of the requirements needed for the selection of inmate helpers. Inmates convicted of the following crimes should be considered for this position only when no other suitable inmates are available:

- embezzlement;
- gambling;
- drug or alcohol related offenses (to include a user or dealer);
- fraud (e.g., bad check writer); and/or
- breach of trust.

**4.2** Inmates who are currently indebted to the Canteen (e.g., previous operator or helper who owes the Canteen and/or has been terminated from any Canteen) should not be considered for any Canteen position.

**4.3** Regardless of the number of inmate slots available, the Canteen Manager/***Designee*** will limit the number of inmates working in the Canteen at any given time to a maximum of one (1) Canteen operator and six (6) helpers in medium and large institutions and a maximum of one (1) Canteen operator and three (3) helpers in small institutions.

**5. EMERGENCY REQUESTS:** Only in rare instances of extreme emergencies will merchandise be picked up at the Canteen Warehouse by institutional personnel. If such an occasion should occur, the following will apply:



**5.1** Justification for the emergency request must either be in writing or a telephone request made by the Canteen Manager/**Designee** and approved by the Chief, Canteen Branch, or the Canteen Warehouse Supply Manager;

**5.2** The order must be entered into **SCEIS**, and the Canteen Accounting Section must be notified prior to pick up of the order;

**5.3** The original and two (2) copies of the **SSD** will be verified and signed by the Canteen Warehouse Supply Manager/**Designee** and the employee picking up the merchandise. One (1) copy will be returned to the Canteen Accounting Section immediately and the original and one (1) copy will accompany the merchandise to the Canteen. The Canteen Manager/**Designee**, and the inmate Canteen operator will also verify and sign the original and one (1) copy of the **SSD** and ensure return of the original to the Canteen Warehouse within three (3) working days; (Refer to the Canteen Operations Manual for additional information.)

**5.4** Merchandise will be transported only in a State vehicle. (Refer to the Canteen Operations Manual for additional information.)

## **6. RECEIVING MERCHANDISE AT THE INSTITUTION:**

**6.1** Merchandise shipped to an institution will be transported in a locked truck. The Canteen Manager/**Designee** will have the key to unlock the truck.

**6.2** Accompanying the merchandise will be the original **SSD** and one (1) copy. The **SSD** will be verified and countersigned by the Canteen Manager/**Designee** and the inmate Canteen operator. The Canteen Manager/**Designee** will ensure the return of the original to the Canteen Warehouse by the Canteen driver.

**6.3** The warehouse driver should be notified at that time of any discrepancies/variances. If the discrepancies/variances cannot be reconciled, the merchandise should be set aside until the truck has been completely unloaded. Any discrepancies/variances should be reported within one (1) business day to the accounting section of the Canteen Branch. (Refer to the Canteen Operations Manual for additional information.)

**6.4** Upon completion of the loading of any returned merchandise and/or recyclables, the truck door(s) will be closed by the Canteen Manager/**Designee** and the lock handed to the driver. The Canteen truck will be under constant supervision/surveillance by the Canteen Manager/**Designee** from the time of its arrival until its departure. (Refer to the Canteen Operations Manual for additional information.)

**7. RETURN OF MERCHANDISE TO THE CANTEEN WAREHOUSE:** Any merchandise returned to the Canteen Warehouse by an institution will be accompanied by SCDC Form 20-44, "Canteen Warehouse Returns Report," which will be verified and signed by the Canteen Manager/**Designee**, the inmate Canteen Operator, and the warehouse driver transporting the merchandise **and one copy of the SCEIS MB51 movement type 303 report**. One (1) copy of the forms will be retained by the Canteen Manager/**Designee** and one (1) copy forwarded with the merchandise to the Canteen Warehouse for signature by the Canteen Warehouse Supply Manager upon receipt and verification. (Refer to the Canteen Operations Manual for additional information.)

## 8. ORDERING FROM THE CANTEEN:

**8.1** All sales will be conducted through the *Point of Sale (POS) System*. The inmate Canteen Operator will be the only individual allowed to perform regular sales transactions. The Canteen Manager will continue to perform Personal Equipment Sales. SCDC employees will be allowed to make purchases from SCDC Canteens provided they have an account established in accordance with *SCDC Policy* ADM-11.01, "Employee and Service Provider ID Cards." However, employee purchases must be limited to those items that will be consumed/used on the premises. Employees may not purchase any Personal Equipment Items.

**8.2** Prior to placing an order from the Canteen, general population inmates must list on a sheet of paper (5x8 writing tablet or 8½ x *11* legal pad) the items they wish to purchase. Orders written on napkins, tissue paper, toilet paper, etc. will not be accepted. Only if an item(s) is out of stock will the inmate be allowed to make any substitution while at the order window. There will be no other additions/deletions or substitutions to the order while at the "pick-up" window. When an inmate has been issued a plastic ID card holder and does not have the plastic ID card holder and/or clip with him/her when s/he enters the canteen, the supervising officer or canteen employee will ensure that the first item purchased is a new plastic ID card holder with clip, or a clip, and will debit the inmate's account accordingly. (**NOTE:** Instructions on how to place a Canteen order will be posted in conspicuous locations at the institution.)

**8.3** Inmates will be responsible for knowing their available spending limit. Account balances will not be given at the Canteen. Inmates must make purchases within their available spending limit. Should an inmate "slightly" exceed his/her spending limit, e.g., having a balance of \$5.00 and ordering \$5.30 in merchandise, the Canteen Operator will automatically void the last item (s) until the total is within the inmate's available spending limit. If an inmate attempts to "grossly" overspend, e.g., having a balance of .17 cents and ordering \$10.00, \$20.00, or more in merchandise, disciplinary action may be taken through informal or administrative resolution in accordance with OP-22.14, "Inmate Disciplinary System."

**8.4** Each inmate will be offered his/her sales receipt prior to leaving the service window.

**8.5** In institutional Canteens with an enclosed serving area (ones that usually have an entrance and an exit door), the number of inmates inside the enclosed area should not exceed ten (10). The Canteen Manager/*Designee* and institutional security will ensure adherence to this procedure.

**8.6 Special Needs:** The Canteen Branch will work with individual institutions/special needs inmate groups to provide specialized items. A request must be made by the institution for the item(s).

**9. SHAKEDOWNS:** Institutional Canteen personnel must ensure that all inmate Canteen workers are frisk searched and all trash/recyclables are searched prior to leaving the Canteen area.

## 10. INSTITUTIONAL CANTEEN REPORTS:

**10.1** *A weekly report will be kept on file in the Canteen. All documents for a specified time period must be part of this report. (4-4042)*

**10.2** Attached to the Weekly Canteen Inventory Report will be the following:



**10.2.1** *A copy of the E.H. Cooper Canteen Sales Report. A Canteen Sales Adjustment form with a copy of the corresponding SCEIS MB51, movement type 202 report, if applicable, should be included with the Weekly Canteen Report.*

**10.2.2** *Copies of all invoices for direct vendors, the corresponding purchase order, and a copy of the retail value computation sheets will be attached as part of the report. The originals of all direct vendor invoices will be forwarded to the Canteen Branch accounting office the day they are received.*

**10.2.3** *A copy of the Canteen Warehouse SSD.*

**10.2.4** *SCDC Form 20-44, "Canteen Warehouse Returns Report," and the corresponding SCEIS MB51 report which reflects adjustments for merchandise returned to the Canteen Warehouse by the Institutional Canteen Manager/Designee. The return total will also be listed as "Returned" on the SCDC Form 20-73, "Canteen Adjustment/Variance Report."*

**10.2.5** *SCDC Form 20-73, "Canteen Adjustment/Variance Report," reflecting adjustments to the inventory. Adjustments include shipping and hidden variance, scrapped items (after the approval of the Chief, Canteen Branch/Designee), returns total, etc. The corresponding SCEIS MB51 report for each adjustment will also be included.*

## **11. INSTITUTIONAL CANTEEN INVENTORIES:**

**11.1** The Canteen Manager/**Designee** will ensure that a minimum of one (1) inventory of all merchandise is conducted each calendar month. This inventory will be documented on SCDC Form 20-11, "Canteen Inventory Balance Sheet." (The number of days between inventories must not exceed 45 days.) All inventories must be forwarded to the accounting section of the Canteen Branch for verification purposes within five (5) business days after completion. Any time an inventory shortage/overage exceeds the established tolerance level, the Canteen Manager/**Designee** must immediately contact the Chief, Canteen Branch/**Designee**, to determine whether it is necessary to conduct an official audit. The Warden or designee must also be made aware of the inventory result on the same day that it is discovered. (Refer to the Canteen Operations Manual.)

**11.2** A mini-inventory must be conducted immediately upon entry into the Canteen and prior to opening for business. The only individuals authorized to conduct these mini-inventories are the Canteen Managers, a fully trained designee, or a fully trained back-up. (Refer to the Canteen Operations Manual.)

**11.3** Fiscal year inventories for the month of June will be taken on the day scheduled by the Chief, Canteen Branch. Additional inventories will be taken by employees from the Canteen Branch when requested or needed. (Refer to the Canteen Operations Manual.)

**11.4** When it becomes necessary to replace or re-assign the Canteen Manager or whenever there is a change of inmate Canteen operator, an inventory must be taken by Canteen Branch personnel prior to the transfer of these responsibilities. The Canteen Manager/**Designee** will ensure that the Chief, Canteen Branch, receives immediate notification of all pending changes. This notification will be given as far in advance as possible to facilitate the taking of an inventory in a timely manner in order to minimize the amount of time that the Canteen is closed. (Refer to the Canteen Operations Manual.) **(4-4042)**

**11.5** Canteen Branch auditors will conduct inventories at each institutional canteen, **as needed**. These independent audits will be documented on SCDC Form 20-11, "Canteen Inventory Balance Sheet." **(4-ACRS-7D-29, 4-4043)**

**11.6** Inventory and/or audit discrepancies may be reported to the *Office of* Inspector General as necessary.

## **12. PURCHASE OF PERSONAL EQUIPMENT:**

**12.1** *A list of* personal equipment items authorized for sale through SCDC Canteens, along with a current price list, will be available in all living areas (with the exception of SMU, MSU, and the R&E Center) and in each Canteen.

**12.2** If an inmate decides to purchase an item(s), the Unit Lieutenant/*Designee* will complete SCDC Form 20-18, "Personal Equipment Order Form." Section A of this form should be completed with the following information:

- date;
- inmate name and number;
- institution name;
- *Legacy and SCEIS material number;*
- description of item; and
- price.

**12.3** When the above information has been completed, the Unit Lieutenant/designee will forward this form to the institutional Property Control Officer/designee.

**12.4** The institutional Property Control Officer/*Designee* will review the inmate's SCDC Form 19-2, "Inmate Personal Property Inventory," to ensure that s/he does not already own this type of item or have one in his/her possession. If the item is on the inmate's inventory, the Property Control Officer will inform the inmate that s/he must dispose of the old item in order to purchase the new one. The inmate must agree to have the old item disposed of when the new one arrives. The Property Control Officer will write, "Inmate has agreed to turn in old item for new item" on SCDC Form 20-18, sign and date the form, and have the inmate initial the same.

**12.5** The Canteen Manager/*Designee* will verify that the order form has been approved by the Property Control Officer/*Designee* *and that the inmate has sufficient funds available*. Once it has been verified that the form has been approved *and that funds are available*, the Canteen Manager/*Designee* will place it (and all other approved forms received since the last warehouse delivery) in a file. The Canteen Manager/*Designee* will place the order through *SCEIS*.

**12.6** If the inmate does not have sufficient funds to make the purchase, the Canteen Manager/*Designee* will write "Void, Insufficient Funds" on the order form. The Canteen Manager/*Designee* must determine whether an inmate has attempted to "slightly" or "grossly" overspend. Example: "Slightly" - When the inmate has ordered a \$38.00 item, but has \$34.00 in his account, return the "Voided" form to the inmate and inform him/her to try again when sufficient funds are available; "Grossly" - When the inmate has ordered a \$38.00 item, but has \$3.14 in his/her account, disciplinary action may be taken through informal or administrative resolution in accordance with inmate ~~with~~ Abuse of Privileges, *as outlined in SCDC Policy* OP-22.14, "Inmate Disciplinary System."

**12.7** All orders for personal equipment must be completed through **SCEIS**. The personal equipment order is separate from the regular warehouse order. The personal equipment order should not be included **in the regular** warehouse order.

### **13. RECEIVING PERSONAL EQUIPMENT:**

**13.1** When the merchandise is received and verified, the Canteen Manager/**Designee** and the inmate Canteen operator must compare the **SSD** to SCDC Form 20-18, "Personal Equipment Order Form," to ensure that the items ordered were received. (All forms listing items not received must be placed in the previous folder and re-ordered along with any additional personal equipment on the next regularly scheduled delivery. There will be no "automatic" back-orders shipped by warehouse personnel.) The Canteen Manager/designee will give the original copy of the **SSD** to the Canteen driver who will ensure its return to the Canteen Warehouse. **The Canteen Manager/Designee will make the sale through the POS system.** When the merchandise is transferred to the Property Control Officer/designee, a photocopy of the **SSD** will also be given.

**13.2** Arrangements will be made for a specific time to transfer the personal equipment to the Property Control Officer/**Designee**. This should be done as soon as possible, preferably the same day as the merchandise is received in the Canteen. The transfer of this merchandise must be under the supervision of the Canteen Manager/**Designee**.

**13.3** The Canteen Manager/**Designee** will give the green and canary copies of the Personal Equipment Order form and the photocopy of the warehouse **SSD** to the Property Control Officer/**Designee** when these items are transferred. The white copy of the form and receipt will remain in the possession of the Canteen Manager/**Designee** and **will be** placed in a separate file. The Property Control Officer/**Designee** must also sign the Canteen Manager's copy of the Personal Equipment **SSD** after it has been verified.

**13.4** The Property Control Officer/**Designee** will then make arrangements with the appropriate inmate to pick up the merchandise (with the exception of Death Row). The Property Control Officer/**Designee** and the inmate making the purchase will open the factory sealed box and inspect the merchandise for any noticeable damage. The equipment must then be tested visually and audibly, if applicable, to ensure that it is operational.

**13.5** Shoes: The inmate must also physically try on any shoes/boots purchased to ensure that they are the correct size prior to signing for the shoes.

**13.6** If the merchandise is operational and in good condition, the Property Control Officer will write the make, model, color, and serial number of the item in Section A of SCDC Form 20-18, "Personal Equipment Order Form."

**13.7** The Property Control Officer/**Designee** will date and sign Section C, "Receipt of Electronics Purchased from the Canteen," of this form and add this item to SCDC Form 19-2, "Inmate Personal Property Inventory." The inmate must also complete Section C of SCDC Form 20-18. The Property Control Officer/**Designee** will retain the green copy and return the signed canary copy to the Canteen Manager/**Designee**. The Property Control Officer/**Designee** must engrave the inmate's SCDC number as appropriate.

**13.8** In the event the merchandise is damaged and/or not operational, the Property Control Officer/**Designee** will contact the Canteen Manager/**Designee** to make arrangements to return the defective item to the Canteen within five (5) business days. All copies of the unsigned "Personal Equipment Order Form" must also be returned to the Canteen Manager/**Designee**.

**13.9** In the event an inmate has been transferred, released, or moved to an SMU, MSU, or other special unit when the merchandise arrives, the Property Control Officer/**Designee** must notify the Canteen Manager/**Designee**. The Canteen Manager/**Designee** will be responsible for ensuring that a receipt is issued to the Property Control Officer for all personal equipment merchandise returned to the Canteen. All copies of the unsigned "Personal Equipment Order Form" must also be returned to the Canteen Manager/**Designee**. The Canteen Manager/**Designee** will return this merchandise to the Canteen Warehouse. The inmate's E. H. Cooper Trust Fund account will be credited and a sales adjustment made in the AIS. The inmate may be able to re-order the merchandise at the institution where s/he is being housed provided this privilege is authorized. The Canteen Manager/**Designee** will ensure that "undelivered" personal equipment and forms are returned to the canteen from the Property Control Officer within two (2) weeks.

**13.10** The Canteen Manager/designee, upon receipt of the signed copy of the "Personal Equipment Order Form" will attach it to the original "Personal Equipment Form," and place it in the Personal Equipment sales file in chronological order.

#### **14. DEFINITIONS:**

**Authorized Property Items** refers to any item approved either to be retained by inmates upon their admission; issued or approved by the Agency and as authorized by Agency policy to be possessed by inmates; or available to be purchased by inmates in SCDC Canteens.

**Canteen Backup** refers to an employee who is qualified and authorized to open/close the Canteen and is trained to conduct mini-inventories.

**Canteen Designee** refers to an employee who is qualified and authorized to open/close the Canteen and is trained in all aspects of the institutional Canteen operations.

**Canteen Items** refers to approved items that are sold through SCDC Canteens.

**Canteen Manager** refers to the individual responsible for the management/supervision of the institutional Canteen.

**Canteen Supply Manager** refers to the employee responsible for the overall management and supervision of the Canteen Warehouse.

**Check Sales** refers to the purchase of any Canteen item by means of an E.H. Cooper check.

**Inmate Canteen Helper** refers to an inmate worker who performs all required jobs/tasks in the Canteen other than sales.

**Inmate Canteen Operator** refers to the inmate responsible for the inventory and operation of the Canteen with the exception of personal equipment sales, and is the only individual authorized to

conduct Canteen sales.

**Personal Equipment Items** refers to authorized property items (i.e., radios, coffee pots, fans, typewriters, shoes, etc.) sold through SCDC Canteens and paid for in advance.

*Point of Sales (POS) System refers to the computer, scanner, monitor receipt printer, etc., used by the inmate operator and the Canteen Manager to conduct sales transactions.*

**Property Control Officer** refers to a designated institutional employee(s) responsible for keeping the inmates' personal property inventory current.

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

*SCEIS Purchasing Document refers to the stock transfer order created by the Canteen Manager/Designee for stock replenishment and used by Canteen Warehouse personnel to load merchandise on to the delivery vehicle.*

*SCEIS Shipping Document (SSD) refers to the document formerly referred to as an "Invoice" that accompanies Canteen Warehouse deliveries listing the items shipped and the quantity.*

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s/Bryan P. Stirling, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.