

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE CANTEEN OPERATIONS	Policy Number DC-1 Effective Date 11-02-21
Related Information ARS 31-121	Supersedes DC-1 (05-08-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the efficient operation and management of the Inmate Canteen Section.

POLICY

It is the policy of the Office to operate an Inmate Canteen (Canteen) to sell toiletries, candy, notions, and other sundries to inmates during their incarceration. The Office shall specify the merchandise to be sold and set prices that, will as much as possible, render the Canteen self-supporting.

DEFINITIONS

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any information, commodities, services or construction. Procurement also includes all functions that pertain to obtaining any commodities, services, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

PROCEDURES

1. **Special Services Fund:** All Canteen's net profits shall be deposited into a fund established in the Office of the Maricopa County Treasurer and shall be held in trust for the education and welfare of inmates. These funds shall be used in compliance with Arizona Revised Statutes ARS 31-121, as authorized by the Sheriff. Requests for expenditures from this fund must be forwarded through the chain of command to the Institutional Services Division Commander before final approval by the Chief Financial Officer.
2. **Statement of Operations:** At the end of each fiscal year, the Institutional Services Division Commander or designee shall prepare a Statement of Operations. At least one copy of the Statement of Operations shall be posted in the Inmate Canteen Section and at designated areas available to inmates.
3. **Financial Audits:** The Bureau of Internal Oversight (BIO) may conduct financial audits of the Inmate Canteen Section at the request of the Board of Supervisors through the Maricopa County Sheriff's Office chain of command. The Maricopa County Board of Supervisors may authorize an audit every two years of the Canteen's operation. Generally accepted accounting procedures will be used to ensure strict control and accounting of merchandise and inmate funds. In addition to the Statement of Operations, at least one copy of any audit report shall be posted in the Inmate Canteen Section and at designated areas available to inmates.
4. **Vendor Contracts:** Merchandise shall be ordered following the terms and conditions of awarded contracts. Contracts are awarded through the Maricopa County Office of Procurement Services per the Maricopa County Procurement Code. Approved purchase requests for commodities and services are processed through the Maricopa County Sheriff's Office (MCSO) Procurement Division.

5. **Vendor Non-Compliance:** In the event a vendor is unable or fails to fulfill the terms and conditions of the awarded contract, the end-user shall complete a Vendor Complaint Form. The form is located on the Office of Procurement Services website at <http://mymc.maricopa.gov/1400/Vendor-Complaint-Form>. Procurement Services will review the form and take appropriate action to resolve the issue.

6. **Merchandise Deliveries to Inmate Canteen:** All Canteen merchandise deliveries shall be accepted at the Inmate Canteen Section. The Inmate Canteen Section Administrator or designee shall receive the merchandise, check the accuracy of the receiving document, and check the merchandise against the receiving document. Any discrepancies will be noted on the receiving document for future credit or delivery.