

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: 7/16/08	POLICY NO.: COR.21.05
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: PSD CENTRALIZED CANTEEN	Page 1 of 5	

1.0 PURPOSE

To establish procedures governing the establishment and operations of the Department of Public Safety Centralized Canteen (PSD Canteen). The PSD Centralized Canteen is a separate program from the Inmate Store, which is operated by PSD facilities.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes, 354D Hawaii Correctional Industries
- b. COR.02.01 Department of Public Safety Corrections Administration Policy and Procedures
- c. Position Description of the Correctional Industries Division Administrator
- d. Section 37-62, Hawaii Revised Statutes, Definitions (of the Executive Budget), (43) "Revolving Fund" means a fund from which is paid the cost of goods and services rendered or furnished to or by a State agency and which is replenished through charges made for the goods or services or through transfers from other accounts or funds.

.2 Definitions

- a. Inmate Store or Facility Store: A specific operation within a correctional facility establishment, utilizing a civil service worker or workers to purchase items to be resold to inmates or purchase pre-packaged order for inmates from a contracted vendor.
- b. Correctional Industries Program: Shall be utilized in this policy statement to mean an enterprise operating within a correctional facility which utilizing exempt workers develops self-sustaining programs that generates revenues which allows for capitol investment and reimburses the general fund, when possible, for the expense of correctional services.
- c. Warden: An administrator of a correctional facility or center.

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- d. Institutions Division Administrator: Provides oversight for all State of Hawaii Institutions (Prisons and Community Correctional Facilities).
- e. Approved Items: Items available for sale to inmates, which are approved by the Institutions Division Administrator and the Wardens.
- f. Over-the-Counter (OTC): Medication and/or health care supplies, which can be obtained without a prescription.
- g. Exempt workers are employed by Correctional Industries under contract paid from the Correctional Industries revolving fund.
- h. Civil service workers are employed by PSD, under a facility, and paid out of general fund monies.

3.0 POLICY

- .1 A reasonable selection of personal items, which inmates may purchase, shall be made available at each correctional facility.
- .2 Over-the-Counter (OTC) medications and other health supplies, which may be used by inmates for self-care of minor ailments, shall also be made available at the inmate store. Provisions for OTCs in the facility store permit inmates to take responsibility for their health. A standardized selection of OTCs shall be made available to all inmates for purchase by store order.
- .3 Facility inmate orientations shall include information about the inmate store OTC medication procedure.

4.0 PROCEDURES

- .1 Establishment and Operation
 - a. The Correctional Industries Program shall provide for the establishment and operation of the PSD Centralized Canteen.
 - b. To the greatest extent possible, Correctional Industries exempt employees will be utilized to operate the PSD canteen.
- .2 Fiscal Controls

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- a. A system of internal control shall be established for the delivery, storage, and distribution / sale of all PSD canteen items.
- b. Physical inventory of items in the PSD canteen shall be conducted at least once per month.
- c. Standard accounting procedures shall be followed.
- d. Store revenues shall be deposited to the Correctional Industries revolving fund.
- e. Regular audits of all aspects of the operation shall be arranged by the Department administration.
- f. Annual financial status reports shall be submitted to the CI Administrator, no later than 25 days after the end of each fiscal year. These reports shall be submitted to the Department Fiscal Office no later than 30 days after the end of the fiscal year.

.3 Pricing Items

- a. It is the goal of Correctional Industries to run a self-sustaining PSD canteen. Therefore, the mark-up shall encompass any and all expenses incurred, including and not limited to: Administrative and operational costs, spoilage, pilferage, packaging, inmate compensation, supplies, transportation, equipment maintenance and replacements, etc., in operating this program.
- b. The Institutions Division Administrator and the Correctional Industries Administrator shall review and establish the selling price, per product, to the inmates.

.4 Over-the-Counter (OTC Medications)

- a. Correctional Industries shall stock or make available OTC medications and supplies listed in Attachment A. Facility health care staff shall not provide these items unless ordered by a physician (or by nurse protocol) to treat a documented medical condition.
- b. Each inmate shall be permitted only the amounts of OTCs listed in the attachment. Any quantity in the possession of an inmate that is greater than the permitted amount shall be considered contraband.

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- c. The Health Care Division Administrator (HCDA) shall be consulted prior to any changes in the OTC PSD Canteen list. Health care staff shall periodically review inmate OTC orders to monitor compliance.

.5 Administrator/Inmate Activity Fund

- a. Upon issuance of invoicing, Correctional Industries will issue a rebate of 2.5% for the Inmate Trust Fund. Rebate will be 2.5% of total canteen sales for the invoice period.
- b. The 2.5% rebate shall be transferred into the Administrator/Inmate Activity Fund. Expenditures shall be made in accordance with Department Policy COR.02.05, Administrator/Inmate Activity Fund.

.6 Inmate Assistance

- a. Correctional Industries will hire and train a suitable amount of inmates to assist in operating the PSD canteen operations.
- b. Selection criteria and Compensation will be in accordance with Correctional Industries' established policies and procedures.
- c. Inmates will be trained in warehousing, receiving and distribution, quality assurance, and inventory controls systems.

.7 Limitation

Except for OTC medications, each branch shall establish a limit, either dollar amount or number of items, that an inmate may purchase either weekly, bi-weekly, or monthly.

