



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 1.2.100	Subject: <b>CANTEEN</b>
Reference: DOC 1.2.10	Page 1 of 1
Effective Date: 04/01/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

**This procedure is referenced as ACCD 3.3.500 Canteen in Section 3.K.4. Offender Management; Offender Rights; Canteen, in the following contracts: Passages, Elkhorn, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.**

### I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities providing canteen services to offenders will follow established procedures to ensure consistency and uniformity with respect to the individual needs of each facility.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Contracted Facility – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Commissary/Canteen – An on-site outlet where offenders may purchase an assortment of personal need items and snack foods that have been approved by facility management.

Department/DOC – The Montana Department of Corrections.

### III. PROCEDURES:

ACCD facilities other than prerelease centers may make canteen items available to offenders. Prices charged for items should be comparable to those charged in DOC facilities.

Separate financial records and accounts must be maintained by the facility for all canteen business and must be in compliance with generally accepted accounting principles.

### IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator.