



**DEPARTMENT OF CORRECTIONS
NAME OF DIVISION OR FACILITY
OPERATIONAL PROCEDURE**

Procedure No. MWP 5.5.100	Subject: FOOD SALES & INMATE FOOD HANDOUTS
Reference: DOC Policy No. # 1.2.12	Page 1 of 3
Effective Date: April 26, 2018	Revised: April 22, 2018
Signature: /s/ Jennie Hansen / Warden	

I. PURPOSE

To establish procedures for authorized inmate food sales and food handouts from Inmate Welfare Fund (IWF). In accordance with DOC 1.2.12, Inmate Welfare, revenue from food sales must be deposited into respective accounts.

II. DEFINITIONS

Fiscal Year- is 365 days starting July 1st and ending June 30th.

III. PROCEDURES

A. Food sales

1. General requirements:

- a. The price of the sales items will include a two-dollar markup. Revenue generated from the markup will be deposited into the IWF account.
- b. There will only be four sales per fiscal year. Only approved inmates may participate.
- c. The food sales will be scheduled as follows:
 - 1) February IWF
 - 2) April IWF
 - 3) July IWF
 - 4) October IWF
- d. Authorized sales items:
 - 1) A proposal of sale items will be submitted to Administration 60 days prior to scheduled sale.
- e. The MWP Administration may disapprove, cancel, or postpone a food sale if staff and/or inmates do not follow the correct procedures. They may also adjust the number of annual sales, which pods get to participate, or the quantities/size/makeup of the sales based on inmate behaviors or incidents.
- f. A sale must be fully approved and signed off on prior to processing any requests for funds from IWF by the Warden or designee.

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2. Sales procedures:

- a. Bulletins listing the price of the sale item(s) and the ordering cut-off date for submitting an order will be prepared by the Inmate Services Lieutenant and approved by the Associate Warden of Security at least 30 days prior to scheduled sale.
- b. The Inmate Services Lieutenant will post the bulletins in housing units.
- c. Each eligible inmate wishing to order the food sale item(s) must fill out a money transfer and forward it to the Inmate Services Lieutenant prior to the ordering cut-off date noted on the bulletin. The Inmate Accounts Technician will not transfer money for more than 1 of any item.
- d. The inmate Services Lieutenant or designee will:
 - 1). Identify the inmates who are eligible to participate in the sale.
 - 2). Insure that only 1 of each item is ordered.
 - 3). Prepare a list of the approved inmates and forward the list and money transfer slips to the Inmates Accounts Technician.
- e. The Inmate Accounts Technician will ensure that inmates submitting money transfer slips are:
 - 1). Eligible to participate in the sale.
 - 2). Have available funds to participate in the sale.
- f. The Inmate Accounts Technician will process the money transfers and forward a complete list to the Inmate Services Lieutenant.
- g. The Inmate Services Lieutenant will arrange the ordering, delivery, and payment (Pro Card) of food items. Absolutely no sales items will be allowed to enter MWP until all the above criteria are met.
- h. On the day of delivery, the vendor or staff will deliver the food items to the front desk or receiving gate of MWP. Security staff will search and count all item before inmates can receive sales items. All item will be taken to the kitchen and housing units will be called down to the kitchen to receive their items.

B. IWF Food/Item Handouts

1.General

- a. There will be two authorized IWF food/item handouts per year contingent on available funding from the IWF as outlined in MWP 1.2.12 Inmate Welfare. These will occur May and December.
- b. Handouts may be disapproved, canceled, or postponed by MWP Administration if staff and/or inmates do not follow the proper procedures.
- c. Authorized handouts:
 - 1). The May handout will be a food and/or hygiene items.
 - 2). The December handout will be a combination of food and hygiene items.
- d. If Funding from the IWF fund is approved, the Inmate Services Lieutenant will place the order and pay for items (Pro Card). A limited solicitation bid will be done if the order has a grand total of \$5,000.00 or more.

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2. Handout process:

- a. At least 60 days before the handout is to occur, the IWF representatives need to fill out an IWF expenditure form (Attachment A) and forward to the Inmate Services Lieutenant.
- b. At least 30 days before the handout is to occur, participating inmates need to fill out a purchase request form (Attachment B) and forward to the Inmate Services Lieutenant.
- c. The Inmate Services Lieutenant or designee will;
 - 1) Create a master list of items that will be ordered.
 - 2) Order, count and search all item that will be distributed to inmates
 - 3) Organize the IWF workers to fill enough packages for all inmates at MWP that are not on Behavior Management Plans.
 - 4) Have inmates sign the master list to document they received their ordered items.
 - 5) Distribute items.

IV. CLOSING

Questions concerning this procedure should be directed to the Warden, Associate Warden of Programs or the Associate Warden of Security.

V. ATTACHMENTS

IWF Request Form
Purchase Request Form

ATTACHMENT A
ATTACHMENT B

REQUEST FOR IWF FUNDING

Request:
Facility: MWP
Sponsor: _____ Date: _____

Request Description:

Amt. Requested: \$	Annual \$		
	Monthly \$		
	One Time \$		
			Total \$

Approved: _____	Denied: _____	
Council Chair/Secretary: _____		Date: _____
Aproved: _____	Denied: _____	
Facility Admin: _____		Date: _____
Accounting Office: _____		Date: _____

All requests for IWF funding must be forwarded to Facility Administrator.

PAPA JOHN'S AND ICE CREAM ORDER
IWF

NAME
DATE

AO
POD

Please check desired (limit of 1 pizza and 1 ice cream):

- Papa John's Large Pizza for \$10.00
- Pepperoni Cheese
- Wilcoxson's Ice Cream Pint for \$4.25
 - Cookie Dough
 - Peanut Butter Chip
 - Mint Chocolate Chip
 - Vanilla

Do NOT write below this line. Thanks!

Inv. #	Total
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PAPA JOHN'S AND ICE CREAM ORDER
IWF

NAME
DATE

AO
POD

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