I. PURPOSE:

Programs and Facilities Bureau contract facilities providing canteen services to offenders will establish procedures to ensure consistency and uniformity with respect to the individual needs of each facility.

II. DEFINITIONS:

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.

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

III. REQUIREMENTS:

A. GENERAL PROVISIONS:

1. All PFB contract treatment and assessment/sanction centers may make canteen items available to offenders.

2. Prices charged for items in the canteen should be comparable to those charged in Department of Corrections facilities.

3. Separate financial records and accounts must be maintained by the facility for all canteen business and provided to PFB upon request.

4. Financial records and accounts must be in compliance with generally accepted accounting principles.

IV. CLOSING:

Questions regarding this procedure should be directed to the Programs and Facilities Bureau.