



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

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| Policy No. DOC 1.2.10 | Subject: COMMISSARY/CANTEEN |
| Chapter 1: ADMINISTRATION AND MANAGEMENT | Page 1 of 1 |
| Section 2: Fiscal Management | Effective Date: May 1, 1996 |
| Signature: /s/ Mike Ferriter, Director | Revised: 04/18/06 |

I. POLICY

The Department of Corrections must authorize the establishment of commissary/canteen operations in Department and contracted facilities.

II. APPLICABILITY

Department and contracted facilities with canteen operations.

III. DEFINITIONS

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.

IV. DEPARTMENT DIRECTIVES

A. Commissary/Canteen Operations

1. Commissary/canteen operations will be conducted by Department or contracted facilities in compliance with generally accepted accounting principles, Department policy and facility operational procedures, and the Purchasing Authority Agreement between the Department of Corrections and the Department of Administration.
2. Department and contracted facility commissary/canteen will be consistent and uniform with respect to the individual needs of each facility.

V. CLOSING

Questions concerning this policy should be directed to the facility or program administrator.

VI. REFERENCES

- A. [53-1-203](#), MCA (2009) Powers and Duties of Department of Corrections
- B. Purchasing Authority Agreement C-94-06

VII. ATTACHMENTS

None.