



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	FPB 6.2.434 CANTEEN
Effective Date:	03/23/2020 Page 1 of 1
Revision Date(s):	08/11/2021; 04/01/2025; 04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This requirement 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, and START.

I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities providing canteen services to offenders will follow this requirement to ensure consistency and uniformity with respect to the individual needs of each facility.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. GENERAL PROVISIONS

1. A canteen or commissary is an on-site outlet where offenders can make small purchases of personal needs items, snack foods, and other assorted items as approved by the facility.
2. All contract treatment and assessment and sanction centers may make canteen items available to offenders, which may include utilizing Montana Correctional Enterprise (MCE) canteen services.
3. If a facility provides canteen items outside of MCE, prices charged for items in the canteen should be comparable to those charged in Department of Corrections facilities.
4. Separate financial records and accounts must be maintained by the facility for all canteen business and provided to FPB upon request.
5. Financial records and accounts must comply with generally accepted accounting principles.

IV. CLOSING

Questions about this requirement should be directed to the FPB Chief.