 <p>CD-151300</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p>	<p>ISSUE DATE: 01/05/05 EFFECTIVE DATE: 01/05/05 REVIEW/REVISED: 09/29/10</p>
	<p>TITLE: Canteen Services</p>	

AUTHORITY:

Section 33-1-6, NMSA 1978 (as amended)

REFERENCE:

- A. ACA Standard 2-CO-1B-12 and 2-CO-1B-13, *Manual of Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standard 4-4042, 4-4043 4-4166 and 4-4379, *Standards for Adult Correctional Institutions*, 4th Edition.

PURPOSE:

To give basic guidelines on the operation of the Canteen and audits of the Canteen accounting procedure at each institution.

APPLICABILITY:

All employees involved in the management and operation of the Inmate Canteen and all inmates.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Canteen: A commissary available to inmates for the purchase of authorized items.
- B. Stock Items: Merchandise purchased and stored for sale to inmates on a scheduled basis.


POLICY:

- A. To maintain a stock of canteen items available for purchase by inmates. In addition, the services of an independent auditing team shall be obtained to ensure that standard accounting procedures are being followed and that the integrity of the fund is maintained. **[4-4042] [4-4043] [2-CO-1B-13]**
- B. Items, policies and procedures for nonprescription over-the-counter medications that are available outside of health services shall be approved jointly by the facility or program administrator and the health authority. **[4-4379]**
- C. Space is provided for an inmate commissary or canteen, or provisions are made for a commissary service. **[4-4166]**



Joe R. Williams, Secretary of Corrections
New Mexico Corrections Department

09/29/10
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	<p>TITLE: Canteen Services</p>	

AUTHORITY:

Policy *CD-151300*

PROCEDURES: [4-4166]

A. Canteen Items:

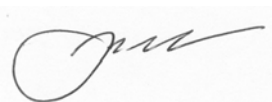
1. The Warden at each institution shall approve all items to be sold in the Canteen based on facility level and inmate population needs.
2. A list of items available in the Canteen, including prices, is to be made readily available to all inmates at the institution and whenever the list is subsequently revised.
3. A schedule shall be developed for each facility that permits all inmates to participate in the canteen program. The schedule shall be posted in all dormitories or in high traffic designated locations where inmates can clearly discern the available dates and times for canteen services.
4. All thefts and losses shall be reported immediately in writing by the Canteen Officer to the Deputy Warden with a copy of the report to the Warden and the Business Manager.
5. The Canteen Officer shall be responsible for the re-order and availability of canteen items included on the approved Canteen Price List.
6. All canteen items shall be sold on a cost basis plus a markup of ten (10) percent. Slow moving items may be marked down to cost with approval from the institutional Business Manager.
7. No exchange of canteen items shall be allowed after leaving the Canteen.
8. Absolutely no credit shall be extended for the purchase of canteen items.
9. Inmates will only be allowed to maintain items that fit in their designated storage areas.

10. Inmates will verify their purchases and amount charged prior to accepting their canteen.
11. Items, policies and procedures for nonprescription over-the-counter medications that are available outside of health services shall be approved jointly by the facility or program administrator and the health authority. Only approved medications may be purchased through the commissary or the canteen. **[4-4379]**

The Health Authority shall submit a list of approved items to the facilities through the Deputy Secretary of Operations. The Health Authority shall review the list of approved items annually and update the list as necessary.

B. Audit of Canteen Records:

1. The canteen records shall be audited monthly by an internal auditor. The internal audit shall be conducted in accordance with Generally Accepted Accounting Procedures (G.A.A.P.)
2. The canteen records shall be audited annually by an independent auditing team. The independent auditor shall be contracted by Central Office.
3. A documented audit report will be forwarded to the Business Manager and the Warden when received by the State Auditor's office.



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