

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 – ADMINISTRATIVE
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DATE
09-14-00

COMMISSARY PRICE SETTING

POLICY

The price of commissary items sold by the Marin County Jail shall be reviewed and adjusted at least annually. Those prices shall reflect either the fair market value for like items offered for sale by private retailers in the San Rafael area, or the margin of profit established by this policy, whichever is greater.

DEFINITIONS

CONVIENCE STORE: A store offering a limited variety of grocery, confection, tobacco, liquor, and hygiene items, including, but not limited to 7-11 Stores, Quik Stop Stores, and Gas Station Mini-Marts.

GROCERY STORE: A store offering a wide variety of grocery, confection, tobacco, liquor, and hygiene items, including, but not limited to Bell Markets, Safeway Stores, and the Santa Venitia Market.

DISCOUNT DRUG STORES: A store offering a wide variety of items, including grocery, confection, tobacco, liquor, and hygiene, generally at a discount rate, including, but not limited to Longs Drug Stores and Rite-Aid Drug Stores.

MARGIN OF PROFIT: The percentage difference between the cost of a commissary item sold by the Jail's Commissary Distributor and the amount charged a Marin County Jail inmate. The margin of profit shall be set using the following formula:

- 1) Items costing the Marin County Jail .01 cents to .20 cents = 100% profit
- 2) Items costing the Marin County Jail .21 cents to .49 cents = 30% profit
- 3) Items costing the Marin County Jail .50 cents to 2.00 dollars = 25% profit
- 4) Items costing the Marin County Jail 2.00 dollars or more = 20% profit

PROCEDURE

At least annually, and generally at the beginning of each fiscal year, the Administrative Lieutenant shall order a survey be conducted to establish the fair market value for each commissary item sold to inmates housed in the Marin County Jail. The survey shall include the procuring of prices for comparable items from a sampling of at least two private convenience, grocery, or discount drug stores operated in the San Rafael area. The average for those items shall be compared to the cost of the item as charged by the Jail's Commissary Distributor.

The resale price for each commissary item sold in the Marin County Jail shall be set either at the fair market value as determined by the annual survey, or at the rate required to meet the established margin of profit described above, whichever is greater.

In setting the price for commissary items offered for sale in the Marin County Jail, it is the specific intent of the Marin County Sheriff's Office to both maintain a pricing structure that accurately reflects market conditions in the

surrounding community, and assure a fair margin of profit to be used for the benefit, education, and welfare of the inmates confined within the jail facility.

The price of any commissary item(s) offered to inmates housed in the Marin County Jail, and added to the commissary menu before the next pricing survey is conducted, shall be determined in the manner described above.

RELATED STANDARDS
Penal Code Section 4025

DATE REVISED
08-30-94

By order of

DANIEL PAYNE
BUREAU COMMANDER