

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

**CHAPTER 7 - INMATE PROGRAMS**  
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**COMMISSARY**

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**POLICY**

Commissary will be issued one time per week. Inmates can order up to 40 items each week. An inmate must have money on their account prior to placing an order. All orders must contain the inmate's LAR and signature.

**PROCEDURE**

All inmates wanting to order commissary will fill out the commissary order form located in the multi-purpose room. Order forms are submitted via the Pod Deputy to Prisoner Services by 1600 on the ordering day. The inmate must put their LAR number and signature on the order to receive commissary.

Commissary will be delivered to Marin County Jail by Swansons or any designated company on Thursdays. All commissary bags are sorted and delivered to each Pod. Inmates are called individually to accept their commissary. The inmate will inspect the commissary items to insure all items are present. If all items are correct, the inmate signs their receipt. If items are missing or incorrect, Prisoner Services will circle those items on the receipt. All correct order receipts are filed in the designated file cabinet. Once the inmate has accepted their commissary, there will be no refunds or exchanges.

Prisoner Services will forwards all commissary problems to Swansons. Swansons will deliver all items the following day. These are distributed to the inmates. The inmate signs the receipt when the problems have been resolved.

If an inmate leaves Marin County Jail after they have placed their order, but prior to receiving it, the order will be stored for 7 days. The inmate or their family may pick up the commissary items at anytime during the 7 days. Any items not claimed after 7 days are placed in inmate welfare to be distributed among inmates without funds or as special work assignment incentives.

Prisoner Services will issue a list of inmates who are indigent (account balance under \$2.00) prior to Swansons' access to the inmate's accounts. The list of indigent inmates is given to each Pod Deputy on Commissary delivery day. The Deputy issues 2 envelopes, paper, comb, toothbrush and toothpaste to the inmates on the list. Pod Deputies will make sure any welfare items that are low are restocked.

RELATED STANDARDS:  
Penal Code, Section 4025

DATE REVISED  
None

By order of

DANIEL PAYNE  
BUREAU COMMANDER