



# Illinois Department of Corrections

## Administrative Directive

Number: <b>02.85.101</b>	Title: <b>General Provisions</b>	Effective: <b>6/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.85.101 effective 11/1/2000

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1B-18, 19, 05-ACI-2E-12
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

### **I. POLICY**

The Department may operate an Individual in Custody Commissary in all correctional centers and may provide appropriate facilities necessary for the operation of an Employees' Commissary.

### **II. PROCEDURE**

#### **A. Purpose**

The purpose of this directive is to establish a separation of duties and responsibilities for those employees involved in the provision of commissary services to individuals in custody or employees.

#### **B. Applicability**

This directive is applicable to all correctional facilities within the Department which operate an on-site commissary.

#### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### **D. Separation of Duties**

Based on workload and staff availability the following list of position titles and responsibilities shall be established at each facility operating an Individual in Custody Commissary or an Employees' Commissary.

1. Commissary Supervisor shall supervise commissary personnel; prepare daily reports; order goods for sale in the commissary; develop a master price list; and supervise monthly inventories.
2. Inventory Supervisor shall be a Business Office employee not assigned to the commissary and shall supervise the periodic physical inventory as required by these directives.
3. For the Individual in Custody Commissary:
  - a. Order Clerk shall take merchandise orders from individuals in custody during commissary trading; price goods; place goods in container; and may assist in filling bag sale orders.
  - b. Clerk #1 shall issue commissary order slips to the individuals; and verify individual identification and trust fund balance.
  - c. Clerk #2 shall check order slips and merchandise for accuracy; total the sale; acquire the

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individual's signature; and assist in filling bag sale orders, as necessary.

4. Sales Clerk who is an individual in custody worker shall be responsible for sales at the Employees' Commissary; and assist both the Commissary Supervisor and Inventory Supervisor, as necessary.
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