

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 200 SUPPORT SERVICES	SUPERSEDES: AD 8-95 (01/19/95) AR 204 (10/13/92) AR 808 (10/13/92)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 204 INMATE STORE SYSTEM PROCEDURE	EFFECTIVE DATE: 12/17/03

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MANDATORY REVIEW DATE 12/17/04

PURPOSE

To establish uniform procedures for the operation of Inmate Stores within the Department.

AUTHORITY

NRS 209.221

RESPONSIBILITY

The Stores Manager is responsible for the overall operation of the Nevada Inmate Store System (NISS).

It is the responsibility of the retail storekeepers to stock and maintain and sell an approved inventory for resale items to inmates.

Inmate Services Division is responsible for administration of fiscal procedures for the payment of invoices to vendors, to provide appropriate postings to or deductions from inmate monies and all other associated inmate-banking services.

DEFINITIONS

CANTEEN INVENTORY CONTROL SYSTEM (CICS) – The computer software developed by Inmate Services for the overall operation of the Inmate Store/Coffee Shop.

CONTINUOUS CYCLIC COUNTS – The procedure of the counts performed by the retail storekeeper as specified in the Cyclic Physical Inventory Procedure defined below.

CYCLIC PHYSICAL INVENTORY PROCEDURE – A continuous procedure performed by the retail storekeeper, whereby a portion of the inventory items are counted and corrected each week. The schedule is such that all items at a location will be completely counted twice a year, in addition to the complete annual physical inventory count.

DIRECT PURCHASE AUTHORITY (DPA) – Refers to the authority granted by the Nevada State Purchasing Division, allowing the Inmate Stores/Coffee Shops to purchase goods direct from the vendor without the formal bid process. The DPA is only for goods resold to inmates.

DIRECTOR – The Director of the Nevada Department of Corrections.

DUCATS – The Ducats or Trade Coupons purchased by NDOC staff, retirees or employees occupying office space within a department office in varying denominations in books of \$10.00. Staff Ducats are redeemable for purchases from the Store/Coffee Shop, or for Hobbycraft items purchased from inmates.

ISSUE PRICE – The retail price at which an item is sold.

NEVADA INMATE STORE SYSTEM (NISS) – The complete group of Inmate Stores and Coffee Shops located at various locations statewide at the institutions/facilities.

OFFENDERS' STORE FUND (OSF) – The OSF is a special revenue fund consisting of revenues generated by proceeds from sales at the inmate stores and coffee shops, hobbycraft sales, vending machine sales and commissions from inmate telephone system.

OVERAGES – An item received from a vendor, which had a quantity greater than what was stated on the vendor’s Packing List/Invoice.

PERPETUAL INVENTORY – An item inventory that has its quantity on hand counts maintained continuously by a computer software program. The program accounts for all receipts, sales and adjustments, to insure the shelf count is always the same as the count in the program.

PHYSICAL INVENTORY – A procedure, at least annually, when all of the inventory items are manually counted at a location. The manual counts are entered into a program, which calculates the total dollar amount lost or gained, and corrects the shelf counts.

PROGRAM OFFICER III – The Program Officer III (Stores Manager) is responsible for the overall operation of the Nevada Inmate Store System (NISS), and performs administrative work in planning, coordination, and directing a comprehensive program.

RETAIL STOREKEEPER – The employee who operates the canteen or coffee shop at institutions/facilities.

SHORTAGES – An item received from a vendor, which had a quantity less than what was stated on the vendor’s Packing List/Invoice.

VENDOR CONTACT RECORD – A form that is completed and sent to the Stores Manager after any contact with a new vendor. The form is kept on file for reference at the Central Office, on cost of items, delivery terms, return terms, acceptable packing, etc. The information can be used for comparison to establish new vendors.

APPLICABILITY

This regulation applies to all Department staff, inmates and retail storekeepers who participate in the sales of supplemental items to inmates and staff.

204.01 GENERAL STORE PROCEDURES

1.1 Inmate Stores are established to supplement those items provided by the Department. These supplements include such items as tobacco products, canned and packaged food items, health and cosmetic aids, personal hygiene products, stationary supplies, and certain authorized clothing and appliances.

1.1.1 The provisions of supplemental items are a privilege, rather than a right, and access may be suspended or revoked at the discretion of the Director/designee.

1.1.2 The Assistant Director of Operations will review items and approve them in writing, on an approved form, prior to being sold in Inmate Stores.

1.1.3 The Retail Storekeeper will provide the Warden/designee with copies each month, a catalog of inventory items stocked, and the monthly Profit and Loss Statements. **(3-4042)**

204.02 PURCHASING OF INVENTORIES

1.1 Only those vendors on the approved vendor list developed by Inmate Services will be used. **(34038)**

1.1.1 At no time is the Retail Storekeeper to place an order with a vendor who is not on the approved list.

1.1.2 New vendors will be established upon approval of the Stores Manager, Inmate Services.

1.1.3 The Stores Manager/designee is responsible for assigning computer controlled vendor numbers and placement into computer file.

1.2 Purchases from local retail outlets are prohibited except as approved by the Stores Manager or designee.

1.3 In order to comply with the Direct Purchase Authority (DPA) issued by State Purchasing Division, all retail storekeepers are required to complete a Vendor Contact Record.

1.3.1 The Vendor Contact Record must be completed immediately after every new vendor encounter, even if the contact is retail storekeeper initiated.

1.3.2 Retail Storekeepers must send any new Vendor Contact Records to the Stores Manager monthly with the Month End Reports package.

1.3.3 The Stores Manager will maintain files of vendor contacts and make them available for audit by the State Purchasing Division.

1.4 The NISS Standardized Canteen/Store List must authorize all items purchased and sold for resale in the Store/Coffee Shops.

1.4.1 The Department's Administrative Regulation 711 will also be strictly followed.

1.4.2 The Stores Manager/designee is responsible for assigning and loading computer controlled item numbers into perpetual inventory file.

1.4.3 All special orders must be pre-paid by inmates.

1.5 Retail Storekeepers are not to place orders for any new items without obtaining prior approval of the Stores Manager and the Assistant Director of Operations in writing on the NISS New Inventory Item Authorization Request Form DOC-543.

1.5.1 Vendor and item numbers must be assigned prior to order placement with the vendor.

1.6 No promotional items of any kind are to be accepted by the Retail Storekeeper, except as samples to establish that new items conform to departmental safety standards.

1.6.1 The Stores Manager/designee must approve any samples requested in advance.

1.7 When purchasing inventory items for resale, the Offenders' Store Fund (OSF) Purchase Requisition Form DOC-546 must be utilized and processed in accordance with the Nevada Inmate Store System (NISS) Internal Procedure and the Comprehensive Purchasing Procedures Memorandum in the NISS Operations manual.

1.8 Any order to one vendor in excess of the designated amounts at institutions and facilities must have the Stores Manager's/designee telephone authorization before placement.

1.9 The Stores Manager has the responsibility to obtain the best possible price, delivery rates, and return terms in ordering merchandise.

1.10 Purchases for new equipment, store use items, and equipment repair must be completed in accordance with Store policies that conform to NDOC Central Purchasing guidelines. (See Comprehensive Purchasing Procedure in NISS Operations Manual for detailed purchasing procedures.)

204.03 RECEIVING OF INVENTORIES

1.1 When a shipment is received, goods must be checked against the invoice and/or packing list and verified that all goods billed have been received.

1.1.1 Verification by the retail storekeeper will include his signature and date received on the invoice and/or packing list.

1.1.2 Shipment must be entered in the Receiving Log upon receipt.

1.1.3 Inventories must be posted to the computer to adjust the perpetual inventory record on the day of receipt.

1.1.4 Totals on the invoice and on the Vendor Receiving (Post) Report must always be identical.

1.1.4.1 The only exceptions are rebates and must be explained in the comments field.

1.2 After merchandise has been received, checked and posted, it is to be placed on shelves and rotated with the older stock being sold first.

1.3 At time of delivery, the delivery driver and retail storekeeper must acknowledge shortages and overages.

1.3.1 Overages are not to be accepted and will be returned with the delivery driver.

204.04 SELLING OF INVENTORIES

1.1 Sales of inventory at stores will be by accessing the Canteen Inventory Control System (CICS) via the computer terminal.

1.1.1 At no time will any inmate or staff be given credit. (See NISS Internal Procedure and Desktop Procedures Manual for detailed computer sales and refund procedures).

1.2 At the time of store pickup, the Retail Storekeeper must verify the inmate's identity by visually checking the inmate's I.D. card, verify the items ordered in the presence of the inmate and obtain the inmate's signature on the inmate receipt.

1.2.1 If an inmate had someone else's I.D. card, the card is to be confiscated and custody staff notified.

1.2.2 Inmate is not to sign receipt with an alias or nickname.

- The inmate must sign with the name on their Judgment of Conviction.
- An inmate who receives a legal name change must sign with both their Judgment of Conviction name and changed name.

1.3 Nevada State law prohibits the sale of tobacco products and cigarette papers to persons under the age of 18 years.

1.3.1 The Canteen Inventory Control System (CICS) will restrict these sales.

1.4 Under no circumstances will an inmate's account information be revealed to another inmate.

1.5 Department staff, retirees or employees occupying office space within a Department office are authorized to purchase merchandise from an Inmate Store/Coffee Shop.

1.5.1 Ducats must be used to make purchases from the Inmate Store. Credit is not authorized.

1.5.2 Outside visitors are not authorized to purchase items from any store.

1.5.3 Ducats will be attached to the Ducat Sales to Staff Form DOC-512 and submitted to Central Office Accounting for processing.

1.5.4 Inmate Services/Fiscal Division will determine the minimum amount that will be allowed to be spent.

1.6 All sales are final and exchanges are not permitted after the inmate has left the sales window unless the Retail Storekeeper had determined an error occurred or a legitimate spoilage/defective situation exists.

1.7 Items purchased at one location may not be authorized at other locations and may be confiscated in the event of inmate transfer. All inmate purchases are done at their own risk.

1.8 Prices on regular store items charged to inmates will be based on invoice prices, excluding freight and service charges, paid by retail storekeeper.

1.8.1 Mark-up percentage is determined through the budgetary process.

1.8.2 Mark-up percentage does not apply to no mark-up Items as designated by the Director.

1.9 As mark-up items are received from the vendor and prices change, they will automatically update to the proper last cost and mark-up the Issue (Retail) Prices during an overnight procedure.

1.10 Inventory items over six (6) months old may be reduced in price to expedite their normal removal from inventory; however, authority to deviate from pre-determined mark-up must be obtained from Stores Manager.

1.11 Canteen sales cannot be entered without a document assigned to each location.

1.12 The Assistant Director of Support Services will establish schedule of store hours and the Warden/designee will determine inmate access.

1.12.1 If store service hours deviate from the established schedule for any reason, Retail Storekeepers must notify the institution/facility and the Central Office.

1.13 Inmates should be allowed at least one canteen order per week, unless otherwise restricted.

1.14 Canteen purchase dollar limits should only be imposed on inmates as a result of any institution/facility level system and/or by disciplinary action as follows: **(3-4261)**

1.14.1 Disciplinary segregation inmates may be allowed a decrease amount of canteen purchases.

1.14.2 Disciplinary detention inmates are not permitted to purchase, use, or possess edible or consumable canteen items while undergoing disciplinary detention. (Refer to the Department's Administrative Regulation 734 for additional information).

1.14.3 Inmates who have been imposed a sanction under the Code of Penal Discipline for loss of canteen/commissary privilege.

1.14.4 In general, other inmates should have no limits on consumable items, except the Warden may impose limitations for control purposes, and when excess quantities present a security, health, fire, or safety hazard.

1.14.5 Non-consumable items may only be purchased in accordance with the Department's Administrative Regulation 711.

1.14.6 Certain items may be exempt from purchase for security reasons for inmates in Segregated Housing.

1.14.7 For the Store Disciplinary Restriction procedure, upon receipt of a written notice of a loss of canteen/store privileges from a disciplinary committee, refer to the current detailed procedure in the NISS Desk top Procedures Manual.

1.15 A current copy of the Store Price List (catalog) and the Store Cover Letter must be posted at the Store/Coffee Shop and distributed to common areas for inmate access. The Store Cover Letter must always accompany the Store Price List.

204.05 CONTROLLING INVENTORY

1.1 Inventory amount is to be kept at a minimum with the maximum being equivalent to average monthly sales.

1.1.1 Minimum acceptable inventory turnover will vary depending on size and type of service.

1.2 Inventory should be kept in picking shelves.

1.2.1 Bulk inventory should be located in a separate area where possible; otherwise, it should be consolidated in one area of available storage space.

1.3 Inventory areas should be neat and clean at all times.

1.4 Under no circumstances is any Store/Coffee Shop inventory to be donated to staff for use as prizes or awards for inmate events or tournaments.

1.4.1 No inventory is to be used by staff or inmates for personal consumption or use.

1.5 All Retail Storekeepers are required to maintain continuous cyclic counts in accordance with the detailed procedure in the NISS Internal Procedure. (See Cyclic Physical Inventory Procedure section).

1.6 Retail Storekeepers will perform a physical inventory at the end of the fiscal year in June. **(3-4037)**

1.6.1 More frequent physical inventories may be performed if warranted by occurrences of unusual circumstances such as exceptional inventory shrinkage.

1.6.2 At locations having only one (1) Retail Storekeeper, a physical inventory must be performed when a new Retail Storekeeper assumes the duties of that location.

1.7 If inventory items must be returned to the vendor, refer to procedures in the NISS Internal Procedure and the NISS Desktop Procedures Manual.

1.8 Inventory Transfers between Store/Coffee Shop locations are accomplished by using the NISS Inventory Transfer Form DOC-510 and the current detailed procedure in the NISS Internal Procedure.

1.9 Inventory discarded, spoiled or store use, is removed from inventory using the Discarded, Spoiled or Store Use Form DOC-511 and the current detailed procedure in the NISS Internal Procedure.

204.06 DIRECT DELIVERY OF CANTEEN PURCHASES

1.1 Retail Storekeeper will generate inmate receipt and fill order from NISS Order Form DOC-517.

1.2 Retail Storekeeper will verify contents of bagged orders, seal and attach copy of DOC-517 and both copies of inmate receipt to bagged purchases.

1.3 Retail storekeeper will complete Store Delivery Receipt DOC-523 for all inmate purchases removed from the Store/Coffee Shop for delivery and distribution to remote areas of institution.

1.3.1 Form DOC-523 must contain inmates' name, back number, and quantity of bags per inmate, total quantity of bags released for delivery and retail storekeepers' signature.

1.3.2 Bagged orders can only be picked-up delivered and distributed by institutional/facility staff.

1.4 Receiving Staff accepting delivery of store orders will verify quantity of bags accepted equals quantity of bags listed on DOC-523.

1.4.1 The Receiving Staff accepting delivery of store orders must sign as Receiving Officer from Canteen.

1.4.2 The Retail Storekeeper shall retain the yellow copy of Form DOC-523 for Store records.

1.5 Receiving Staff shall transport Store orders, inmate receipts and Form DOC-523 to housing unit and secure.

1.5.1 If applicable, the Receiving Staff at unit shall accept Store orders from Transporting Staff and sign Form DOC-523 as Receiving Officer at Unit.

1.6 Housing unit Distribution Staff shall verify all bags have been delivered and sign DOC-523 form as Distributing Officer at Unit.

1.6.1 When distributing bagged orders, staff shall request inmate to present ID card to verify delivery to proper inmate.

1.6.2 Staff shall verify contents of bag in presence of inmate and obtain signature on inmate receipt and initial Form DOC-523 in Bag Rec space provided.

1.6.3 Staff shall then release bag to inmate along with a copy of the inmate receipt and the inmate's original Order Form DOC-517.

1.7 Staff shall retain signed original of inmate receipt and submit Store Delivery Receipt Form DOC-523 with inmate receipts attached to retail storekeeper no later than the day following completion of distribution.

1.8 If errors exist, Distribution Staff shall verify the error exists by attaching a signed brief statement of nature of error to bagged order.

1.8.1 The entire bagged order; inmate receipt, order form and statement shall be returned to retail storekeeper for correction or adjustment.

1.8.2 No adjustments shall be made unless entire order is returned to retail storekeeper.

1.9 The Retail Storekeeper must correct bagged order errors and return bag, inmate receipt and order form to inmate by the next store working day.

1.9.1 The procedure for delivery and distribution of bagged purchases as outlined above will be followed and inmate received inmate's signature obtained to verify corrected order.

204.06 SUPERVISING INMATES

1.1 Under direct supervision of the Retail Storekeeper, inmate clerks may perform all the basic functions of the store operation, with the exception of the IBM AS/400 computer terminal operation, telephone calls outside of the institution or any other activity, which could be considered a breach of security.

1.1.1 Assignments may include sale of merchandise, preparation of Purchase Requisitions, inventory control, stocking shelves, cleaning and light maintenance or any other store related activity as designated by the retail storekeeper and approved by the Warden/Facility Manager.

1.2 Inmate clerks should receive monthly pay compensation from the Offenders Store Fund as determined by Departmental policy. **(3-4407)**

1.3 Pay for clerks starting or leaving during the month; those working part-time; or those missing any time, must be pro-rated for actual hours worked using the base monthly rate as a guideline.

1.4 Inmate clerks will not be allowed any food allowances, gratuity, credit, or special consideration.

1.5 Retail Storekeepers are responsible for submitting the proper Inmate Payroll Form DOC-532 to Inmate Services within two (2) working days after the end of the month.

1.6 Assignment of inmates to work in the store is a classification committee function, with retail storekeeper input.

1.6.1 No inmate may begin work in the Store/Coffee Shop without proper classification.

1.7 Retail Storekeepers should receive in addition to the 40-hours of orientation training during their first year of employment, 40-hours annually of continuing education/refresher training on topics regarding inmate supervision. **(3-4083)**

- This training should be coordinated, implemented and documented through the Office of the Department's Employee Development Manager.

204.07 SECURITY

1.1 Security of the institution takes precedence over all other considerations.

1.1.1 If it is determined that trouble is imminent and could endanger the safety or security of the institution, the Retail Storekeeper shall close the Store/Coffee Shop and call for assistance.

1.2 While on duty, inmate clerks will refrain from casual conversation with other inmates on the yard or at service window area.

1.2.1 When the Store/Coffee Shop is not open for business, all access doors to the yard and service window area are to remain closed and locked.

1.3 Inmate clerks have the same purchasing privileges as any other inmate. However, they must submit their grocery bag to the Retail Storekeeper for inspection upon leaving the Store/Coffee Shop area.

1.4 No cash/coin on hand shall be permitted in the Inmate Stores or Coffee Shops. **(3-4027)**

1.5 Retail Storekeepers shall examine all trash before discarding and all packing cartons shall be broken flat before removal from the Store/Coffee Shop.

1.6 All IBM AS/400 computer terminals shall be signed off and/or a password protected screen saver can be used each time the Retail Storekeeper leaves the workstation as well as signed-off at the end of the workday.

1.6.1 Inmates are not allowed to have access to this terminal at any time.

1.7 Retail Storekeepers are the only staff authorized to have canteen key sets in their possession. **(3-4187)**

1.7.1 One key set must be maintained at each institution/facility in a security box with a glass front permanently affixed to a wall.

1.7.2 The key set is only to be used in extreme emergencies by breaking the glass.

1.8 All Inmate Stores, Coffee Shops and other inventory storage areas shall be equipped with an operational motion detection/intrusion alarm system to assist in detecting unauthorized entry into any store.

1.8.1 Retail Storekeepers shall test the alarm system and back-up battery weekly and record the results on the Weekly Alarm Test Log DOC-545.

1.9 Postage stamps shall be secured in a locked cabinet or drawer and issued only by the retail storekeeper.

1.10 Retail storekeepers may, with the approval of the Warden/Facility Manager, have a small tool supply and box openers necessary for the functioning of the Store/Coffee Shop. **(3-4188)**

1.10.1 Tools and box openers must be maintained in a locked container and issued only when needed.

1.10.2 A written inventory will be maintained in the toolbox and inventoried prior to the inmate clerks leaving at the end of each day.

1.11 Inmates will not be left unsupervised in any Store, Coffee Shop or reserve/separate stock Area at anytime.

- Inmates not assigned to these areas are not authorized access to these areas.

1.12 All retail storekeepers must be trained to perform inmate searches and all inmate clerks must be pat searched by the retail storekeeper randomly as the clerk leaves the Store/Coffee Shop. **(3-4184)**

204.08 REPORTING AND RECORD RETENTION

1.1 Retail Storekeepers must maintain an up-to-date filing system which includes open order files, filled order files, inventory reports, stock keeping unit reports, memorandums, miscellaneous correspondence and profit/loss statements.

1.1.1 Additionally, files must be maintained for cycle counts, transfers out, transfers received, staff ducat sales reports, and new item approval forms.

1.1.2 All records must be kept accessible for six (6) years, except Appliance Logs are kept indefinitely.

1.1.3 Any records (except Appliance Logs) older than six (6) years can be discarded, with the authorization of the Stores Manager.

1.2 Retail storekeepers shall maintain the Nevada Inmate Store System (NISS) Operations Manual, NISS Desktop Procedures Manual and Appliance/Electrical Log in current order.

1.2.1 All additions, changes, and deletions must be current.

1.2.2 The manuals shall be clean, organized, and readily available for use as an information and procedure reference.

1.3 All inmate signed inmate receipts, Inventory Sales by Class Reports and Inmate Pick-up Lists must be filed in 9 x 12 (or larger) envelopes in date order.

1.4 The Warden/designee or Facility Manager, prior to release, shall approve all memorandums or any correspondence issued by a Retail Storekeeper to the general inmate population.

1.4.1 The types of correspondence involved are general Store/Coffee Shop service policies, such as, but not limited to: Ordering procedures, hours of operation or window service, correction of order errors, or warranty or return policies.

1.4.2 Items, which do not need prior approval, are routine notices, such as: New or discontinued items, price changes, or sale/clearance items.

1.4.3 Informational copies of any approved correspondence shall be sent to the Stores Manager to include in the Store/Coffee Shop file at the Central Office.

1.5 All month-end reports and other documents shall be submitted as one complete package each month to the Stores Manager, after routing through the Area Supervisor. **(3-4043)**

1.6 The Stores Manager shall annually, provide a comprehensive financial report. **(3-4043)**

- Inmate Store procedures will detail current format and distribution of this report.

1.7 The procedures for reporting sales, receiving log information, Profit and Loss Statements, and SKU Reports can be found in the NISS Internal Procedure.

204.10 STORE MAINTENANCE AND UPKEEP

1.1 A clean and orderly work area is a necessity in maintaining an efficient operation.

1.1.1 The Retail Storekeeper is to maintain a regular program of cleaning and building maintenance.

1.1.2 If the Retail Storekeeper needs the assistance of the maintenance staff, they are to take appropriate action to issue/submit a work order.

1.1.3 In the event of a mechanical emergency, the maintenance division shall be notified at once.

1.1.4 If the Store/Coffee Shop owned equipment needs repair or replacement, the Retail Storekeeper shall notify the Stores Manager/Supervisor immediately.

204.11 INMATE PERSONAL PHOTOGRAPHS

1.1 Photo Coupons can be ordered by inmates with their usual Store/Coffee Shop order, which is redeemable for the inmate photograph.

1.1.1 The current price will be determined by Departmental policy.

1.1.2 The Retail Storekeeper will retain the original of Photo Coupon and the copy will be given to the inmate to fill the order.

1.1.3 Photo Coupons will be valid for twenty (20) days from date of issue, and if photos are not all taken, the unused amount is refundable.

1.1.3.1 Photo Coupons beyond twenty (20) days will not be refunded or redeemed.

1.1.4 Prior to transfer to another location, inmates must turn in for credit, any unused Photo Coupons to the issuing Store/Coffee Shop.

1.1.5 The issuing Store/Coffee Shop can only credit or redeem Photo Coupons that were sold at their location.

- NNCC can redeem SCC Photo Coupons.

1.2 The retail storekeeper will order and maintain proper supplies of film.

1.2.1 A control log will be established to track all aspects of film accountability, including film issued to the inmate photographer.

1.2.2 Periodically, all spoiled/defective film will be returned to manufacturer for credit.

1.2.3 The institution/facility must reimburse the Store/Coffee Shop for any film used for photos of evidence, incidents, etc.

1.3 Inmate photographers will be assigned by the classification committee at each institution/facility where photographs are taken, with input from the retail storekeeper.

1.3.1 This position cannot be combined with any other Store/Coffee Shop position.

1.3.2 Inmate photographers should receive monthly pay compensation from the Offenders Store Fund as determined by Departmental policy. during the month.

- The pay for any time missed during the month will be prorated.

1.3.3 The inmate photographer, at the discretion of the retail storekeeper, can be used for Store/Coffee Shop duties during peak service periods.

1.3.3.1 They must not be granted any additional compensation in excess of regular pay in this capacity.

1.3.4 The inmate photographer will check out the film and the original Photo Coupons from the retail storekeeper.

1.3.5 The inmate photographer will check inmate I.D. Cards, match Photo Coupons, and obtain receiving inmate's signature at the time photograph is taken.

1.3.6 At the end of the day the inmate photographer will return all unused film, Photo Coupons, and spoiled photographs, to the retail storekeeper for verification.

1.4 Staff will maintain the camera and check it out to the assigned inmate photographer.

1.4.1 The inmate photographer will only use the camera under direct supervision of staff.

1.4.2 Photographs will be taken only in areas designated by the Warden, as outlined in the institutional procedure.

1.4.3 Under no circumstances will there be more than one (1) inmate in a photograph.

1.4.4 Inmates may not possess photographs of other inmates, with the exception of immediate family members.

1.4.4.1 For the purposes of this regulation, immediate family members are defined as: husband, wife, father, mother, sons, daughters, brothers, sisters, grandparents, grandchildren, stepchildren, and legal guardians (such as foster parents).

- Any lewd, lascivious, obscene acts or obscene photographs are strictly prohibited.
- Any gang activities, obscene gestures, or any other behavior deemed inappropriate is prohibited.

1.5 The Polaroid Job Pro cameras currently in use have a lifetime warranty, and any malfunctions must be reported to the Stores Manager/designee, for disposition.

