

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Commissary Operations</b>	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 24-CAS-05
RULE/CODE REFERENCE:	SUPERSEDES: 24-CAS-05 dated 01/21/11
RELATED ACA STANDARDS: 4-4042; 4-4342	EFFECTIVE DATE: December 19, 2013
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish responsibility and procedures for the operation of inmate commissaries within all facilities of the Department of Rehabilitation and Correction.

**III. APPLICABILITY**

This policy applies to all persons employed by or under contract with the Department of Rehabilitation and Correction. It specifically applies to all employees of the Division of Business Administration and Business Offices throughout the Department. This policy is not applicable to the Division of Parole and Community Services staff.

**IV. DEFINITIONS**

None.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction that commissary privileges be provided for inmates in all facilities operated by the Department so inmates can purchase approved items that are not furnished by the facility.

**VI. PROCEDURES**

- A. It is the responsibility of each Managing Officer to provide a commissary operation for the inmates housed in his/her facility in accordance with Ohio Revised Code 5120.131.
- B. It is the responsibility of the Managing Officer to provide for the operation of the commissary

in accordance with Administrative Rule 5120-5-05, Inmate Commissaries, and the DRC Business Operations Manual.

- C. Approved personal hygiene articles shall be available in the inmate commissary for inmate purchase.