

 <p><b>CD-151300</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 01/05/05</b></p>	<p><b>REVIEW/REVISED: 06/17/14</b></p>
	<p><b>EFFECTIVE DATE: 01/05/05</b></p>	
<p><b>TITLE: Canteen Services</b></p>		

**AUTHORITY:**

NMSA 1978, Section 33-1-6, NMSA 1978 Section 33-8-13 (as amended)

**REFERENCE:**

- A. ACA Standard 2-CO-1B-12 and 2-CO-1B-13, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standard 4-4042, 4-4043 4-4166 and 4-4379, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.

**PURPOSE:**

To give basic guidelines on the operation of the Canteen and audits of the Canteen accounting procedure at each institution.

**APPLICABILITY:**

All employees involved in the management and operation of the Inmate Canteen and all inmates.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Canteen: A commissary available to inmates for the purchase of authorized items.
- B. Stock Items: Merchandise purchased and stored for sale to inmates on a scheduled basis.
- C. Correction Industries Division: Authorized vendor to purchase and sale merchandise for sale in the Canteen program.

**POLICY:**

- A. To maintain a stock of canteen items available for purchase by inmates. In addition, the services of an independent auditing team shall be obtained to ensure that standard accounting procedures are being followed and that the integrity of the fund is maintained. **[4-4042] [4-4043] [2-CO-1B-13]**
- B. Items, policies and procedures for nonprescription over-the-counter medications that are available outside of health services shall be approved jointly by the facility or program administrator and the health authority. **[4-4379]**
- C. Space is provided for an inmate commissary or canteen, or provisions are made for a commissary service. **[4-4166]**



---

Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

06/17/14  
Date

 <p><b>CD-151301</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRE</b>Dibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 01/05/05	<b>REVIEW/REVISED:</b> 06/17/14
	<b>EFFECTIVE DATE:</b> 01/05/05	
<b>TITLE: Canteen Services</b>		

**AUTHORITY:**

Policy *CD-151300*

**PROCEDURES: [4-4166] [4-4042]**

**A. Canteen Items:**

1. Correction Industries Division in conjunction with the Warden at each institution shall approve all items to be sold in the Canteen based on facility level and inmate population needs.
2. A list of items available in the Canteen, including prices, is to be made readily available to all inmates at the institution and whenever the list is subsequently revised.
3. A schedule shall be developed for each facility that permits all inmates to participate in the canteen program. The schedule shall be posted in all dormitories or in high traffic designated locations where inmates can clearly discern the available dates and times for canteen services.
4. All thefts and losses shall be reported immediately in writing to Corrections Industries Division who will work with the wardens and the vendor to initiate an investigation with the Office of Professional Standards.
5. Corrections Industry Division shall be responsible for the re-order and availability of canteen items included on the approved Canteen Price List.
6. All canteen items shall be sold at fair market value.
7. No exchange of canteen items shall be allowed after leaving the Canteen.
8. Absolutely no credit shall be extended for the purchase of canteen items.
9. Inmates will only be allowed to maintain items that fit in their designated storage areas.

10. Inmates will verify their purchases and amount charged prior to accepting their canteen.
11. Items, policies and procedures for nonprescription over-the-counter medications that are available outside of health services shall be approved jointly by the facility or program administrator and the health authority. Only approved medications may be purchased through the commissary or the canteen. [4-4379]

The Health Authority shall submit a list of approved items to the facilities through the Deputy Secretary of Operations. The Health Authority shall review the list of approved items annually and update the list as necessary.

**B. Audit of Canteen Records: [4-4043]**

1. The canteen records shall be audited quarterly by an internal auditor. The internal audit shall be conducted in accordance with Generally Accepted Accounting Procedures (G.A.A.P.)
2. The canteen records shall be audited annually by an independent auditing team. The independent auditor shall be contracted by Central Office.
3. A documented audit report will be forwarded to the Corrections Industries Division Director, when received by the State Auditor's office.



---

Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

06/17/14  
Date