



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-151300 Canteen Services	Issued: 1/5/05 Effective: 1/5/05	Reviewed: 6/15/26 Revised: 8/21/17
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## 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 Expected Practices 5-ACI-1B-18, 5-ACI-1B-19, 5-ACI-2E-12 and 5-ACI-6A-44, *Performance Based Standards and Expected Practices for Adult Correctional Institutions*, 5<sup>th</sup> Edition.

## PURPOSE:

To give basic guidelines on the operation of the Canteen and audits of the Canteen accounting procedure for 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 merchandise for sale in the Canteen program.
- D. Fair Market Value: Pricing determined will be comparable to the purchase price for the same or similar item at the local convenience store. Comparisons should be done annually.

**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 annually to ensure that standard accounting procedures are being followed and that the integrity of the fund is maintained. **[5-ACI-1B-18]**  
**[5-ACI-1B-19]** **[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. **[5-ACI-6A-44]**
- C.** Space is provided for an inmate commissary or canteen, or provisions are made for a commissary service. **[5-ACI-2E-12]**



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CD-151301 Canteen Services	Issued: 1/5/05 Effective: 1/5/05	Reviewed: 6/15/26 Revised: 8/21/17
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-151300*

## PROCEDURES: [5-ACI-2E-12] [5-ACI-1B-18]

### A. Canteen Items:

1. Correction Industries Division in conjunction with the Warden at each institution and the Director of Adult Prisons or his/her designee 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. At the beginning of every fiscal year, the Director of Adult Prisons and his/her designee will approve the proposed menu of items and pricing.
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 Warden and the vendor to initiate an investigation with the Office of Professional Standards.
5. Corrections Industries 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. Corrections Industries reserves the right to offer any approved item at a price which will qualify the item as Non-Commissionable.
8. No exchange of canteen items shall be allowed after leaving the Canteen.
9. Absolutely no credit shall be extended for the purchase of canteen items. 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. **[5-ACI-6A-44]**

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 and pricing annually and update the list as necessary.

**B. Audit of Canteen Records: [5-ACI-1B-19]**

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.

**C. Canteen Commission Proceeds:**

1. At the beginning of the fiscal year, Corrections Industries will provide the Director of Adult Prisons with a report with an accounting of Commission Revenue for the prior year. Each state facility participating in the Commissary Program will be allotted 25% of the revenues for that facility. The funds shall be used at the discretion of the Warden at each facility for the inmate recreation fund. Any purchases will be in accordance with policy and the state procurement code.