



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 19-15 Commissary

TO: Arkansas Community Correction Employees

FROM: Kevin Murphy, Director

SUPERSEDES: AD 15-01

APPROVED _____ **Signature on File** **EFFECTIVE:** July 20, 2019

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** The commissary pricing will be as approved by the Board of Corrections. Center staff must adhere to this and related policy.
- III. GUIDANCE.**
 - A. Commissary Pricing**

Commissary pricing is as follows:

 1. Pre-stamped envelopes must be sold at cost.
 2. Commissary pricing policies shall be established by the Board of Corrections.
 - B. Commissary Approved Items List**

The Business Manager must ensure the only items sold in the commissary are those items on the Commissary Approved Items list. He/she must ensure new items are added to the eOMIS Inmate Banking System.

Center Supervisors may choose to prohibit the sale of items on the Commissary Approved Items List.

Center Supervisors may propose adding items to the list by sending a request to the Deputy Director of Residential Services.
 - C. Accounting**

Refer to other sources for commissary accounting and inventory guidance.