

ARKANSAS REGISTER

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Transmittal Sheet

DEC 6 1991



W. J. "BILL" McCUEN
SECRETARY OF STATE

W. J. "Bill" McCuen
Secretary of State
State Capitol Rm. 010
Little Rock, Arkansas 72201-1094

For Office

Use Only:

Effective Date

12/25/91

Code Number

004.00.91--024

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person A. L. Lockhart, Director

Statutory Authority for Promulgating Rules Act 50 of 1968, First Extraordinary Session,
as amended

Intended Effective Date

☐ Emergency

☐ 20 Days After Filing

☒ Other

Amended Administrative Regulation 103-Inmate Commissaries

Date

Legal Notice Published 9/11-17/91

Final Date for Public Comment Sept. 30, 1991

Filed With Legislative Council Sept. 6, 1991

Reviewed by Legislative Council Oct. 03, 1991

Adopted by State Agency Dec. 4, 1991

Please use December 25, 1991
as the effective date.

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with Act 434 of 1967 As Amended.

A handwritten signature in dark ink, appearing to read "A. L. Lockhart", written over a horizontal line.

Signature

DIRECTOR

Title

December 4, 1991

Date



ADMINISTRATIVE REGULATIONS
STATE OF ARKANSAS
DEPARTMENT OF CORRECTION

Section Number

103

Page Number

1 of 2

Board of Correction Approval Date:

12/4/91

Supersedes:

AR 103

Dated:

09/30/88

Attorney General

Review Date:

12/4/91

Date Filed

Secy. of State:

12/5/91

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SUBJECT: Inmate Commissaries

DEC 6 1991

W. J. "BILL" McCUEN
SECRETARY OF STATE

I. AUTHORITY:

By _____

The authority to promulgate this Administrative Regulation is vested in Act 50 of 1968, First Extraordinary Session, as amended.

II. PURPOSE:

To describe the fiscal operation of the inmate commissaries and to require pricing policies and procedures.

III. APPLICABILITY:

To the Board of Correction, wardens/center supervisors/administrators, and all employees involved in the utilization and operation of inmate commissaries.

IV. POLICY:

It shall be the policy of the Department of Correction to provide inmate commissary operations at units/centers.

V. DEFINITIONS:

- A. Commissary - A store established within a unit/center where food and supplies are sold.
- B. Inmate Welfare Fund - A self-supporting enterprise financed and operated through sales to inmates and employees; residual equity of the fund being used to provide benefits to inmates not ordinarily provided by tax revenues.

VI. PROCEDURES:

A. Establishment

Each unit/center shall establish a commissary for inmate use.



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SUBJECT: Inmate Commissaries

1. Items sold in the inmates' commissaries must be indicated on the Standardized Commissary Items listing and be approved by the unit warden/center supervisor.

B. Fiscal Operations

1. Commissary pricing policies shall be established by the Board of Correction.
 - a. Upon approval, a copy of the appropriate administrative directive(s) shall be forwarded to each unit/center for posting.
2. The net profit from items sold in the inmate commissaries is to be placed in the Inmate Welfare Fund and expended for the benefit of the inmate population under guidelines established by the Board of Correction.
3. No goods can be sold on credit or consignment.
4. A monthly inventory will be taken within guidelines of the Administrative Services Division.

Unit/Center commissaries are to be kept clean and orderly.

The unit warden/center supervisor of each unit/center shall publish procedures relative to commissary operations and privileges.

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