

33-203.101 Canteen Operations.

- (1) Canteens are to be operated primarily to provide convenience items ~~items of convenience~~ to inmates.
- (2) Each inmate shall be allowed to purchase canteen merchandise on a weekly basis in an amount not to exceed ~~\$150~~ \$100. A weekly limit will be recommended by the Canteen Review Team, based upon current canteen product mix and current resale prices, and approved by the Secretary. A ~~two-week~~ two-week notice of any changes to the weekly limit will be posted on inmate bulletin boards and at each canteen.
 - (3) Current price lists will be posted near each ~~in the proximity of the~~ canteen for inmates to view ~~inmate viewing purposes~~.
 - (4) Items Authorized for Sale in Canteens.
 - (a) Items that are approved but not stocked in the canteen shall be available to permanently assigned inmates for order from an approved vendor (selected by statewide bid) on a quarterly basis during the months of February, May, August, and November.
 - (b) Inmate orders shall be disapproved for one or more of the following reasons:
 1. Insufficient funds in inmate account at the time the order is processed. Such orders shall not be resubmitted by the inmate during that quarterly period.
 2. Inmate is not permitted to purchase the requested item or items due to the inmate's confinement status.
 3. Inmate is on disciplinary confinement or as a result of a disciplinary infraction has been recommended for loss of order privileges for a specified cycle due to a disciplinary infraction, except that the inmate may purchase stamps, white paper, envelopes, and pens from the canteen for the sole purpose of preparing and sending legal mail pursuant to Rule 33-210.102, F.A.C.
 4. ~~3.~~ Inmate is placing the order for another inmate.
 5. ~~4.~~ Inmate is not permanently assigned.
 - (c) It is the intent of the Department to permit the transfer of items included on this list from institution to institution.
- (5) Inmate Salaries. An inmate may receive compensation from the General Revenue Fund if the inmate is actually performing canteen or canteen support functions. The monthly rate of pay shall not exceed \$75.00.
- (6) All exchanges of cash shall be recorded by signed receipts. Inmate operators will be given receipts when cash or any other negotiables are turned in for deposit and all employees subsequently handling such cash and negotiables must account for it by receipt.
- (7) Keys to canteen facilities will be rigidly controlled. Only the canteen operator should be issued keys. An additional key should be stored in the security office for emergency access on a restricted basis only.
- (8) All material shortages of inventory or money at the canteens will be formally investigated by local investigators immediately upon determining that a shortage exists. A formal investigation must include the appointment of an investigating officer and the preparation of records reflecting all aspects of the investigation, including the placement of responsibility for the shortage where possible. If the report reflects negligence on the part of an employee or inmate, the Regional Director or warden will recoup the shortage from that person or persons. If the investigation and any subsequent action does not result in recoupment of the shortage, the report will be forwarded to the Inspector General in Central Office for further disposition. Disciplinary action will be taken against inmates found to be negligent.

Rulemaking Authority 944.09, 945.215 FS. Law Implemented 20.315, 944.09, 945.215, 946.002 FS. History—New 1-20-86, Formerly 33-3.035, Amended 11-21-91, 5-25-95, 11-13-95, 5-28-96, 2-12-97, Formerly 33-3.0035, Amended 11-18-02, 12-2-03, 12-14-04, 6-16-05, 11-29-06, 11-9-08, 6-8-10, _____.