



**PRISON POLICY STATEMENT
COUNTY OF LANCASTER, PENNSYLVANIA**

Policy Subject: Store Account Policy (Commissary)		Policy Number: B-5
Date of Issue/Revision: 06/16/2017- Reviewed/Approved by B. Hurter, Controller 03/18/2019-No change. approved by Prison Board 10/17/2019-Sec IIB updated. Approved by Board 08/20/2020-Annual review, no changes 11/21/2024-Sec II and III updated. Approved by Board.	Authority: Cheryl Steberger, Warden Lawrence George, Chief Clerk	Effective Date: November 21, 2024
Solicitor Approval: 10/21/2016 CH 06/29/2017 CH 11/21/2024 JP	Title 37 Reference: 95.239	Distribute by: Email / Website

- I. **AUTHORITY**
The authority of the Warden to direct the operations of Lancaster County Prison as established in Title 37 Chapter 95 of the Pennsylvania Code as amended. Section 95.239 directly relates to commissary and other funds.

- II. **POLICY**
It is the policy of the Lancaster County Prison (LCP) to maintain a Store Account to be used as described in this policy.
 - A. Store account revenue is generated from LCP's Commissary contract and shall be deposited into the Store Account
 - B. Prison Management (Warden, Deputy Warden or Director of Administration) will review the need for all store fund requests.
 - C. The Chief Clerk, acting on behalf of the County Commissioners, must approve funds being spent from the Store Account.
 - D. The approval will be forwarded to Budget Services and the Controller's office to initiate the transfer of funds from the Store Account into LCP's budget.
 - E. The Controller's Office will assign a sub-group account number to track expenditures for each approved project.
 - F. When the approved project is complete, and all invoices are paid, any funds remaining in the project account will be transferred back into the Store Account. LCP staff should initiate this action by a request to the Controller's Office.
 - G. Outside agencies that request use of store funds must submit their proposal in writing to the Warden. The request must include the proposed scope of services to be delivered to the inmate population, the cost of services and must include a list of measurable results that will be submitted for review of the Prison Board monthly.
 - H. Audit – The Store Account shall be audited by the Controller's Office and results compiled within the Prison Financial Audit. The complete Prison Financial Audit will be presented publicly via the County website and forwarded to the Prison Board members.
 - I. Review – This policy will undergo a review every three years unless a request for an earlier review is made by a member of the Prison Board or the Warden.

- III. **PERMITTED USE OF FUNDS**
The following uses have been approved by the Lancaster County Prison Board.
 - A. Funds are permitted to be used for prison improvements, equipment/supplies, capital leases or other prison related expenses.
 - B. Funds may be used for inmate service provider contracts.
 - a. These services include, but are not limited to, mental health programs, child services and sexual victimization support, and reentry services to include the salary and benefits for the Reentry Manager position.
 - C. Funds may also be used for supplemental indigent items in addition to the budgeted expenses in the Inmate General Welfare Fund.

- IV. **SUPERSEDED POLICY**
This policy supersedes all facility policies or procedures on this subject.