DEPARTMENT OF CORRECTIONS

Policy Number:	**404.040**
Title:	**Sale of MINNCOR Products to Offenders**
Effective Date:	**11/6/18**

PURPOSE: To provide consistent practices among all Minnesota Corrections Industries Program (MINNCOR) production facilities regarding the sale of MINNCOR products to offenders.

APPLICABILITY: All MINNCOR production sites

DEFINITIONS: None

PROCEDURES:

A Facility industry directors must ensure MINNCOR production facilities do not directly sell MINNCOR products to offenders. MINNCOR products may only be made available to offenders through facility canteens, subject to the approval of the respective canteen committee and allowable items committee of each facility.

B. Canteen sales must follow guidelines in Policy 302.010, "Canteen," and Policy 302.250, "Offender Property." Canteen records must be retained according to Policy 302.010.

C. Canteen sales to offenders must follow surcharge guidelines in Policy 300.100, "Offender/Resident Accounts." Surcharge and canteen accounting information is retained in the offender accounting system.

INTERNAL CONTROLS:

A. Canteen sales records are retained according to the guidelines in Policy 302.010, "Canteen."

B. Offender account records are retained in the offender accounting system.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.27

REPLACES: Division Directive 404.040, "Sale of MINNCOR Products to Offenders," 8/19/14. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support