



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM JS  
Finance NA  
DA KM  
Risk Mgt. NA  
HR NA  
Grant NA

## STAFF REPORT

BOARD MEETING DATE: November 29, 2016

**DATE:** November 1, 2016  
**TO:** Board of County Commissioners  
**FROM:** Heidi Howe, Captain, Detention Bureau  
(775) 328-2962 [hhowe@washoecounty.us](mailto:hhowe@washoecounty.us)

**THROUGH:** Chuck Allen, Sheriff *3:22 PM 11/30/16*

**SUBJECT:** Acknowledge Receipt of Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for First Quarter for Fiscal Year 16/17. (All Commission Districts.)

### SUMMARY

In accordance with NRS 211.360, this report is being submitted to the Board of County Commissioners and is intended to inform the Board of the status of the Commissary Fund and the activities during the fiscal year 16/17.

NRS 211.360 allows the Sheriff to establish and operate in each jail in his jurisdiction a commissary to provide items to inmates. The proceeds from the operation of the commissary must be maintained in a separate account and any profits must be expended only for the welfare and benefit of the prisoner in the jail. NRS 211.360 also requires the sheriff to submit reports of the records to board of county commissioners as required by the board.

**County Strategic Objective:** Sustainability of our financial, social and natural resources.

### PREVIOUS ACTION

August 23, 2016	Quarterly Staff Report for FY 15/16
May 24, 2016	Quarterly Staff Report for FY 15/16
February 9, 2016	Quarterly Staff Report for FY 15/16
October 27, 2015	Quarterly Staff Report for FY 15/16

### BACKGROUND

On January 4, 1999, a Commissary Account was opened pursuant to NRS 211.360, which states in part: "1. The sheriff or chief of police of a city may establish and operate

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in each jail in his or her jurisdiction a commissary to sell to prisoners committed to the jail food, beverages, toiletries and such other items as may be approved by the sheriff or chief of police. . . . . 3. Proceeds from the operation of the commissary must be maintained in a separate account and any profits therefore must be expended only for the welfare and benefit of the prisoners in the jail.”

In accordance with NRS 211.360, this report is being submitted to the Board of County Commissioners and is intended to inform the Board of the status of the Commissary Fund and the activities during the fiscal year (FY) 16/17.

#### WCSCO Commissary Fiscal Report

<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Profit / Loss</u>
16/17	172,134.81	227,764.07	-55,629.26

#### Revenue:

Commissary items are provided through contract services by an outside vendor, Trinity Services Group, Inc., which specializes in providing commissary services to custodial institutions. Revenue is generated from commissions received based on the total revenue received by the vendor. The commissary fund also receives revenue from commissions through the contract with the inmate phone system provider, Global Tel\*Link Corporation. All revenue posted to the Commissary Fund is used to provide programs, equipment/services and training for inmates that would not otherwise be available.

#### Programs:

Funds generated from commissions are used to provide programs to inmates such as counseling and chaplain services. The Commissary Advisory Committee recently authorized a review of contracts for these services and vendors submitted Requests for Proposal.

The counseling contract includes domestic violence, substance abuse, parenting and family classes and one-on-one transition planning. By offering vocational training and certification programs, offenders are more prepared for employment, are less likely to return to custody and provide valuable skills that transfer across fields. Under NRS 211, inmates completing their G.E.D. and/or 8 sessions of Substance Abuse are eligible to receive a 5 day early release from custody. This results in shorter jail days served which saves money in terms of costs to incarcerate individuals. In first quarter FY 16/17, WCSCO is without a GED instructor so we have no numbers to report. The Substance Abuse Program had 89 inmates complete 8 sessions substance abuse course, saving a potential of 445 bed days and roughly \$49,395.

Commissary Funds were used for the remodel of a housing unit within the detention center for inmate programs.

#### Equipment/Services For Benefit of the Inmates:

- Cable television and newspapers provided in all the housing units.
- Reading glasses provided to indigent inmates.

- Library books.
- Bus passes provided to indigent inmates at time of release.
- Bus tickets purchased through the Inmate Assistance Program to assist individuals who need to travel home out of area.

**FISCAL IMPACT**

NRS 211.360 requires that Commissary proceeds must be maintained in a separate account and any profits must be expended only for the welfare and benefit of the inmates.

**RECOMMENDATION**

It is recommended that the Board of County Commissioners acknowledge Receipt of Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for First Quarter for Fiscal Year 16/17.

**POSSIBLE MOTION**

Should the Board approve the Staff's recommendation, a possible motion would be:

Move to acknowledge Receipt of Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for First Quarter for Fiscal Year 16/17.