



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

GRETCHEN WHITMER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2021 - 4

EFFECTIVE: January 1, 2021

DATE: December 16, 2020

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: Use of Prisoner Kiosks for Ordering Allowable Property

SUPERSEDES DOM 2020 - 4 (effective 01/01/2020)

The Department has installed kiosks in general population housing units that will be used by prisoners to purchase authorized commissary and/or personal property available through approved vendors. This includes store, Friends and Family Package Program items, and prisoner personal property as authorized in PD 04.07.112 "Prisoner Personal Property." Prisoners in segregation, non-traditional general population housing, the Special Alternative Incarceration Facility, in-patient mental health units, the Duane L. Waters Health Center, a Residential Treatment Program, or the Secure Status Outpatient Treatment Program will not have access to kiosks unless approved by the Deputy Director of Correctional Facilities Administration (CFA) or designee. In addition, general population prisoners may not have access to a kiosk if serving a sanction of toplock unless approved by the Warden as set forth in PD 03.03.105 "Prisoner Discipline" or if serving a "loss of privileges" sanction that includes use of the kiosk. Prisoners who do not have access to a kiosk, including prisoners serving a sanction of toplock or "loss of privileges," will place store and Friends and Family Package Program orders through alternative means approved by the CFA Deputy Director.