



**CENTRE COUNTY CORRECTIONAL FACILITY**

Richard C. Smith, *MS, CCHP*  
**Warden**

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Melanie Gordon, *CCE*  
**Deputy Warden of Operations**

Joseph Koleno  
**Deputy Warden of Administration**

Jeffrey T. Hite  
**Director of Treatment**

**To:** All Staff, Inmates, and Visitors  
**From:** Deputy Warden Melanie Gordon, *CCE*  
**Date:** January 28, 2016  
**Re:** New Commissary Feature

All,

Beginning on February 1, 2016, Centre County Correctional Facility and Keefe Commissary will begin offering Securepak sales. Securepak are commissary packages ordered by family or friends outside the facility, which are then sent directly here from Keefe the same day as the regular commissary orders.

As this program begins, the item list for Securepak will be the same as that for in-house ordering. The pricing will remain the same. It will also have the same \$100 per order limit as in-house ordering. In the future, there may be additional items made available through Securepak which cannot be supplied on the in-house order menu.

Item limits for general population and property restrictions for the Restricted Housing Unit (RHU) will remain the same, so families and friends are encouraged to be in communication with the inmate to ensure that excessive items are not being sent. If an inmate is moved to the RHU, one order's worth of food/hygiene items will be stored with their property if space allows in their bin. Any further orders that do not meet RHU requirements will be refused back to the vendor.

If an inmate receives items over the allowable limit (for example, a second radio and headphones or 4 shampoos), he/she is responsible for reporting that at the time of signing for the commissary/Securepak order so it can be refused back to the vendor for credit to the friend/family who ordered. Any items found in excess by staff after the fact will be confiscated as contraband and disposed of by facility policy.

Items that the facility is refusing need to be returned to the 3-11 Lieutenant that evening for a copy of the receipt and the item to be stored and returned with the following week's shipment.

Inmates who have a cost recovery balance on their inmate account will not be able to receive Securepak orders until the cost recovery has been cleared.

All issues with Securepak orders must be resolved directly with Keefe for reimbursement or resolution. Credits for missing, damaged, or incorrect items will not be credited through the facility staff as with in-house orders. The inmate affected will need to have the person who ordered contact Keefe directly online or by phone.

Purchases can be made at [centrecountypackages.com](http://centrecountypackages.com) or by calling 800-546-6283. Orders placed by Sunday will arrive on Tuesdays, except on holidays. The schedule for delivery can be found on the website.

If you have questions about the Securepak program, please direct the request or phone call to Accounting.

A handwritten signature in cursive script that reads "Melanie Gordon". The signature is written in black ink and has a long, sweeping horizontal flourish at the end.

Melanie Gordon, *CCE*  
Deputy Warden of Operations