## **EXHIBIT 4 - COMMISSARY SERVICES PROCEDURE**

Contractor shall provide commissary services to all Type 2 facilities based on the current schedule. All order fulfillment and processing shall be administered at the local Fontana warehouse location by Contractor staff. All orders shall be transported to each jail location by Contractor staff using dedicated Contractor trucks. Contractor staff shall complete delivery directly to each of the housing units. See flowchart below:

