



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DIR
Number: 4210.3B
Date: December 14, 2010
Supersedes: 4210.3A (11/12/2009)
Subject: Processing
Inmate Personal
Funds

1. **PURPOSE AND SCOPE.** To provide uniform procedures within the DC Department of Corrections (DOC) for the receipt, deposit and disbursement of funds in inmate's personal accounts.
2. **POLICY.** It is DOC policy to collect, safeguard and disburse funds from inmate's personal accounts in accordance with accounting procedures established by the DC Office of the Chief Financial Officer.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
 - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to programs.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Checks and money orders that are mailed to an inmate are usually available to the inmate within ten (10) business days of the post mark.

- b. Inmates who have cash or government checks in their possession at admission shall be able to spend the funds within two (2) business days of receipt.
- c. Funds received through the Western Union system are available for inmate spending in one (1) business day of receipt.

5. **DIRECTIVES AFFECTED**

- a. **Directives Rescinded.** None
- b. **Directives Referenced**
 - 1) PS 4070.4 Inmate Correspondence and Incoming Publications
 - 2) PS 5010.3 Contraband Control

6. **AUTHORITY.**

- a. DC Code § 47 Taxation, Licensing, Permits, Assessments and Fees.
- b. District Government Guidelines for Custodial Accounts
- c. DC Code §24-211.02 Powers, Promulgation of Rules
- d. DC Code § 24-231.01 et seq. Prison Industries
- e. Office of Chief Financial Officer Financial Policies and Procedure, Section 1010 Cash
- f. D.C. Government Financial Policies and Procedures, Section 1011.603

7. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 4th Edition, Standards for Adult Local Detention Facilities: 4-ALDF-7D-16.

8. **RECEIVING INMATE MONIES (RECEIVING AND DISCHARGE)**

- a. Two (2) Receiving and Discharge Officers shall, in the individual's presence, count and verify all money and checks a newly committed inmate has in his/her possession. The R&D Officer shall give the inmate the pink copy of the Property Sheet.
- b. Both Officers shall enter the amount on the Inmate Property Form and both Officers shall print and sign his/her name on the property form. R&D Officer

- shall place the money and checks/money orders along with the bottom portion of the white copy of the Inmate Property Form in an envelope in the inmate's presence.
- c. The Officer shall seal and staple the envelope and on the front of the envelope accurately record the inmate's name, DOC#, and the total amount of currency. Both Officers shall sign and record his/her name and ID number on the envelope. The Officer shall place the sealed envelope in the designated lockbox/safe. The designated lockbox/safe shall only be accessed by the Shift Supervisor or designee.
 - d. An officer shall accurately enter the amount received into the Jail and Community Corrections System (JACCS).
 - e. At the end of each shift, the Shift Commander and the R&D Supervisor shall generate in JACCS a batch report of all transactions keyed in JACCS during the shift and secure the batch report with the sealed envelopes.
 - f. The Inmate Finance Officer shall retrieve the sealed envelopes and batch forms from the safe on each business day.
 - g. Inmate Finance shall count the cash/checks/money orders to verify that the total matches the total on the batch report. Inmate Finance shall verify each transaction on the batch report. If all transactions are accurate, Inmate Finance shall close the JACCS batch report which in effect releases the funds to the inmate's account.
 - h. Inmate Finance shall contact the shift Major for reconciliation of any type of discrepancy or when the shift failed to generate the batch report necessary to verify and complete the process.

9. FUNDS RECEIVED THROUGH THE MAIL FOR CDF INMATES

- a. To ensure accurate data entry and that money is correctly posted to the intended inmate, all mail addressed to inmates must include the inmate's name and inmate identification (DCDC) number on the envelope, check/money order.
- b. Pursuant to *PS 4070.4 Incoming Correspondence and Incoming Publications*, prior to opening a letter addressed to an inmate, mailroom staff shall conduct a JACCS search to ensure the inmate is incarcerated at the CDF.
- c. When it is determined the inmate is confined at CDF, the mailroom staff shall carefully open the letter and inspect contents in order to remove all checks, money orders and cash.

- d. Mailroom staff shall not accept and post cash to inmate accounts but shall process cash pursuant to instructions for handling contraband as outlined in PS 4070.4 *Incoming Correspondence and Incoming Publications*.
- e. Mailroom staff shall stamp the envelope with the notice of receipt of funds and record the amount of currency and the date received.
- f. Mailroom staff shall staple any check or money order on the outside of the envelope.
- g. The Mailroom Officer shall key the documents for each inmate into JACCS.
- h. Mailroom staff shall print out a daily batch report, compare each transaction for accuracy and upon completion secure the checks/money orders and batch report. These items shall be delivered each business day to the Inmate Finance Office.

10. FUNDS RECEIVED THROUGH WESTERN UNION ELECTRONIC TRANSFERS

- a. Individuals may transfer funds to individual inmate accounts as follows. Western Union may collect a fee for each transfer. DOC shall post notice of procedures for electronic funds transfer.
 - 1) *Internet*. Using a credit or debit card www.westernunion.com/corrections;
 - 2) *Phone*. Using a credit or debit card at 1-800-634-3422; or
 - 3) *Walk-In Cash Payment*.
- b. The individual must provide the following information to transfer money at any participating agent location, by phone or online.
 - 1) Pay to: DCDOC
 - 2) Code City: DCGOV
 - 3) State: DC
 - 4) Sender's account#: Include the inmate DCDC# and inmate Last name
- c. Inmate Finance shall run a Quick Find Inquiry Tool Report and a Batch Verification Report. Upon matching the deposits against each transaction, verifying the entry and closing the report, the funds are immediately available for the recipient's use.

11. **INMATE PAYROLL.** The Non-Industrial Payroll (NIPS) Coordinator shall submit the original of the approved inmate payroll to the Inmate Finance Office at the end of each month for processing and posting in JACCS to individual inmate accounts.

12. **DEPOSIT**

- a. The Inmate Finance Office shall make weekly deposits of inmate funds and receipts in accordance with the Deposit Preparatory Procedures for Custodial Accounts as defined by the District government.
- b. The Deposit Ticket will be filed by fiscal year and retained by the Inmate Finance Office for a 3-year period and then archived for four (4) additional years.

13. **THIRD PARTY PAYMENT**

- a. An inmate may request that funds be released from his/her account to a family member, friend, attorney or bondsman. Inmates may purchase approved publications through the third party payment system. This should be done through the inmate family members or through the visiting service center.
- b. An inmate requesting the release of funds from his/her account shall complete the Inmate Request for Funds Release Form in the presence of a Case Manager who shall verify in JAACS that the inmate has sufficient funds. A Chief Case Manager is the approving authority for release of funds.
- c. The Case Manager shall deliver the signed Inmate Release Form to the Inmate Finance Office at the Central Detention Facility (CDF) during normal business hours.
- d. Inmate Finance shall review the form for accuracy, completeness, and appropriate signature authority. Inmate Finance shall verify the availability of funds in the inmate's account, deduct the amount from JACCS and complete the balance sheet voucher.
- e. Inmate Finance shall forward the balance sheet vouchers to the Accounting Department in the DC Government Office of the Chief Financial Officer on each Monday for processing. Accounting shall process the request from the Trust Fund through *Systems of Accounting and Reporting (SOAR)* within fourteen (14) business days.
- f. Third party payee disbursements for \$500 or less can be picked-up within one day at the CDF Visitor's Control area Monday through Friday, from 1:00pm to 3:00 pm.

- g. Third party payee requests that exceed \$500 or requests in any denomination to a vendor shall be paid by check. The checks shall be mailed to the address specified by the inmate.

14. FUNDS DISBURSEMENT WHEN AN INMATE IS RELEASED

- a. Before issuing any monies, Inmate Finance shall verify the inmate's identity by comparing the picture identification presented by the inmate with the JACCS picture. The record in JACCS should indicate the approved "color code" for inmates in a "released" status before the monies are disbursed.
- b. The inmate shall sign to acknowledge receipt of cash at the pick up window.

15. FUNDS DISBURSEMENT WHEN AN INMATE HAS BEEN TRANSFERRED

- a. The Command Center shall provide Inmate Finance with a copy of the Daily Movement Sheet.
- b. When an inmate is transferred to a contract facility, state or local correctional institution a request to transfer funds must be faxed or mailed by the receiving institution. The Inmate Finance Office shall issue a DC Government check within fourteen (14) business days of the inmate's transfer.
- c. When an inmate is transferred to a federal facility the Inmate Finance Office shall process the transfer of funds within seven (7) business days.

16. UNCLAIMED INMATE FUNDS

- a. If the inmate dies while in the custody of the Department, notification shall be made based upon information found on the Notification in Case of Emergency form which identifies the inmate's beneficiary.
- b. Each year Inmate Finance shall review the accounts of inmates released, transferred or deceased in the prior twelve (12) months to identify those that are in an "unclaimed" status.
- c. Inmate Finance shall prepare a report identifying all funds that remain unclaimed consistent with the provisions of DC Code 41-117. The report shall include the inmate's name, DOC#, Social Security Number, DOB, last known address, the date when the money became payable and the date of last transaction on the account.

Inmates requesting funds from the unclaimed accounts shall contact the Unclaimed Property Unit of the D.C. Department of Finance and Revenue at 810 First Street, NE, Suite 401, Washington, D.C. 20002.

17. SENT TO FOREIGN COUNTRIES

- a. There is no reasonable assurance that checks and third party drafts in favor of payees in certain foreign countries will be negotiable. The Code of Federal Regulations (CFR), Title 31, Part 211, restricts check delivery to certain addresses outside the United States, its territories, and possessions.
- b. Upon receiving a request for withdrawal in favor of a payee in a foreign country, the Inmate Finance Office shall forward the request to the agency's Controller. The Controller shall review 31 CFR, Part 211, to determine whether the desired withdrawal can be affected. If so, the withdrawal shall be at the Controller's discretion and shall be certified appropriate for payment.

18. COURT IMPOSED OBLIGATIONS

- a. Court imposed obligations are payments ordered by the courts for which the inmate is liable. Examples of these include: (child support, payments to the government, court fees, etc.) It is the responsibility of the DOC to collect these fines in accordance with PS 1440.2 *Inmate Financial Obligation Program* when appropriate and transfer them to the payee.
- b. Outside of court ordered obligations that specify the amount for payment and the payment schedule, inmates shall sign the Notification of Obligation and Agreement form which authorizes the department to deduct the specified amount from the inmate's account.

19. DISBURSEMENT OF FUNDS OF INMATES WITH LEGAL GUARDIANS

- a. Only the legally appointed guardian has the right to act in financial matters for an inmate who is declared incompetent by a local court.
- b. In limited circumstances, withdrawals may be authorized by the Deputy Director or designee or the inmate's representative whenever deemed advisable for the inmate's immediate treatment and welfare.
- c. When it is necessary to withdraw funds pursuant to 19(b), the Case Manager shall prepare an explanatory letter for the Deputy Director or designee's signature and forward the Inmate Request for Funds Release form and the letter, to the guardian for signature on behalf of the incompetent inmate. The guardian is required to provide a certified copy of guardianship appointment when the signed form is returned unless there is already a certified copy in the inmate's record. When there is no guardianship record, the matter shall

be referred to the Office of the General Counsel to determine if a guardianship appointment should be made.

20. CONFISCATED FUNDS (CONTRABAND)

- a. All unauthorized funds found on an inmate or discovered in the possession of an inmate by a staff member in a facility or community correctional center shall be processed in accordance with the PS 5010.3 *Contraband Control* and promptly delivered to the Inmate Finance Office. The Inmate Finance Office shall immediately deposit the confiscated funds in the District of Columbia's General Fund and sign a receipt prepared by the correctional staff indicating the serial numbers, denomination and the amounts received.
- b. All funds found in a DOC facility not attributed to an inmate shall be processed in accordance PS 5010.3 *Contraband Control* and immediately delivered to the Inmate Finance Office for deposit in the District of Columbia's General Fund.


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