

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	June 5, 2013	Page 1 of 5
			SUPERSEDES:	4210.4 November 4, 2011	
			OPI:	DIRECTOR	
			REVIEW DATE:	June 5, 2014	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE WELFARE FUND			
	NUMBER:	4210.4A			
Attachments:	None				

SUMMARY OF CHANGES:

Section	Change
Page 3, §8	<i>Section #3 ACA Standard 4-ALDF-5C-25 was removed from policy.</i>
Page 3, §10 (a-4))	<i>Section #10 (a-4)) "Office of Internal Controls, Compliance and Accreditation" has been changed to "Office of Accreditation and Compliance".</i>

APPROVED:

Signature on File



Thomas Faust, Director

06/05/2013

Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for DC Department of Corrections (DOC) for the establishment and administration of the Inmate Welfare Fund (IWF). IWF is established and functions for the benefit of prisoners.
 - a. The money in the Inmate Welfare Fund (IWF) is used for the benefit and welfare of inmates under the jurisdiction of DOC, including the establishment, maintenance, and purchase of items for sale to inmates at canteens maintained at DOC, and to provide goods and services that benefit the general inmate population.
 - b. This fund is financed through the monies derived from the sale of goods through the commissary, and interest earned on unused funds.
2. **POLICY.** It is the policy of the DOC to limit the use of the Inmate Welfare Fund for authorized purposes. DOC will control and safeguard the Inmate Welfare Fund utilizing accepted accounting procedures. Every person who is charged with processing IWF funds shall follow the applicable financial and procurement statutes, rules, regulations, standards and systems promulgated by the District of Columbia Government.
3. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, "the 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 intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. To use the IWF Fund for the following purposes in order of priority:
 - 1) To stock the commissaries of District facilities;
 - 2) To repay the initial appropriation used to finance the Fund; and

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- 3) To provide goods and services that benefits the general inmate population at DOC as determined by the Inmate Welfare Fund Committee.

7. AUTHORITY

- a. DC Code §24-281-284, Inmate Welfare Fund

8. STANDARDS REFERENCED

- a. None

9. DEFINITIONS

- a. *Inmate Welfare Fund (IWF)*. A non-lapsing fund established to be used to stock the commissaries of the District Correctional Facilities, to repay the initial appropriation used to finance the fund, and provide goods and services that benefit the general inmate population at District Correctional Facilities.
- b. *IWF Committee*. In accordance with DC Code §24-284, the IWF Fund Committee is established for the purpose of administering and supervising the operations of and the expenditures from the IWF Fund. The Committee shall maintain a record of its authorization and approval for all expenditures from the Fund.
- c. *Commissary*. A system through which inmates in District Correctional Facilities are able to purchase permitted commodities.

10. RESPONSIBILITIES

- a. The IWF Committee shall be composed of the following five (5) members:
 - 1) The Director, or his or her designee;
 - 2) The General Counsel, or his or her designee;
 - 3) The Warden, or his or her designee;
 - 4) The Manager of the Office of Accreditation and Compliance (OAC), , or his or her designee;

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- 5) The Director of the Office of Management Information and Technological Services, or his or her designee.
- b. The IWF Committee is responsible for administering the IWF Fund. Controls shall be established to accomplish the following:
 - 1) Collection of funds;
 - 2) Safeguarding of funds; and
 - 3) Controlling expenditures.
- c. *Committee Meetings*
 - 1) The Inmate Welfare Committee shall meet periodically at the request of the Director or his or her designee to discuss possible expenditures from the fund.
 - 2) Each member of the committee, or his or her designee, shall cast a vote for or against each proposed expenditure.
 - 3) If a majority of the committee members vote in favor of expenditure, and it is approved by the Director, the expenditure shall be processed.
11. **RECORD KEEPING.** The DOC Agency Fiscal Officer shall maintain records for all income and expenditures from the fund.
12. **DEPOSITS.** IWF Funds deposited into the IWF account shall not be transferred or revert to the fund balance of the General Fund of the District of Columbia at the end of the fiscal year or at any other time, but shall be continually available for the uses and purposes set forth.
13. **ANNUAL AUDITS.** In accordance to DC Code §24-282, the IWF Fund shall be subject to annual audits scheduled by the Office of the Chief Financial Officer, which shall be submitted to the Council no later than February 1st of each year. The audit reports shall be submitted to the Council and the Mayor. The scope of the audit shall include examination of DOC use of fund profits including:
 - a. Stocking the commissaries;
 - b. Low-bond releases;

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- c. Providing inmate clothing upon release; and
- d. Funding transportation costs for inmates after release.