



**DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**

Program Statement

OPI:	PROGRAMS
Number:	4220.1E
Date:	July 8, 2010
Superseded:	4220.1D (4/22/09)
Subject:	Inmate Release Gratuity

1. **PURPOSE AND SCOPE.** To establish policy and procedures governing release gratuities to inmates under the purview of the District of Columbia Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to provide an eligible inmate with limited financial assistance upon release.
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 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 race, religion, national origin, gender, sexual orientation or disability when making administrative decisions in providing access to programs.
4. **PROGRAM OBJECTIVE.** The expected result of this program is that a release gratuity may be provided to an eligible inmate with demonstrated financial needs to ease the community reintegration process.
5. **DIRECTIVE AFFECTED**
 - a. **Directives Rescinded**

None

b. **Directives Referenced**

None

6. **STANDARDS.**

None.

7. **AUTHORITY.**

DC Code § 24-211.02 Powers; Promulgation of Rules.

8. **DEFINITIONS**

- a. **Release Gratuity.** Monetary assistance *up to \$100.00* that may be provided to an inmate upon release from a correctional institution or community correctional center.

9. **ELIGIBILITY CRITERIA**

- a. An inmate does not have a right or entitlement to a release gratuity.
- b. DOC may grant a release gratuity when:
- 1) The inmate is being released from a correction or detention facility to the community,
 - 2) The inmate has been incarcerated more than six (6) months,
 - 3) The inmate has not received a release gratuity from DOC within the previous (365) days or one (1) year, and
 - 4) The inmate demonstrates a financial need based upon a lack of personal financial resources or other means of financial support.
- c. Under extenuating circumstances, a gratuity request and justification outside of the guidelines may be approved through the Chief Case Manager.
- d. An inmate is not eligible for a release gratuity if:
- 1) The inmate has secured employment while housed at a Community Correctional Center, or
 - 2) The inmate is being released from a detention/correctional facility to a community correctional center (CCC), to a detainer or to another community residential treatment program.

10. **REQUESTING A RELEASE GRATUITY.** An inmate who is in financial need and wishes to obtain a release gratuity may submit a written request to his or her Case Manager at least fourteen (14) calendar days prior to release. The inmate must justify the need for a release gratuity in the written request.
- a. The Case Manager shall make an objective assessment of need and recommend how much; if any, (noting a limit of \$100.00) to grant an inmate as a release gratuity. The Case Manager shall consider the following factors:
 - 1) The length of inmate's incarceration;
 - 2) The financial resources available to the inmate (e.g., inmate financial accounts, salary, family or other community support);
 - 3) DOC resources;
 - 4) Whether the inmate has had an average daily balance of more than ten dollars (\$10.00) in his or her account for the past six (6) months. Inmate NIPS payroll will not be taken into consideration; and
 - 5) Whether the inmate has received a gratuity disbursement within the last 365 days/one year.
 - b. The Case Manager shall forward the release gratuity recommendation (Attachment 1) through the chain of command as follows:
 - 1) CDF. Through the Chief Case Manager to the Deputy Warden for Programs; and
 - 2) CCA/CTF. Through the CTF Warden to the DOC Chief for Case Management.
 - c. The Deputy Warden and Chief for DOC Case Management retain final approval authority for release gratuities.
 - d. The Case Manager shall notify the inmate as soon as possible whether the release gratuity has been approved.
 - e. The Case Manager shall forward the memorandum requesting payment to the CDF Inmate Finance Office for disbursement and file the appropriate copy within the Inmate Record.
 - f. An inmate shall receive the approved release gratuity from the Inmate Finance Office at the CDF during the established hours. The Case Manager shall inform the inmate of Finance Office hours for this purpose.
 - g. An inmate who has not collected a release gratuity within one (1) week of his or her release shall forfeit this assistance.



Devon Brown
Director

Attachment A Gratuuity Request