



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

**POLICY AND
PROCEDURE**

EFFECTIVE DATE:	August 10, 2016	Page 1 of 8
SUPERSEDES:	1440.2E August 28, 2012	
OPI:	OPERATIONS	
REVIEW DATE:	August 10, 2017	
Approving Authority	Thomas Faust Director	

SUBJECT:	INMATE FINANCIAL OBLIGATIONS
NUMBER:	1440.2F
Attachments:	Attachment 1 – Notification of Obligation Form (VVCC) Attachment 2 – Inmate Voluntary Authorization Payment Form Attachment 3 – Community Corrections Inmate Financial Obligation Report Attachment 4 – Victims of Violent Crime Monthly Report

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>
<i>Section 9</i>	<i>Responsibilities of the Office of Community Corrections added</i>

APPROVED:

Thomas Faust, Director

8-10-16

Date Signed

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1. **PURPOSE AND SCOPE.** This policy establishes procedures for processing inmate payments required by court order or imposed pursuant to the Victims of Violent Crimes Compensation Act (VVCCA) of 1981, amended in 1996. Inmates may incur financial obligations in the form of restitution, fines and compensation for damage or destruction to government property.

Inmates housed in DOC institutions and facilities (except inmates housed at the Correctional Treatment Facility and whose inmate trust account is administered by Correctional Corporation of America), shall have payments deducted only from any compensation received for work performed while incarcerated, unless otherwise directed by legal authority. Also, inmates may expressly authorize in writing that additional voluntary payments may be made from any funds within the inmate's trust account.

The court may present an order specifically directing the DC Department of Corrections to withdraw money from an inmate's account that is not pursuant to the VVCCA or to one of the financial obligations which do not fall within the VVCCA. This money may be deducted from an inmate's account regardless of whether it is earned or unearned money. This is different from the VVCCA financial obligation which can only be deducted from earned income.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. All inmates affected by the Inmate Financial Obligations Program (IFOP) will be identified by the Records Office staff.
 - b. All inmates affected by the IFOP will be notified of their financial obligation(s) by the Case Management staff.
 - c. Financial obligations owed will be entered in the Jail and Community Corrections System (JACCS) computer application by the Inmate Records Office staff.
 - d. Funds collected for inmate financial obligations will be collected and transferred to the appropriate agency by the Inmate Finance staff.

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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., (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 that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

4. DIRECTIVE AFFECTED

a. Directives Rescinded

- 1) PS 1440.2E Inmate Financial Obligation Program (08/28/12)

b. Directives Referenced. None

5. AUTHORITY

- a. D.C. Code §§ 4-501 et. seq., Compensation for Crime Victims
- b. D.C. Code § 24-211.02 Powers; Promulgation of Rules

6. STANDARDS REFERENCED

- a. American Correctional Association Performance-Based Standards for Adult Local Detention Facilities, (ACA) 4th Edition: 4-ALDF-6D-01.

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7. DEFINITIONS

- a. **Obligation.** Monies owed by an inmate to the D.C. Treasurer and/or the Courts.
- b. **Compensation.** Money earned by an inmate while incarcerated by the D.C. Department of Corrections. This also includes money from the Non-Industrial Pay System (NIPS), and work release programs.
- c. **Earned Income.** Income received as compensation for employment.
- d. **Unearned Income.** Any income which is not earned through employment.
- e. **Inmate Trust Account.** Any account containing funds for a particular inmate while incarcerated in a DCDOC institution or facility. Inmate trust accounts are maintained within the Accounting module of the JACCS system.

8. RESPONSIBILITIES

- a. **Inmate Records Office.** The Inmate Records Office shall communicate to Case Management and to the Office of Community Corrections inmates who have financial obligations based on court documents.
- b. **Case Management.** The Case Management staff shall notify each inmate about their financial obligations and provide the inmate the opportunity to make voluntary payments in addition to automatic payments that are required by law.
- c. **Inmate Finance.** The Inmate Finance shall withdraw appropriate funds from inmate accounts to pay off the financial obligations, and to transfer funds to the appropriate agency.
- d. **Community Corrections.** The Administrator for Community Corrections program shall prepare the Inmate Financial Obligation Report for inmates housed in the Community Correctional Centers.

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9. PROCEDURES

a. Identification and Notification of Inmates

- 1) The Inmate Records Office shall identify each inmate with an outstanding VVCC obligation upon commitment to the DOC. Such obligations shall be based on a Judgment and Commitment (J&C) order or other court order.
- 2) The Inmate Records Office shall enter the amount of the obligation, and any associated notes including the applicable Case Number, into the JACCS system in the VVCC Amount and Notes fields on the User Defined screen. If an inmate has a prior amount entered in the VVCC Amount field, the prior amount and new amount shall be summed, and the total amount shall be entered in the VVCC Amount field. Each separate Case Number and related amount of obligation shall be added to the VVCC Notes field on the User Defined screen.
- 3) The Inmate Records Office shall complete the Notification of Obligation Form (Attachment 1) by running the Crystal Report “R – Notification of Obligation Form” which will automatically fill in the inmate’s name, DCDC#, facility, housing unit, amount of obligation, and any associated notes, based on the JACCS data. Records Office staff shall forward the completed form to Case Management and to the Office of Community Corrections.
- 4) Inmates identified as having a VVCC obligation shall sign the Notification Obligation Form. The Case Manager and the Office of Community Corrections shall scan the form into paperclips. The original form shall be forwarded to Inmate Finance and a copy to the inmate within twenty-four (24) hours or the next business day.
- 5) The Case Manager shall afford the inmate an opportunity to authorize additional voluntary payments using the Inmate Voluntary Authorization Payment Form (Attachment 2). If the inmate chooses to make voluntary payments, the Case Manager shall assist the inmate in completing the form. The Case Manager shall forward the original of the completed

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form immediately to the Inmate Finance office, and provide a copy to the inmate.

- 6) The Office of Community Corrections shall forward the Inmate Voluntary Authorization Payment Form to the appropriate halfway house to ensure the inmates are notified of any outstanding financial obligations. Once the inmate completes the Inmate Voluntary Authorization Payment Form, the halfway house shall return the form to the Office of Community Corrections. The Office of Community Corrections shall forward the original form to Inmate Finance.

b. Processing of Funds

- 1) The Inmate Finance Office shall deposit into the inmate's trust account any compensation earned by the inmate while incarcerated upon notification by the CDF NIPS Office. Such deposits shall be made in accordance with applicable directives. Immediately after such deposits are entered, the Inmate Finance Office shall run the Crystal Report "A - VVCC Obligations and Jail Pay" which will automatically identify those inmates who have outstanding obligations and who received compensation during the specified period.
- 2) The Inmate Finance Office shall immediately withdraw from the inmate's trust account any financial obligations owed as identified in the Crystal Report. Such withdrawals shall be made in accordance with the following schedule:

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If amount earned is:	And remaining amount owed is:	Then amount to deduct is:
Greater than \$10.00	Less than \$5.00	Full remaining amount
	Greater than or equal to \$5.00	Lesser of 50% of the amount earned, or 50% of the remaining amount
Less than or equal to \$10.00	Less than 20% of the amount earned	Full remaining amount
	Greater than 20% of the amount earned	20% of the amount earned

- 3) The Inmate Finance Office shall ensure that payments for inmate financial obligations for VVCCA are made only from monies earned by an inmate while incarcerated by the D.C. Department of Corrections, including monies from the Non-Industrial Pay System (NIPS), and work release programs. The Inmate Finance Office shall also process payments for court ordered financial obligations directing the DC Department of Corrections to deduct unearned money from an inmate's trust account.

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- 4) The Inmate Finance Office shall make weekly deposits of inmate funds and receipts in accordance with established procedures. The Deposit Ticket will be filed by the end of the fiscal year and retained by the Inmate Finance Office for a 3-year period and then archived for 5 additional years. Monies awaiting deposit shall be stored in a locked safe in the Inmate Finance Office.

10. RECORDS AND REPORTS

- a. The Inmate Finance Office shall prepare a balance sheet voucher utilizing the Victims of Violent Crimes Monthly Report (Attachment 4) to generate a check payable to the Criminal Division Finance Office no later than thirty (30) days after the end of the month for which the report is prepared. The Inmate Finance Office shall run the Crystal Report “A - VVCC Monthly Report” which will automatically generate the report.

Criminal Division Finance Office
500 Indiana Ave, NW Room 4001
Washington, DC 20001

- b. The Administrator for Community Corrections shall prepare the Inmate Financial Obligation Report (Attachment 3) for inmates housed in Community Correctional Centers. The report shall contain the same information as the Victims of Violent Crimes Monthly Report and shall be submitted to the Criminal Division Finance Office no later than 30 days after the end of the month for which the report is prepared.

Attachments

Attachment 1 – Notification of Obligation Form (VVCC)
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DOC/PP1440.2/8/10/2016



D.C. DEPARTMENT OF CORRECTIONS

NOTIFICATION OF OBLIGATION AND PAYMENT UNDER
THE VICTIMS OF VIOLENT CRIME COMPENSATION ACT (D.C. Law 4-100)

You are hereby notified that in accordance with the "Victims of Violent Crime Compensation Act of 1981" (D.C. Law 4-100) amended in 1996; costs have been imposed upon you by the Superior Court of the District of Columbia. These costs shall be paid by you from wages, salaries or other compensation while released on parole or will be automatically deducted from wages, salaries or compensation earned by you while incarcerated in any institution or facility of the D.C. Department of Corrections.

The automatic monthly deduction of costs from wages, salaries or compensation earned by you while incarcerated shall be in accordance with the following schedule:

- Fifty percent (50%) of the obligation or (50%) of wages or salary earned, whichever is the lesser amount. If wages or salary earned per month is \$10.00 or less, then (20%) of your total earnings shall be deducted.

If you were committed to a D.C. Department of Corrections facility on or before _____ (the effective date of Program Statement 1440.2) and have an outstanding obligation, the first automatic deduction from your account shall be as follows:

- If funds in your account are in excess of \$50.00 and your obligation is \$25.00 or less, the full amount of the obligation shall be deducted. If your total obligation is over \$25.00, a minimum of \$25.00 shall be deducted from your account. The Inmate Finance Officer must ensure that funds are automatically deducted from wages, salaries and/or other compensation paid for work performed.

Further information or clarification may be requested from your Case Manager.

INMATE SIGNATURE

DATE

INMATE PRINTED NAME

WITNESS (Staff Member) SIGNATURE

DATE



D.C. DEPARTMENT OF CORRECTIONS

INMATE VOLUNTARY AUTHORIZATION PAYMENT FORM

VICTIMS OF VIOLENT CRIME COMPENSATION ACT
(D.C. Law 4-100)

This serves as authorization for the voluntary deduction of monies to be paid under the Victims of Violent Crime Compensation Program.

I hereby authorize the Inmate Finance Office to deduct the amount of \$_____ from my personal funds in my Inmate Trust Fund account as () partial () full payment of my obligation under the Victims of Violent Crime Compensation Act of 1981 (D.C. Law 4-100) amended in 1996.

I further authorize the Inmate Finance Office to deduct the amount of \$_____ each month if said amount is available in my account until my VVCC obligation is satisfied in full or until I request in writing cancellation of the voluntary deduction of monies from my account.

I understand that any deductions from my personal fund in excess of the amount required by law is voluntary.

Signature of Inmate

Typed of Printed Name of Inmate

_____ _____
DCDC Number Date

Institution or Facility

Original – Inmate Finance Officer
Copy- Inmate's Institutional Record
Copy – Inmate
Copy- Accounting Officer



8/7/2012

Victims of Violent Crime Monthly Report

9:47:10 am

<u>DCDC#</u>	<u>CASE NUMBER</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>AMOUNT</u>
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Total:

INFORMATION ONLY

The Jail and Community Corrections System (JACCS) is the sole source of all data used for this report. Records listed reflect information in JACCS as of the date and time the report is run.