

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 1 of 10
	POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
			OPI:	DIRECTOR	
			REVIEW DATE:	January 14, 2015	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C				
Attachments:	Attachments A –C				

SUMMARY OF CHANGES:

Section	Change
Changes	<i>Major revisions throughout the policy.</i>
	<i>Attachments A-C added to the policy.</i>

APPROVED:



Thomas Faust, Director

1/14/2014

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 2 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

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.

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.
 - d. Funds can be deposited into the Offender Connect kiosk located in the waiting room of the DOC Video Visitation Center located at D.C. General Hospital.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 3 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

5. DIRECTIVES AFFECTED

a. Directives Rescinded

PS 4210.3B Processing Inmate Personal Funds (12/14/410)

b. Directives Referenced

1) PP 4070.4 Inmate Correspondence and Incoming Publications

2) PS 5010.3 Contraband Control

3) PS 1440.2 Inmate Financial Obligations Program

6. AUTHORITY

a. DC Code Title 47, Taxation, Licensing, Permits, Assessments and Fees.

b. DC Code § 24-211.02, Powers, promulgation of Rules

c. DC Code § 24-231.01 et seq, Prison Industries

d. D.C. Code § 41-117, Report of property presumed abandoned

e. 31C.F.R. § 211, Delivery of Checks and Warrants to Addresses Outside. The United States, Its Territories and Possessions

f. OCFO Financial Policies and Procedures Manual Public Safety and Justice Cluster, Section 60400030.00, Inmate Financing

7. STANDARDS REFERENCED

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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 4 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

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 Clothing, Personal Property and Cash Record Form (Attachment A) and both Officers shall print and sign his/her name on the form. A R&D Officer shall place the checks or 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, DCDC#, and the total amount of currency. Both Officers shall sign and record his/her name and ID number on the envelope. An 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. The Shift Commander shall ensure a report of all money transactions is entered into JACCS correctly.
- f. The Inmate Finance Officer shall retrieve the sealed envelopes and batch forms from the safe on each business day.
- g. Inmate Finance shall release funds to the inmate's account.

9. FUNDS RECEIVED THROUGH THE MAIL FOR CDF INMATES

- a. To ensure accurate data entry and monies are 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 and the check/money order.
- b. Pursuant to PP 4070.4, *Incoming Correspondence and Incoming Publications*, prior to opening a letter addressed to an inmate, mailroom staff

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 5 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

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. The Mailroom Officer shall key the documents for each inmate into JACCS.
- g. Mailroom staff shall process all money orders and checks for deposit into the inmate account.

10. FUNDS RECEIVED THROUGH WESTERN UNION ELECTRONIC TRANSFERS

- a. Individuals may transfer funds to individual inmate accounts as outlined below. 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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 6 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

- c. Inmate Finance shall verify all money transactions. Once verification has been made, the funds are immediately available for the recipient's use.

11. FUNDS RECEIVED THROUGH THE OFFENDER CONNECT KIOSK

- a. Visitors can deposit money into the Offender Connect Kiosk located at the Video Visitation Center for processing and deposit into an inmate's account.
- b. Visitors must enter the inmate's correct DCDC number and follow the instructions on the kiosk.
- c. Offender Connect sends a daily report to Inmate Finance listing inmate names and total amount of funds received. Inmate Finance then posts those funds to the inmate's account.

12. **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.

13. 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.

14. 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 Visitor Service Center. Inmates ***are not*** allowed to transfer funds to other inmates.
- b. An inmate requesting the release of funds from his/her account shall complete the Inmate Request Form (Attachment B) and submit to the Case Manager. The Case Manager shall verify that the inmate has sufficient funds. A Chief Case Manager is the approving authority for release of funds.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 7 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

- 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 (1) day at the CDF Staff Entrance Tuesday through Friday, from 9:00am to 12:00 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.

15. FUNDS DISBURSEMENT WHEN AN INMATE IS RELEASED

- a. Before issuing any monies to an inmate upon release, 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 an inmate in a "released" status before the monies are disbursed.
- b. The inmate shall sign to acknowledge receipt of cash at the pickup window.

16. FUNDS DISBURSEMENT WHEN AN INMATE HAS BEEN TRANSFERRED

- a. The Command Center shall provide Inmate Finance with a copy of the Daily Movement Sheet.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 8 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

- b. When an inmate is transferred to a contract facility or a 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.

17. 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 previous 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, DCDC#, 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 at:

D.C. Office of Finance and Treasury
1101 4th Street SW, Suite W-800-B,
Washington, D.C. 20024
(202) 442-8181

18. 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.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 9 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

- c. Upon receiving a request for withdrawal in favor of a payee in a foreign country, the Inmate Finance Office shall forward the request to their 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 made at the Controller's discretion and shall be certified appropriate for payment.

19. 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.

20. 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 for Operations 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 20(b), the Case Manager shall prepare an explanatory letter for the Deputy Director for Operations or designee's signature and forward the Inmate Request 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 next steps.

21. DESTRUCTION OF GOVERNEMENT PROPERTY REIMBURESE OBLIGATION

- a. In the event an Inmate has destroyed government property, the Inmate is therefore, responsible for full reimbursement to DOC for item(s) damage.
- b. The discovering and/or witnessing officer of the damages shall complete a destruction of government property form (Attachment C).

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	January 14, 2014	Page 10 of 10
POLICY AND PROCEDURE		SUPERSEDES:	4210.3B December 14, 2010	
		REVIEW DATE:	January 14, 2015	
SUBJECT:	PROCESSING INMATE PERSONAL FUNDS			
NUMBER:	4210.3C			
Attachments:	Attachments A-C			

- c. The officer shall ensure that the Inmate completes and sign the form as well which authorizes the department to deduct the specified amount from the inmate's account. The destruction of government property form must be signed by a supervisor before it can be processed

22. **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.

23. **RECORDS RETENTION.** Deposit Tickets will be filed by fiscal year and retained by the Inmate Finance Officer for a three (3) year period and then archived for four (4) additional years.

Attachment

- Attachment A – Clothing, Personal Property and Cash Record Form
- Attachment B – Inmate Request Form
- Attachment C - Destruction of Government Property Form



**Government of the District of Columbia
DC DEPARTMENT OF CORRECTIONS**

CLOTHING, PERSONAL PROPERTY AND CASH RECORD

DATE: _____ **NAME:** _____ **DCDC#** _____
(PRINT NAME)

CLOTHING	DESCRIPTION	CLOTHING (cont)	DESCRIPTION	IDENTIFICATION DOCUMENTS	YES/NO
BELT		T-SHIRT		DRIVER'S LICENSE	
BLOUSE		SWEAT SHIRT		NON-DRIVER'S LICENSE	
BOOTS		SWEAT PANTS		ID CARD	
BRAs		WIG		SOCIAL SECURITY CARD	
CAP				BIRTH CERTIFICATE	
CHANGE PURSE		OTHER		CREDIT CARD	
COAT		OTHER		OTHER	
DRESS		OTHER		OTHER	
GIRDLE				OTHER	
GLOVES					
HAT		JEWELRY			
HOUSECOAT		BRACELET		MISCELLANEOUS	DESCRIPTION
JACKET		EARRINGS		CHECK BOOK	
PANTS		MEDALLION		KEYS	
PURSE		NECKLACE		WALLET/BILLFOLD	
RAINCOAT		RINGS		CONTACT LENS	
SCARF		WATCH		DENTURES	
SHIRT				EYE GLASSES	
SHOES				EYE GLASSES CASE	
SKIRT		RELIGIOUS ITEMS		PROSTHETICS	
SLIP				CELL PHONE	
SOCKS				Other	
STOCKINGS				Other	
SWEATER					
TIE					

I, _____, DCDC# _____, certify that when committed to the Central Detention Facility on _____, I had \$_____ and the property and clothing listed above. I further understand that any property unclaimed after fifteen (15) days of my commitment or that is returned by the US Postal Service for any reason will be destroyed.

Inmate's Signature/Date

Receiving Officer's Name (Print)

Receiving Officer's Signature

Receiving Officer's Name (Print)

Receiving Officer's Signature



MEMORANDUM

TO: Inmate Finance
Central Detention Facility

ADJUSTMENT BOARD MEMBER

THROUGH: Environmental/Safety Specialist

FROM: _____
Correctional Officer Shift

DATE: _____

SUBJECT: Reimbursement for Destruction of Government Property

RE: Inmate:
DCDC# Unit Cell:
Inmate Signature:

The below listed items were intentionally and willfully destroyed, therefore reimbursement is required:

ITEM	COST	ITEM	COST
Spot Paint Cell	\$25.00	Cell Door Window	\$300.00
Paint Cell (if 2 split cost)	\$250.00	Cell Window Replacement	\$2,000.00
Blanket	\$20.00	Television	\$700.00
Sheet	\$7.00	Armband	\$27.00
Towel	\$4.00	Mattress	\$125.00
Jumpsuit	\$27.00	Toilet Paper	\$1.50
Broom	\$15.00	Trash Bag	\$1.25
Mop Handle	\$15.00	Telephone Receiver	\$55.00
Fan Stool	\$230.00	Telephone Cord	\$40.00
Door Repair	\$80.00	Toilet Fixture	\$80.00
Cell Door Replacement	\$2,500.00	Video Monitor	\$1,700.00
		Graffiti Removal	\$72.00

Grand Total:

Note: Cost will be determined by Environmental Specialist for damages that cause walls to be painted. Maintenance will determine other cost for furniture/fixtures. Maintenance can be contacted at (202) 673-8114, the Environmental Safety, Specialist can be reached at 202.698.7748