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	POLICY AND PROCEDURE		SUPERSEDES:	4210.4A June 5, 2013	
			OPI:	OPERATIONS	
			REVIEW DATE:	May 25, 2024	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE WELFARE FUND (IWF)			
	NUMBER:	4210.4B			
Attachments:	None				

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>

APPROVED:

Signature on File



Thomas Faust, Director

5/25/2023

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). The IWF is established and functions for the benefit of inmates.
 - 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(s) 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 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. DIRECTIVES AFFECTED

- a. Directive Rescinded
 - 1) PP 4210.4A Inmate Welfare Fund (6/5/2013)
- b. Directives Referenced None

8. AUTHORITY

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

8. STANDARDS REFERENCED. 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 Committee is established for the purpose of administering and supervising the operations of and the expenditures from the IWF. The IWF 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;

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- 4) The Compliance and Review Officer or his or her designee;
 - 5) The Deputy Director of Administration, or his or her designee.
- b. The IWF Committee is responsible for administering the IWF. 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 Fund 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(s) 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 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.

DOC/PP4210.4B/5/25/2023/OPP