

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	June 4, 2013	Page 1 of 5
	SUPERSEDES:	4220.1E July 8, 2010	
	OPI:	PROGRAMS	
	REVIEW DATE:	June 4, 2014	
	Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE RELEASE GRATUITY	
NUMBER:	4220.1F		
Attachments:	Attachment A- Gratuity Request		

SUMMARY OF CHANGES:

Section	Change
Page 2, § 5 (a)	<i>Section #5, rescinded PS 4220.1E, "Inmate Release Gratuity", (07/08/10)</i>
Page 3, § 9 (d-2)	<i>Section #9, (d-2) has been revised</i>
Page 4, § 10 b-(1-e-f)	<i>Section #10, b-(1-e-f) has been revised</i>

APPROVED:

Signature on File



Thomas Faust, Director

06/04/13

Date Signed

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1. **PURPOSE AND SCOPE.** To establish policy and procedures governing release gratuities to inmates released from the custody 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. **PROGRAM OBJECTIVE.** The expected results of this program are that a release gratuity may be provided to an eligible inmate with demonstrated financial needs to ease the community reintegration process.
4. **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.
5. **DIRECTIVE AFFECTED**
 - a. **Directives Rescinded**
PS 4220.1E Inmate Release Gratuity (07/08/10)
 - b. **Directives Referenced.** None
6. **STANDARDS REFERENCED.** None
7. **AUTHORITY.**
DC Code § 24-211.02 Powers; Promulgation of Rules.

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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, to another community residential treatment program or to the Bureau of Prisons (BOP).

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

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recommend the amount of money; if any (noting a limit of \$100) 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. To the Chief Case Manager or designee; and
 - 2) CCA/CTF. Through the CTF Warden to the DOC Chief for Case Management.
- c. The Chief(s) 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 in the inmate's electronic Paperclip file.
- 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 the Finance Office hours of operation for this purpose.
- g. An inmate who has not collected a release gratuity within one (1) week of his

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or her release shall forfeit this assistance.

Attachment

Attachment A – Gratuity Request (Official Use Only)



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

Date _____

Office of the Warden

MEMORANDUM

TO: INMATE FINANCE OFFICE

RE: RELEASE GRATUITY

NAME: _____
Inmate Name DCDC Number

EXPECTED DATE OF RELEASE _____

OFFENSE(S): _____

TIME SERVED: _____

Reason for request: _____

Account Balance _____ Date Verified _____

Recommended Monetary Gratuity: _____

Inmate Request Attached: Yes No

I am aware that if granted a gratuity I am not eligible for consideration for one full calendar year.

Inmate's Signature Date

Concur Do Not Concur

Case Manager

Concur Do Not Concur

Chief Case Manager

Approved Not Approved

CDF Deputy Warden/Chief Case Mgmt

Date Faxed to Inmate Finance Office: _____