

## 1.1.A.11 Inmate Group Accounts

### I Policy Index:



**Date Signed:** 01/03/2018  
**Distribution:** Public  
**Replaces Policy:** None  
**Supersedes Policy Dated:** 01/07/2017  
**Affected Units:** All Institutions  
**Effective Date:** 01/08/2018  
**Scheduled Revision Date:** December 2018  
**Revision Number:** 7  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

Each Department of Corrections (DOC) institution may establish inmate group accounts to receive and distribute funds donated to a recognized and approved religious or cultural group at the facility. Group accounts will be utilized for the maintenance and operation of approved activities, functions and events provided by the group and for the purchase of approved supplies and services used by the group.

### III Definitions:

None.

### IV Procedures:

#### 1. Application and Depositing of Funds:

- A. A recognized and approved inmate group currently existing within a DOC facility may request to be assigned a group account.
- B. Inmate group accounts will be established and maintained for the purpose of receiving and distributing funds designated and/or directed to the group.
  1. Approval of a request by and inmate or group to establish a group account will be the responsibility of the Cultural Coordinator or other designated DOC staff member.
  2. The Coordinator and/or designated inmate banking staff shall maintain a complete and current list of approved group accounts.
- C. Inmates may contribute to group accounts by submitting a commissary slip to the facility's Cultural Coordinator or other designated DOC staff member.
  1. The Cultural Coordinator or other designated DOC staff member will forward all commissary slips to the facility business office for processing.
  2. All inmate requests for funds transfer to a group account are subject to the provision set forth in DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*.

- D. Outside personal checks or cash will not be accepted for deposit into a group account.
1. Non-inmates (members of the community/public) may contribute to the inmate group account by mailing a United States cashier's check, business account check or money order in U.S. dollars issued from a U.S. bank, in care of the institution or Cultural Coordinator.
  2. Contributions received by mail must include the full name and return address of the sender (group or individual) and designate the intended group. Funds received for a group will be deposited into the group's account and are not for use or control by a specific inmate.
    - a. Incoming funds noting a particular inmate on the money order may be returned to the sender.

## **2. Purchases:**

- A. Funds in the group account may only be accessed if at least two (2) inmates authorized by the group sign the commissary slip, authorizing the withdrawal and application of funds from the group's account.
1. The facility's Cultural Coordinator or other designated DOC staff member will document the two (2) inmates designated by the group members.
  2. No inmate will be authorized to sign commissary slips for more than one (1) inmate group account.
- B. The Cultural Coordinator or other designated DOC staff member will review all group purchase/spend requests prior to the withdrawal of funds. The Cultural Coordinator or designated staff person must sign the commissary slip prior to this being submitted to inmate banking for processing.
1. Inmate group funds may only be accessed for purchases benefiting a majority of the group's members. Funds may not be accessed to purchase materials, supplies, services, etc. for individual group members. Funds shall not be used to purchase craft supplies.
  2. Group requests and project applications must provide full funding details for purchasing requests submitted by or on behalf of the group. Group accounts cannot have a negative balance or have credit obligation/loans for purchases.
  3. Any outstanding debt or negative balance as a result of overdrawing the account, or other costs incurred by the group, will be withdrawn from the group account as funds become available until the debt is paid in full.
- C. Purchases paid from the group's account may include but are not limited to:
1. Materials.
  2. Supplies.
  3. Services.
  4. Specific, special, meals or food items for ritual, ceremonies or events.
  5. Other expenses necessary to facilitate and maintain the operations of the group, consistent with the safety and security of the facility and legitimate penological interests of the DOC.
- D. The Cultural Coordinator or designated DOC staff member is responsible for retaining copies of all bills of sale and receipts describing the materials, supplies or services purchased and paid from the group account.

1. The verification may be in the form of a billing statement or itemized receipt.
- E. The facility's business office staff will provide the Cultural Coordinator or designated DOC staff person with regular statements of the institution's group account balance.

### 3. General Group Account Information:

- A. Institutional group accounts are non-interest bearing and as such, will not be charged transaction fees.
- B. Reasonable charges, fees, postage or other expenses related to the management of the group account may be applied to the account, as deemed appropriate by the DOC. All group accounts shall remain under the direct operation and supervision of inmate banking staff, and shall be maintained in a manner consistent with state and federal law and all accepted accounting practices.
- C. If for any reason the inmate group is no longer active for a period exceeding one (1) year, and no inmate(s) remain who have been designated by the group to authorize withdrawal of funds from the group account, the Cultural Coordinator or other designated DOC staff member may order any remaining funds be withdrawn and transferred/applied to another group(s) account to fund activities offered at the facility for the benefit of the inmates.

## V Related Directives:

DOC policy 1.1.B.2 -- [Inmate Accounts and Financial Responsibility](#)

## VI Revision Log:

**March 2012:** New policy

**January 2013:** Reviewed with no changes.

**October 2013:** Deleted 2. "All inmate contributions to the group account are subject to the \$35.00 weekly spend limit in accordance with DOC policy" in Section 1 C. Deleted F. "Group accounts are not subject to the \$35.00 per week spending limit that applies to individual inmate spend accounts" in Section 2.

**November 2014:** Reviewed with no changes.

**November 2015:** Deleted "submitting" and Replaced with "mailing" and Added "in care of the facility or Cultural Coordinator" in Section 1 D. 1. Deleted "specify the name of the inmate group that is the intended recipient of the funds" and Replaced with "Received by mail must include the the full name and return address of the sender (a group or individual) and designate the intended group/account. Funds received that contain the name of a group account will be deposited into the group's account and will not be intended for use or control by a specific inmate." in Section 1 D. 2. Added a. to Section 1 D. 2. Added 2. and 3. in Section 2 B.

**December 2016:** Added "Funds shall not be used to purchase craft supplies" in Section 2 B. 1.

**December 2017:** Added "consistent with the safety and security of the facility and legitimate penological interests of the DOC" in Section 2 C. 5. Added "All group accounts shall remain under the direct operation and supervision of inmate banking staff, and shall be maintained in a manner consistent with state and federal law and all accepted accounting practices" in Section 3 B.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

01/03/2018

Date