

## 1.1.A.11 Inmate Group Accounts

### I Policy Index:



**Date Signed:** 12/27/2018  
**Distribution:** Public  
**Replaces Policy:** None  
**Supersedes Policy Dated:** 01/03/2018  
**Affected Units:** All Institutions  
**Effective Date:** 01/02/2019  
**Scheduled Revision Date:** December 2019  
**Revision Number:** 8  
**Office of Primary Responsibility:** DOC Administration

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### 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. Group accounts will be utilized for the maintenance and operation of approved activities, functions and events and to purchase approved supplies and services.

### III Definitions:

None.

### IV Procedures:

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

- A. A recognized and approved inmate group within a DOC facility may request a group account.
- B. Inmate group accounts will be established and maintained for the purpose of receiving and distributing funds designated or directed to the group.
  1. Approval of a request by an inmate or group for a group account will be the responsibility of the Cultural Coordinator or other designated staff.
  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 a group account in accordance with applicable rules and policy.
  1. 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*.
  2. There will be no refund of donated funds after an inmate's request to donate to a group account has been processed.
- D. 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 the intended recipient of the funds. 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 designated staff will document and record the two (2) inmates designated by the group and ensure banking staff is notified.
- B. The Cultural Coordinator or designated staff will review all group purchase/withdrawal requests prior to the withdrawal of funds. The Cultural Coordinator or designated staff must notify banking staff if the purchase/withdrawal has been approved.
  1. Inmate group funds may only be accessed if the purchase/withdrawal benefits 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. All property purchased by the group shall be for use and retention by the group.
  2. Group purchase/withdrawal 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 or amount due 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 staff is responsible for retaining copies of all bills of sale and receipts describing the materials, supplies or services purchased and paid with funds 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 staff 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 inactive for a period exceeding one (1) year, and no inmate(s) remain in custody with authorization to 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. This includes transfer of the funds to another facility's group account.

## 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.

**December 2018:** Added 2 to Section 1 C. Added "All property purchased by the group shall be for use and retention by the group" in Section 2 B. 1.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

12/27/2018

Date