



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.1.A.11	PAGE NUMBER 1 OF 3
		DISTRIBUTION:	Public
		SUBJECT:	Offender Group Accounts
RELATED STANDARDS:	None	EFFECTIVE DATE:	April 01, 2023
		SUPERSESSION:	01/29/2021
DESCRIPTION: General Administration	REVIEW MONTH: March	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that institutions may establish offender 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.

## II. PURPOSE

The purpose of this policy is to establish guidelines for the management of funds within group accounts.

## III. DEFINITIONS

None.

## IV PROCEDURES

### 1. Application and Depositing of Funds:

- A. A recognized and approved offender group within a DOC facility may request a group account.
- B. Offender group accounts will be established and maintained for the purpose of receiving and distributing funds directed to, and distributed from, the offender group.
  1. Approval of group accounts is the responsibility of the Cultural Activities Coordinator (CAC).
  2. The Coordinator and/or designated offender banking staff shall maintain a current list of approved offender group accounts.
- C. Offenders may contribute to a group account in accordance with applicable rules, directives, and DOC policy.
  1. All offender requests to contribute funds to an offender group account are subject to the provisions set forth in DOC policy 1.1.B.2 - *Offender Accounts and Financial Responsibility*. The CAC or designee will approve and forward all commissary slips to the facility business office for processing
  2. No refunds are allowed after funds from an offender's account have been transferred to a group account.

SECTION	SUBJECT	DOC POLICY	Page 2 of 3
General Administration	Offender Group Accounts	1.1.A.11	Effective: 04/01/2023

D. Personal checks or cash are not permitted.

1. Non-offenders (members of the community) may contribute to an offender group account by mailing a United States cashier's check, business account check or money order, in U.S. dollars, in care of the institution or CAC.
2. Contributions received by mail must include the full name and return address of the sender and be made out to the intended offender group. Funds received will be deposited into the group's account and are not for use or control by a specific offender.
  - a. Incoming funds directed to a particular offender may be returned to the sender.

## 2. Purchases:

A. Funds may be distributed from the group account with approval from at least two (2) authorized offender(s).

1. The CAC or designated staff will be notified of any funds distributed from the account by banking staff.

B. The CAC or designated staff will review requests to spend funds from an offender group account prior to withdrawal of funds.

1. Funds may not be withdrawn to purchase materials, goods, services for individual group members. Funds may not be used to purchase craft supplies. Funds may be used to purchase specific items such as Powwow give-away items (blankets, drums, bags, etc.).
2. Requests to withdraw funds included within a project application must include sufficient funds within the account to cover the request. 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. Goods.
3. Services.
4. Specific, special meals or food items for rituals, 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 CAC 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 CAC or designated staff will provide group leaders with a monthly statement of the institution's group account balance if requested by the group leader.

## 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 offender banking staff and shall be maintained in a manner consistent with state and federal law and all accepted accounting practices.

SECTION	SUBJECT	DOC POLICY	Page 3 of 3
General Administration	Offender Group Accounts	1.1.A.11	Effective: 04/01/2023

- C. If, for any reason the offender group is inactive for a period exceeding one (1) year and the offender group no longer exists, the CAC or other designated DOC staff member may order remaining funds within the offender group account to be withdrawn and transferred/applied to another offender group account to close the account.

## **V. RESPONSIBILITY**

The Director of Finance and Administration is responsible for the annual review and maintenance of this policy.

## **VI. AUTHORITY**

None

## **VII. HISTORY**

March 2023  
January 2022  
January 2021  
December 2020  
May 2020  
May 2019  
December 2018  
December 2017  
December 2016  
November 2015

## **ATTACHMENTS** (\*Indicates document opens externally)

1. DOC Policy Implementation / Adjustments