



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 600-04	PAGE NUMBER 1 OF 3
		DISTRIBUTION: Public	
		SUBJECT: Offender Group Accounts	
RELATED STANDARDS:	None	EFFECTIVE DATE: April 15, 2024	
		SUPERSESION: 04/01/2023	
DESCRIPTION: Business and Finance	REVIEW MONTH: March	 KELLIE WASKO SECRETARY OF CORRECTIONS	

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. General Group Account Information:

- A. A recognized and approved religious or cultural 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 for the offender group.
 1. Approval of group accounts is the responsibility of the cultural activities coordinator (CAC).
 2. The CAC and/or designated offender banking staff will maintain a current list of approved offender group accounts.
- C. Institutional group accounts are non-interest bearing and will not be charged transaction fees.
- D. 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.

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- E. 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exists, the CAC ,with approval from the Warden, may order remaining funds within the offender group account to be withdrawn and transferred/applied to another offender group account to close the account.

2. Application and Depositing of Funds:

- A. Offenders may contribute to a group account in accordance with applicable rules, directives, and DOC policy.
- B. All offender requests to contribute funds to an offender group account are subject to the provisions set forth in DOC policy 600-02 – *Offender Accounts and Financial Responsibility*. The CAC or designee will approve and forward all commissary slips to the facility business office for processing.
- C. No refunds are allowed after funds from an offender’s account have been transferred to a group account.
- 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.
 3. Incoming funds directed to a specific offender will be returned to the sender.

3. Purchases:

- E. 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.
- F. Funds may be distributed from the group account with approval from at least two (2) authorized offender(s) of the offender group.
1. The CAC or designated staff will be notified of any funds distributed from the account by banking staff.
- G. 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 as approved by the CAC or designated staff, and consistent with the safety and security of the facility and legitimate penological interests of the DOC.
- H. 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.
- I. 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.

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V. RESPONSIBILITY

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

VI. AUTHORITY

None

VII. HISTORY

April 2024
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