

## 1.1.A.11 Inmate Group Accounts

### I Policy Index:



**Date Signed:** 06/01/2020  
**Distribution:** Public  
**Replaces Policy:** None  
**Supersedes Policy Dated:** 05/15/2019  
**Affected Units:** All Institutions  
**Effective Date:** 06/01/2020  
**Scheduled Revision Date:** December 2020  
**Revision Number:** 10  
**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. 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 directed to, and distributed from, the inmate group.
  1. Approval of group accounts is the responsibility of the Cultural Coordinator or designated staff.
  2. The Coordinator and/or designated inmate banking staff shall maintain a current list of approved inmate group accounts.
- C. Inmates may contribute to a group account in accordance with applicable rules, directives and DOC policy.
  1. All inmate requests to contribute funds an inmate group account are subject to the provisions set forth in DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*.
  2. No refunds are allowed after funds from an inmate's account have been transferred to a group account.
- D. Personal checks or cash are not permitted.
  1. Non-inmates (members of the community) may contribute to an inmate 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 Cultural Coordinator.

2. Contributions received by mail must include the full name and return address of the sender and the intended recipient/inmate group. Funds received will be deposited into the group's account and are not for use or control by a specific inmate.
  - a. Incoming funds directed to a particular inmate may be returned to the sender.

## **2. Purchases:**

- A. Funds may be distributed from the inmate account with approval from an authorized inmate(s).
  1. The Cultural Coordinator or designated staff will be notified of any funds distributed from the account by banking staff.
- B. The Cultural Coordinator or designated staff will review requests to spend funds from an inmate group account prior to withdrawal of funds.
  1. Inmate group funds may only be withdrawn if this benefits a majority of the group's members. 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 applications 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 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 the inmate group no longer exists, the Cultural Coordinator or other designated DOC staff member may order remaining funds within the inmate group account to be withdrawn and transferred/applied to another inmate group account to close the 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.

**May 2019:** Added "Funds may be used to purchase Powwow give-away items (blankets, drugs, bags, etc.), which shall be gifted to outside guests attending a Powwow" and Deleted "All property purchased by the group shall be for use and retention by the group" in Section 2 B. 1.

**May 2020:** Reviewed with no changes.

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

06/01/2020

Date