

# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 2.09-1 DOC	<b>EFFECTIVE DATE:</b> 06/07/10	<b>PAGE 1 OF 11</b>
	<b>SUPERCEDES:</b> 2.09 DOC	<b>DIRECTOR:</b> <span style="float: right;">Please use BLUE ink.</span> 	
<b>SECTION:</b> FISCAL MANAGEMENT		<b>SUBJECT:</b> ACCOUNTABILITY OF INMATE MONEY/CHECKS	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
<b>REFERENCES:</b> ACA Standards #'s 4-4033, monies collected are placed in an officially designated and secure location daily; 4-4034, reports of all monies collected and disbursed are distributed to designated authorities; 4-4037, approval of transactions between inmates; 4-4045, accepted accounting procedures; policy 2.17-3 DOC; Inmate Accounts; 11.01-5 DOC, Code of Inmate Discipline; 14.01-1 DOC, Intake/Committing Process; 15.07 DOC, Work Release; 18.09-2 DOC, Serious Injury, Illness and/or Death of Inmates in RIDOC Custody; 24.01-5 DOC, Inmate Mail			
<b>INMATE / PUBLIC ACCESS?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>AVAILABLE IN SPANISH?</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

I. PURPOSE:

To specify procedures for processing transactions involving inmate funds.

II. POLICY:

All employees of the Rhode Island Department of Corrections (RIDOC) who handle or otherwise process inmate funds shall be held accountable to the RIDOC for those funds while they are in their possession and shall utilize the procedures in this policy when processing inmate fund transactions.

NOTE:

For specific information regarding Work Release inmates' funds and funds of deceased inmates, please refer to policies 15.07 DOC, Work Release, and/or 18.09-2 DOC, Serious Injury, Illness and/or Death of Inmates in RIDOC Custody, or their successive policies.

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III. PROCEDURES:

- A. Inmate funds include cash, checks, or money orders coming from the following sources only:
1. Inmates at commitment.
  2. Inmate payroll funds which are deposited/posted electronically.
  3. Funds deposited in person, through pre-approved wire or electronic fund transfer service agencies, through a departmental deposit kiosk or through the mail from persons authorized to be on the inmate's visitor list:
    - a. Awaiting trial inmates are given a 30-day grace period to compile a visitor list. During this time, deposits are accepted from persons not currently on the inmates' visitor lists.
    - b. Out-of-state inmates housed in RIDOC facilities via the Interstate Compact are given a 30-day grace period to compile a visitor list. During this time, deposits are accepted from persons not currently on the out-of-state inmate's visitor list.
    - c. An inmate should request inclusion on his/her visitor list of out-of-state individuals who may not actually visit him/her but who are depositing funds into the inmate's account. These individuals are subject to BCI and NCIC checks.  
  
An inmate is allowed to have up to two (2) names on his/her visitor list beyond the normal nine. These individuals are subject to BCI and NCIC checks.
    - d. Funds received from any other source in person, through pre-approved wire, electronic fund transfer service agencies, a deposit kiosk or through the mail, except as noted above, are refused or returned to the sender. In the event it is not possible to return these funds, they are deposited as State general revenues.
  4. Return from furlough.
  5. Other sources, only with the approval of the affected inmate's facility Warden or Deputy Warden, or their designee.

A copy of the above Procedure statement (III.A.) is made available to all inmates via Law Libraries and Inmate Handbooks (Attachment 1). An Inmate Handbook is available to visitors on the RIDOC webpage at <http://www.doc.ri.gov>

B. Processing of Cash and Checks

1. Deposits:

The RIDOC Inmate Account Deposit (S-43; see Attachment 2) is utilized for the following:

- a. pay checks (except Work Release pay checks);
- b. cash, checks or money orders deposited at the Inmate Accounts teller window;
- c. checks and money orders received through the mail;
- d. money returned from furlough;
- e. new commitments at both the Intake Service Center and the Women's Division; (For more information regarding handling monies received during the commitment process at the Intake Service Center and Women's Division, please see item III.B.11.);
- f. settlement checks (drawn on an attorney's business account).
- g. Form S-43, Inmate Account Deposit (Attachment 2) must be completed in its entirety. Copies of Form S-43 are available at the Inmate Accounts Office.
- h. Distribution of Inmate Account Deposit: The Inmate Account Deposit form is a 3-part form. Copies are distributed as follows:
  - (1) White copy - Inmate Accounts
  - (2) Yellow copy - Inmate
  - (3) Pink copy - Facility or Visitor
- i. The receiving Officer must sign or initial the form.

NOTE: The following information must be indicated, if applicable, on the Inmate Account Deposit.

- (1) a return to the account,
- (2) received in the mail, or
- (3) a paycheck.

- j. The Inmate Accounts Office is responsible for returning mailed checks or money orders that do not qualify for deposit into an inmate's account. Such returns will be accompanied by a letter of explanation (Attachment 3).

When funds, as noted above, cannot be returned to the sender, the affected inmate will be notified by the Inmate Accounts Office that these funds will be deposited into the State's general revenues.

- 2. Cash Log Book: Each facility maintains an Inmate Cash Log Book. The following entries are made in the Inmate Cash Log Book for every transaction:

- a. Inmate's name
- b. Date received
- c. Amount
- d. Description (cash or check)

- 3. Safekeeping of Cash and Checks:

- a. Each facility that retains inmate money (including cash confiscated at commitment or during a search) and checks, when Inmate Accounts is closed, shall have a safe and a locked bag in the Main Control Center.
- b. The Shift Supervisor, or in the case of Work Release, the Reception Desk Officer, is in possession of the key to the locked bag.
- c. A locked bag is used to secure funds during their transport to Inmate Accounts.
- d. The contents of the locked bag are deposited at Inmate Accounts every morning, exclusive of weekends and holidays, by an officer assigned by the Shift Commander.
- e. Money and checks in locked bags are counted at the change of each shift by the outgoing and incoming Shift Supervisors or Reception Desk Officers. A notation of the amount of cash and checks in the locked bags is documented in the Cash Log Book.

4. Receipt of Work Release Inmate Pays

- a. In both men's and women's facilities, Work Release inmates submit pays they receive at the facility's Reception Desk upon returning from work. The Reception Desk Officer processes the pays consistent with policy 15.07 DOC, Work Release, or a successive policy and facility-specific standard operating procedures.
- b. At the men's facility, the Reception Desk Officer prepares receipts which are given to the inmates.
- c. At the Women's Division, the Control Center Officer prepares receipts which are given to the inmates.
- d. Inmate Accounts processes Work Release payroll checks, and withdraws all applicable fees, fines and costs. A summary worksheet is developed and returned to the respective facility in conjunction with the weekly expense funds as outlined in the sections below.

5. Furlough and Expense Monies (When Authorized)

- a. Furlough and expense monies are picked up at Inmate Accounts each Friday by an officer assigned by the Shift Commander. In the event that Friday is a holiday, monies are picked up on Thursday.
- b. Furlough and expense monies are placed in separate envelopes for each inmate. Each envelope contains the inmate's name and the exact amount of money in the envelope.
- c. Envelopes containing money are locked in the safe until dispensed upon the inmate's furlough.
- d. The safe is kept in the FULL LOCK position at all times except when open for receiving or disbursing and/or inventory.
- e. The disbursing officer removes money from the envelope and counts it prior to giving it to the inmate to count.
- f. No money is given to an inmate unless s/he signs the receipt form. The inmate counts his/her money in the presence of the disbursing officer.
- g. Furlough and expense monies are counted at the change of each shift by the outgoing and incoming Control Center Officer. A notation of the amount of furlough and expense monies in the safe is

documented in the Daily Facility Blotter (log) and signed by each Officer.

NOTE: The 11-7 shift does not have access to the safe combination or its contents and consequently is not required to account for said contents.

6. Handling of Monies Received from New Commitments at the Intake Service Center and Women's Facilities Intake:

a. Commitments

- (1) When a new commitment has monies on his/her person, the monies are given to the Committing Officer.
- (2) The Committing Officer counts the monies and orally confirms with the detainee the amount submitted.
  - (a) If the monies are one (\$1.00) dollar or less, they are placed in a trap mailer and handled as specified in policy 14.01-1 DOC, Intake/Committing Process, or a successive policy.
  - (b) Any monies in excess of one (\$1.00) dollar but less than five hundred (\$500.00) dollars are counted by the Committing Officer and recounted by a second Officer in front of the detainee and forwarded to Inmate Accounts.
  - (c) If the detainee's monies are five hundred (\$500.00) dollars or greater, a second Committing Officer counts the money in front of the detainee.
  - (d) If the detainee's monies are one thousand (\$1,000.00) dollars or greater, a Superior Officer counts the monies a third time and initials the deposit slip DOC-MS44 (Attachment 4).
- (3) The Committing Officer fully completes and signs the deposit form DOC-MS44 (Attachment 4). The detainee also signs the form.
- (4) The unique number in the upper right-hand corner of the commitment deposit form is entered in the right-hand column of the commitment running log.

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- (5) The Committing Officer places the detainee's monies and the white copy of the deposit form DOC-MS44 (Attachment 4) in an envelope. The detainee signs his/her name across the seal of the envelope. The Committing Officer writes the unique number mentioned in (4) above on the envelope containing the detainee's monies.
  - (6) RIDOC's Commitment Deposit Form DOC-MS44 (Attachment 4) is a 3-part form. Copies are distributed as follows:
    - (a) The top copy (white) of the deposit form is sent to the Inmate Accounts Office to be kept as a permanent record;
    - (b) The second copy (yellow) of the deposit form is handed to the detainee;
    - (c) The third copy (pink) of the deposit form is placed with the inmate's trap sheet.
  - (7) In the presence of the detainee, the Committing Officer places the envelope containing the detainee's money in the drop box.
  - (8) If the Committing Officer makes an error on the deposit slip, s/he staples all three (3) copies of the deposit slip and writes "VOID" on the slip. The deposit is then placed in the drop box.
  - (9) If the next deposit form does not contain the next consecutive number, the Committing Officer writes a note identifying the missing number and places that note in the drop box.
- b. Daily Transfer of Funds
- (1) The Superior Officer or designee reviews the commitment log sheet and determines the beginning and end deposit numbers that have been used since the last deposit at Inmate Accounts. S/he then calculates the number of deposits that should be contained in the safe.
  - (2) The Superior Officer or designee opens the safe and counts the number of deposit envelopes, voided deposit slips, and noted missing numbers, and determines whether there is a match.

- (3) If the numbers do not match, the Superior Officer or designee takes appropriate action within the facility to determine where the error occurred.
- (4) The Superior Officer or designee completes a daily deposit report, indicating the number of pouches containing mail deposits.
- (5) The Superior Officer or designee places all of the deposits, including voids and notes of explanation, in the large zipper deposit pouch, locking the pouch and retaining the key.
- (6) The Superior Officer or designee arranges for a courier/officer to deliver the pouch to the Inmate Accounts Office. The courier/officer signs the daily deposit report and brings the log and deposit pouch to the Inmate Accounts Office.

c. Inmate Accounts

- (1) The Head Teller or designee accepts the courier bag from the ISC/WOM courier/officer.
- (2) The Head Teller counts the number of deposit envelopes and mail pouches in the large pouch and compares that with the numbers identified on the daily deposit log. The Head Teller then matches the numbered envelopes received from ISC/WOM with the numbers on the Intake commitment log. If the numbers match, the Head Teller signs the daily deposit log, gives it to the courier/officer, who delivers the log to the ISC/WOM Warden's office.
- (3) If the numbers on the envelopes received from Intake/WOM do not agree with the Intake/WOM commitment log, the Head Teller confers with both the courier and Committing Officer (by telephone). If the discrepancy cannot be found, it is reported to RIDOC's Office of Inspection.
- (4) The Head Teller opens individual envelopes and confirms that the amount in each envelope is equal to that recorded on the individual deposit slip. If there is not a match, the Head Teller contacts the Committing Officer and if the discrepancy cannot be resolved, reports the matter to the Office of Inspection.
- (5) The deposit slips are alphabetized and totaled.

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- (6) The money is separated by denominations, counted and wrapped.
  - (7) The total of the deposit slips is matched with the total of money counted.
  - (8) Slips and money are placed in the Teller's drawer, to be added to the afternoon deposits.
  - (9) The deposit slips are batch entered into the respective inmates' accounts.
7. Transfer of Inmate Money: Inmates may transfer money from their active accounts:
- a. To the commissary for the purchase of regularly stocked merchandise.
  - b. With the approval of the Warden, Deputy Warden, or designee in charge of the affected inmate's facility for the following reasons:
    - (1) To publishers of appropriate approved magazines, periodicals, newspapers, and books.
    - (2) For subsistence of members of his/her immediate family (including common law spouses) or to persons on the inmate's approved visitor list.
    - (3) To provide funds transferred to the inmate telephone debit system.
    - (4) For certain charges imposed by a facility.
    - (5) For postage.
    - (6) To provide bail for self.
    - (7) To pay court costs and other legal costs.
    - (8) Funds from one inmate account to another where inmates are immediate family members as defined by policy 24.01-5 DOC, Inmate Mail, or a successive policy.
    - (9) **To other entities or exceptions to (1) through (5) above, only with the specific approval noted on the transfer slip of the**

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affected inmate's facility Warden, Deputy Warden, or designee.

**NOTE:** For items outlined in b. (1) through (6), an Inmate Account transfer form (S-14, Attachment 5) must be completed and forwarded to Inmate Accounts for processing.

(10) In instances where a check is to be issued to an outside party, the inmate is to provide a stamped addressed envelope with request for transfer. Funds will not be transferred to any RIDOC employee.

8. Distribution of Cash to Work Release Inmates:

Inmate Accounts receives Work Release inmates' cash requests from the Work Release Supervisor or designee for Minimum Security and the Women's Division. Summary spreadsheets are prepared by Inmate Accounts which calculate the net pay deposited, court fines to be paid, service fees and/or expense money:

- a. Inmate Accounts orders expense money from the armored car contractor based on the spreadsheet totals.
- b. Money is delivered to Inmate Accounts where it is apportioned to Men's and Women's Work Release.
- c. The Work Release Supervisor or designee retrieves the funds from Inmate Accounts for disbursement as outlined in Section III. B. 11.

9. Disbursement of Cash to Minimum and Unemployed Work Release Inmates:

- a. Male Minimum and unemployed Work Release inmates are permitted to receive ten (\$10.00) dollars in quarters every two (2) weeks.
- b. Female Minimum and unemployed Work Release inmates are permitted to receive up to twenty-five (\$25.00) dollars in cash every two (2) weeks.
- c. Distribution occurs on alternate weeks for male and female inmates (disbursement to male inmates coincides with RIDOC employees' payroll week).
- d. Inmates submit requests on Monday; cash is distributed on Friday.

- e. Male inmates are permitted to have up to a maximum of ten (\$10.00) dollars in quarters and female inmates a maximum of twenty-five (\$25.00) dollars in cash at any given time.

10. Authentication:

Each money transfer sheet is stamped by the Warden, Deputy Warden, or designee to verify the inmate's signature and approve the transaction.

11. Inmate Debt:

- a. If the inmate's available (active) balance is not sufficient to meet the charged amount:
  - (1) All but ten (\$10.00) dollars will be withdrawn from the active account;
  - (2) The balance owed is charged as debt to the inmate's account;
  - (3) Up to one-half (½) of all subsequent deposits is used to offset the debt until the charges are paid in full;
  - (4) There are no restrictions on the other half of the deposits beyond the normal restrictions.
- b. Any remaining debt at the time of an inmate's release from institutional custody is considered a legal debt and is subject to civil remedy by the State.
- c. If the individual returns to institutional custody before repayment of debt, his/her, inmate account reflects any unpaid debt from prior incarceration(s).

RHODE ISLAND DEPARTMENT OF CORRECTIONS

ACCEPTABLE SOURCE OF INMATE FUNDS  
(Cash, Checks, Money Orders)

Excerpt: Policy #2.09-1 DOC  
Section III, Procedures

- A. Inmate funds include cash, checks, or money orders coming from the following sources only:
1. Inmates at commitment;
  2. Inmate payroll funds which are deposited/posted electronically;
  3. Funds deposited in person, through pre-approved wire, electronic fund transfer service agencies, through a departmental kiosk or through the mail from persons authorized to be on the inmate's visitor list:
    - a. Awaiting trial inmates are given a 30-day grace period to compile a visitor list. During this time, deposits are accepted from persons not currently on the inmates' visitor lists.
    - b. Out-of-state inmates being housed in RIDOC facilities via the Interstate Compact are given a 30-day grace period to compile a visitor list. During this time, deposits are accepted from persons not currently on the out-of-state inmate's visitor list.
    - c. An inmate should request inclusion on his/her visitor list of out-of-state individuals who may not actually visit him/her but who are depositing funds into the inmate's account. These individuals are subject to a BCI and ~~or~~ NCIC checks.  
  
An inmate is allowed to have up to two (2) names on his/her visitor list beyond the normal nine. These individuals are subject to BCI and NCIC checks. These additional names are limited to mail money deposits. Such restriction is noted in the visit screen of INFACIS.
    - d. Funds received from any other source in person, through pre-approved wire, electronic fund transfer service agencies, a deposit kiosk or through the mail, except as noted above, are refused or returned to the sender. In the event return of funds is not possible, the funds are deposited as State general revenues.
  4. Return from furlough;

**RHODE ISLAND DEPARTMENT OF CORRECTIONS**

**ACCEPTABLE SOURCE OF INMATE FUNDS  
(Cash, Checks, Money Orders)**

5. Other sources, only with the approval of the affected inmate's facility Warden, or Deputy Warden, or their designee;

A copy of the above Procedure statement (III.A.) is made available to all inmates via Law Libraries and Inmate Handbooks. An Inmate Handbook is available to visitors on the RIDOC webpage at [www.doc.ri.gov](http://www.doc.ri.gov).

**RHODE ISLAND DEPARTMENT OF CORRECTIONS - INMATE ACCOUNT DEPOSIT**

**S - 43**  
DOC-MS002

**PLEASE PRINT**

DATE
INMATE'S NAME
INMATE'S ID#
INMATE'S LOCATION
INMATE'S DATE OF BIRTH

AMOUNT	CASH <input type="checkbox"/>
	CHECK <input type="checkbox"/>
	MONEY ORDER <input type="checkbox"/>
DEPOSITOR'S NAME - PRINT	
DEPOSITOR'S SIGNATURE	
DO NOT WRITE IN SHADED AREA	
TR#	ID

If banking by mail, detach part three and retain; mail parts one and two with the deposit. Do not send cash by mail. Send deposit to:  
RI DEPARTMENT OF CORRECTIONS, INMATE ACCOUNTS OFFICE, 51 WEST ROAD, BLDG. #138, CRANSTON RI 02920

Completion of the above inmate information will insure that funds are deposited in the right account. This deposit is accepted subject to verification, and under the provisions of the uniform commercial code and the rules and regulations of this institution. Deposits may not be available for immediate withdrawal.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Corrections  
**INMATE ACCOUNTS**  
51 West Road  
Cranston, RI 02920

Date: \_\_\_\_\_

Your money is being returned for the reason checked below:

- \_\_\_\_\_ 1. Full name and address of depositor is missing.
- \_\_\_\_\_ 2. Your name does not appear on the inmate's visitor list.
- \_\_\_\_\_ 3. Incomplete inmate information:
  - \_\_\_\_\_ A. Inmate's full name is missing.
  - \_\_\_\_\_ B. Inmate's I.D. number is missing.
  - \_\_\_\_\_ C. Inmate's security building is missing.
- \_\_\_\_\_ 4. Inmate has been released from the ACI
- \_\_\_\_\_ 5. Inmate has been transferred to an out-of-state facility.
- \_\_\_\_\_ 6. Cash received by mail is NOT accepted.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_

Respectfully,

Inmate Accounts Office

# SAMPLE

# 00001

## COMMITMENT DEPOSIT

**PLEASE PRINT**

DATE	INMATE ID #	AMOUNT OF DEPOSIT \$
INMATE'S NAME		
FACILITY		CHECK ONE: CASH _____ PAYROLL CHECK _____
INMATE'S DATE OF BIRTH		INMATE / DEPOSITOR'S SIGNATURE
		CORRECTIONAL OFFICER'S SIGNATURE

**These funds will be deposited into an account in your name at the Inmate Accounts Office.**

1. White - Place in envelope w/ money
2. Yellow - Inmate's copy
3. Pink - Attach to inmate's trap record

DOC-MS44

REV. 3/09

Adult Correctional Institutions  
Inmate Account Transfer

ID # \_\_\_\_\_ DATE \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

LOCATION: \_\_\_\_\_  
FACILITY AREA CELL

CHARGE MY ACCOUNT FOR THE FOLLOWING EXPENSE

I.  POSTAGE AMOUNT IV.  WORK RELEASE  
1. LETTER/LETTERS \_\_\_\_\_ RENT FOR WEEK AMOUNT  
2. CARD/CARDS \_\_\_\_\_ OF \_\_\_\_\_ TO \_\_\_\_\_ \$ \_\_\_\_\_  
3. CERTIFIED MAIL \_\_\_\_\_ EXPENSE PAYMENT FOR WEEK  
4. OTHER \_\_\_\_\_ OF \_\_\_\_\_ TO \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

II.  DRAW CHECK/CASH FOR \$ \_\_\_\_\_ V.  PAYMENT OF FINE  
NAME \_\_\_\_\_ TO \_\_\_\_\_ COURT  
ADDRESS \_\_\_\_\_ FOR AMOUNT \$ \_\_\_\_\_  
CITY OR TOWN \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
PERSON ON VISITING LIST  YES  NO VERIFIED \_\_\_\_\_  
ASSOCIATE DIRECTOR  
REASONS FOR TRANSFERRING MONIES \_\_\_\_\_

APPROVED  DENIED \_\_\_\_\_ ASSOCIATE DIRECTOR DATE

III. CLOSING OF INMATE ACCOUNT  OTHER \$ \_\_\_\_\_  
I HAVE RECEIVED THE FOLLOWING AMOUNT \_\_\_\_\_  
\$ \_\_\_\_\_ FROM THE ADULT COR- \_\_\_\_\_  
RECTIONAL INSTITUTIONS BUSINESS OFFICE \_\_\_\_\_

INMATE SIGNATURE \_\_\_\_\_ RECEIVED ABOVE PAYMENT \_\_\_\_\_

S-14 OFFICE COPY - WHITE INMATE COPY - CANARY