

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.25	PAGES: 1 of 4
	RELATED ORDERS: CALEA 17.1.1, 17.3.1, P.C. 4025	
	ISSUED DATE: November 16, 2011	
	REVIEW DATE: October 20, 2015	
	REVISION DATE: July 31, 2013	
CHAPTER: Inmate Services and Programs /Fiscal Management	SUBJECT: Inmate Welfare Credit Card	

- I. **PURPOSE:** To establish fiscal management guidelines for the Inmate Welfare Fund (IWF) credit card usage in Inmate Services.

- II. **POLICY:** Under California Penal Code Section 4025, an IWF is mandated to provide services essential to the benefit, welfare, and educational needs of the inmates confined in the detention facilities. To support Inmate Services, an IWF Committee has been created to oversee the administration of the IWF. The Sheriff has the ultimate authority and accountability for fiscal management of the Sheriff's Office IWF.

To assist with the daily operations of Inmate Services, IWF credit cards shall be issued to designated staff. The Inmate Services Manager is responsible for management of the IWF credit cards. When possible, IWF credit card transactions will comply with the Alameda County Auditor-Controller Agency Manual of Accounting Policies and Procedures (MAPP) and the General Services Agency (GSA) Purchasing Card Manual of Policies and Procedures. The IWF is a sole and separate account from the Sheriff's Office and County of Alameda budget. As such, there may be instances when usage and purchases will fall outside the guidelines of MAPP.

III. **PROCEDURE:**

- A. The Inmate Services Manager has been authorized to issue and use IWF credit cards.

- B. IWF credit cards are to be used to acquire goods, supplies, services or training related to Inmate Services. A purchase order must be completed and submitted to the Inmate Services manager to authorize purchases. Under certain circumstances, or time constraints, obtaining a purchase order may not be practical. When this occurs, verbal authorization from the Inmate Services Manager must be granted for approval. The Inmate Services Manager's purchases are reviewed monthly by the Detentions and Corrections Administrative Captain.

- C. Refreshments or meals purchased must be provided in conjunction with an Inmate Services program or function, if the costs are reasonable and the following items are submitted to the Alameda County Auditor's Office:

1. A list that identifies participants; sign-in sheet may be used for this purpose
 2. A meeting announcement or agenda with a description of the event showing the event is connected with an Inmate Services program or function
 3. An itemized statement that lists the refreshments, number of servings, date and price
- D. The following Inmate Services personnel will be issued IWF credit cards for Inmate Services business:
1. Inmate Services Manager or Lieutenant
 2. Sergeants
 3. Recreation Supervisor
 4. Inmate Services Transcriptionist
- E. CARDHOLDER PURCHASING PROCUDURES:
1. The IWF credit card shall have an authorized monthly purchasing limit for the following issued cardholders:
 - a. Inmate Services Manager or Lieutenant: \$10, 000.
 - b. Sergeant: \$5,000.
 - c. Deputy (Glenn Dyer Jail): \$1,500.
 - d. Recreation Supervisor: \$1,500.
 - e. Inmate Services Transcriptionist \$1,500.
 2. Any single item purchase over \$2,000 must be approved by the Inmate Services Manager. Any single item purchase over \$2,500 must be approved by the IWF Committee.
 3. Each IWF credit card holder is expected to shop for the best price and, when possible, purchase from a SLEB vendor.
 4. Purchases must fall within the parameters of Inmate Services, as outlined in California Penal Code Section 4025.
 5. When possible, purchases should adhere to the GSA Purchasing Card Manual as a general guideline. The GSA Purchasing Card Manual may be found on the Alameda County website at:

<http://dsmain.acgov.org/docushare/dsweb/Get/Document-8200/Purchasing=Card=Policies=Manual+7-18-06.pdf>

6. All purchases will be shipped to Inmate Services, located at Santa Rita Jail or Glenn Dyer Jail.
7. When a rebate is offered, the application will be made in the name of Alameda county Sheriff's Office, Inmate Services. The Inmate Services address shall be used.

F. DOCUMENTATION REQUIRED:

1. Each purchase must be supported by an original invoice. This can be an email received from the vendor, a print-out of the web page, or other documentation showing the vendor name, item, quantity, price and total cost.
2. If the item is shipped, the packing slip shall be retained to document receipt of the shipment.
3. The cardholder shall submit the original invoice, supporting documents, receipts, including any shipping documents or packing slips to the Inmate Services Accounting Department, as soon as possible.

G. APPROVING OFFICIAL'S REVIEW AND AUTHORIZATION:

1. Verify that each charge has the required supporting documentation.
 - a. If documentation is missing, direct the cardholder to obtain the appropriate documents.
 - b. Document the reasons for lack of documentation. If supporting documents cannot be reproduced, the cardholder shall explain the reason by way of a memorandum addressed to the approving official.
2. Verify that purchases were reasonable, necessary, and fall within the parameters Inmate Services, as outlined in California Penal Code Section 4025. If the purchases are not reasonable, necessary or violate this policy, obtain reimbursement from the cardholder or the employee who ordered the purchase.
3. Verify that all purchases were shipped to Inmate Services at Santa Rita Jail or Glenn Dyer Jail.

H. CONTROLS:

Inmate Services is held to a high degree of scrutiny and accountability for its business practices. Issuance of an IWF credit card is a privilege and every effort must be made to ensure that funds are used responsibly and in a manner consistent with applicable laws and ethical practices.

1. The First National Bank of Omaha Visa Card has the cardholder name and Alameda County Sheriff's IWF embossed on it. The IWF credit card shall not be used for personal purposes.
2. The IWF has an authorization process whereby the merchant electronically check each time the card is used. This authorization ensures that the monthly purchases do not exceed the 30-day dollar limit established by Inmate Services. If any discrepancies are noted by The First National Bank of Omaha, the purchase will be denied. To prevent fraud or misuse, any unusual cardholder activity may prompt First National Bank of Omaha to contact the Inmate Services Manager.
3. The Inmate Services Manager must ensure that cardholders follow the administrative procedures to ensure that sufficient appropriation is available for each purchase. Using the IWF credit card when funds are not available will result in cancellation of the credit card.
4. To activate the IWF card and/or for identification purposes in the event of a lost or stolen card, The First National Bank of Omaha requires the cardholder to provide his/her employee identification number.
5. Cardholders should notify The First National Bank of Omaha and Inmate Services Manager immediately if their card is lost or stolen.
Representatives are available 24 hours a day, 7 days a week.
Lost or Stolen: 1-800-819-4249
6. APPROVING OFFICIAL:

The approving official should be the cardholder's supervisor or a higher level official who has knowledge of the job responsibilities of the internal control. The following signatures are required on the purchase order or invoice of every purchase:

- a. Detention and Corrections Administrative Captain
- b. Inmate Services Manager/Lieutenant
- c. Inmate Services Sergeants