

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.07	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-5C-25, 7D-11, 7D-15, 7D-16 MJS 1043, 1045 P.C. 4025	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 22, 2015	
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CHAPTER: Fiscal Management	SUBJECT: Inmate Welfare Fund	

- I. **PURPOSE:** To describe the use of funds derived from the Alameda County Sheriff's Office's operations which are allocated primarily for the use of the inmate population's welfare.
- II. **POLICY:** 4025 PC authorizes the Sheriff to establish a store (commissary) in county jails. Contractually negotiated commissions from this operation shall be placed in the Inmate Welfare Fund (IWF). Any interest earned on monies other than operating funds accrues for the benefit of the inmates.

III. DEFINITIONS:

- A. IWF: A fund established to provide inmate activities not authorized by general appropriations.
- B. APPROPRIATED FUNDS: Monies set aside by legislative acts authorizing the use of state funds for specific purposes.
- C. INDIGENT INMATES: Inmates who have less than \$4.20 in their inmate trust accounts (as credited in the *Advanced Technology Information Management System Jail Management System (ATIMS JMS)*), and have not deposited any funds into their account since their entry into confinement, or for seven (7) days after expenditures from their accounts have reduced the balance below \$4.20.
- D. MAINTENANCE KITS: Items issued to indigent inmates at the IWF's expense.

IV. PROCEDURE:

A. RESPONSIBILITY:

1. The Sheriff is the Administrator of the IWF and Committee. The Detention and Corrections (D&C) Division Commander is the Deputy Administrator of the fund and chairs the IWF Committee. The Committee is comprised of:
 - a. Commander, Detention and Corrections Division – Chairman
 - b. Commanding Officer, Glenn Dyer Jail – Member

- c. Commanding Officer, Santa Rita Jail – Member
 - d. Captain, Detentions and Corrections Administration – Member
 - e. Manager, Inmate Services Unit – Secretary to the Committee
 - f. Civilian Member – The civilian member of the IWF Committee is appointed by and serves at the discretion of the Sheriff.
2. The responsibility for administering the IWF is fixed and the Committee's duties are:
- a. Meeting no less than once each quarter
 - b. Collecting funds
 - c. Safeguarding funds
 - d. Controlling expenditures
 - e. Developing an annual IWF budget for each fiscal year's activities

B. FUND ACCRUAL:

1. Funds may be credited to the IWF account from the following sources:
 - a. Commissary commissions
 - b. Vending machine commissions
 - c. Telephone commissions
 - d. Regional Occupational Project (ROP) and General Education Development (GED) profits
 - e. Special fund raising activities approved by the IWF Committee
 - f. Donations
 - g. Interest earned on deposits with the County Treasurer
 - h. Confiscated contraband money
 - i. Recycling and vendor refunds
2. IWF monies shall be deposited with the Treasurer of Alameda County. This is accomplished by transmitting a certified bank check to the Inmate Services' Accounting Specialist, who in turn deposits the check with the Treasurers' Office not less than once a month.

C. RECORD KEEPING:

1. The Inmate Services' Accounting Specialist maintains the accounting records for the IWF, including processing all receipts and disbursements, monthly reconciliation of the fund with the auditor's records, and submitting a Combined Cash Journal Report each month to the D&C Division Commander and the Inmate Services' Manager. The Inmate Services' Manager shall authorize payment of invoices by the Accounting Specialist.
2. IWF property shall be used primarily for the benefit, education and welfare of inmates confined in the Sheriff's detention facilities. 4025 (e) PC allows for funds not needed for the inmates' welfare to be expended for maintenance of county jail facilities. IWF property shall be accounted for by the following:

- a. Capital items shall be assigned a permanent IWF number and entered into the inventory.
 - b. Durable non-capital items, such as microphones, shall be assigned an IWF number and entered into the inventory.
 - c. The Inmate Services' Lieutenant will authorize an inventory of the IWF property annually. The IWF Committee shall examine and approve the inventory and take necessary action to replace missing property and/or repair nonfunctioning items. Shortages will be reported to the Sheriff, in writing, forthwith.
 - d. The property inventory shall be maintained in the IWF file by the Inmate Services' Manager.
- D. Annually, a profit and loss statement will be submitted by the Accounting Specialist. All accounts shall be internally audited and a report prepared outlining the financial status of the fund. This report shall be submitted to the IWF Committee for review. Periodic audits of the IWF are conducted by the Alameda County Auditor.
- E. UTILIZATION OF FUNDS:
1. Profits accumulated in the IWF may be expended for inmate recreational, educational, and vocational programs when approved by the IWF Committee.
 2. Indigent inmates are entitled to receive the following maintenance kit items once each week.
 - a. Two (2) stamped envelopes
 - b. Writing paper
 - c. One (1) pencil
 - d. One (1) tube of toothpaste when booked; replaced as needed
 - e. One (1) toothbrush when booked; replaced as needed
 - f. One (1) comb when booked; replaced as needed
 - g. Two (2) shaving gel packets
 - h. One (1) shampoo packet
 3. If without transportation upon release from the Santa Rita Jail, one (1) DART bus and/or one (1) BART rail ticket to an area within Alameda County will be provided to any inmate who has less than the face value of the transit ticket in their account.
- F. In July of each year, the Inmate Services' Lieutenant shall prepare an itemized annual report of all IWF expenditures occurring during the preceding fiscal year. The report will be submitted to the IWF Administrator for approval and transmission to the Alameda County Board of Supervisors
- G. COMMISSARY STORE OPERATIONS:

1. Commissary sales shall be limited to inmates only.
2. Sales are for cash only and are paid by the appropriate debit entry on the individual inmate's trust account maintained in the AJIS system.
3. No cash or other medium of exchange may be received or disbursed by any person employed in the commissary stores.
4. Prices charged in the stores shall be established by the commissary vendor in conjunction with the Inmate Services' Lieutenant. Input shall be received from the IWF Committee, subject to final approval by the Administrator.
5. Sales prices shall be established at an amount that will defray the costs of operation of commissary and return a reasonable profit which is deposited in the IWF.

H. IWF EXPENDITURES: Except for replenishing store stock, the following will apply:

1. Capital items of \$5,000.00 or more in unit price and useful life of more than three (3) years must be authorized by the IWF Committee. Such authorization shall also be required for non-capital items costing in excess of \$2,500.
2. Annual purchases of large amounts of athletic and recreational supplies and equipment must be authorized as above.
3. All invoices and vouchers generated by routine replenishment of stock for the purchase of equipment and supplies must be approved by the Inmate Services' Lieutenant.

I. INMATE WELFARE FUND RESERVE: A portion of the IWF shall be encumbered to provide for inmate activities and programs. This amount shall not be less than sufficient resources for Inmate Services to fully function for a minimum of six (6) months in order to meet legal commitments, financial obligations, new programs, or expansion of existing programs. This reserve has the following three components:

1. Restricted Reserve: The portion of the reserve established in an amount necessary to meet the following:
 - a. Salaries and employee benefits for the coordination and implementation of activities and programs for the benefit of the inmate population.
 - b. Legal commitments represented by, but not limited to:
 - 1) Mandated activities and programs
 - 2) Execution of existing contracts
 - c. Financial obligations represented by, but not limited to:
 - 1) Monies transferred into the IWF via inmate accounts from individual inmates for commissary transactions

- 2) Outstanding purchase requests
 - 3) Accrued and actualized expenditures from the previous fiscal year.
2. Unrestricted Reserve: The portion of the reserve which can be used for new programming or expansion of existing programs for the benefit of inmates. This amount shall be no less than, but not limited to, 25% of the IWF exempt from the “defined” restricted reserve in any single fiscal year.
 3. Sheriff’s Contingency: Any expenditure deemed appropriate by the Sheriff.