

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 3.7	Effective Date 8/1/2014	Page 1 of 5
	Supersedes Inmate Monies, dated 9/1/2011		
Approved By   Commissioner James E. Dzurenda	Title  Inmate Monies		

1. Policy. The Department of Correction shall act as the fiduciary agent and maintain a financial management system to handle inmate monies.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 4-32, 4-33, 4-33a, 4-57a, 18-81 and 18-85.
  - B. Public Act 07-158, An Act Concerning Discharge Savings Accounts for Inmates.
  - C. Regulations of Connecticut State Agencies, Section 18-81-33.
  - D. State of Connecticut, Office of State Comptroller, Policy Services Division, Accounting Procedures Manual, Activity and Welfare Funds.
  - E. Administrative Directives 3.2, Handling of Funds; 3.5, Correctional General Welfare Fund; 4.7, Records Retention; and 6.10, Inmate Property.
  - F. American Correction Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1B-14.
  - G. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4044 and 4-4045.
  - H. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-7D-16.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Closed Account. A discharged inmate's account with no balance.
  - B. Contraband Funds. Any unauthorized funds found in an inmate's possession.
  - C. Counterfeit Funds. Any funds determined to be a fraudulent imitation or facsimile of genuine funds.
  - D. Disbursements. Any authorized funds paid out of an inmate's account.
  - E. Immediate Family Member. An inmate's legal spouse, parent, child or sibling, grandparent or grandchild; to include a step/foster relationship.
  - F. Open Account. An account for an inmate currently in custody.
  - G. Purged Account. An unclaimed account balance that has been transferred to the Correctional General Welfare Fund.
  - H. Receipt. A sequentially-numbered document acknowledging that a sum of money has been received.
  - I. Receipts Journal. A form used to create a permanent record of all receipts.
  - J. Remitter. A person authorized to send funds to an inmate.
  - K. Special Request. A written application for release of an inmate's own funds to be disbursed when authorized by appropriate facility personnel.
  - L. Trust Fund System. A computerized accounting system that tracks and maintains inmate monies.

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- M. Unclaimed Account. A discharged inmate's account with a balance remaining on hand.
- N. Victim. An individual who has suffered as a result of any criminal offense for which the inmate has served or is serving a sentence, or stands convicted of, or disposition is pending, including, but not limited to: (1) an individual who has suffered direct or threatened physical, emotional or financial harm as a result of a crime for which another individual is or has been incarcerated; (2) a member of the deceased victim's immediate family; or, (3) a legal representative of the victim.
4. Receipts. An Attachment A, Official Receipt (COR-9) shall be issued for cash or other negotiable instruments received for an inmate's benefit, including cash for bonds or fines. Fiscal Services is exempted from issuing receipts for cash, money orders and/or other negotiable instruments received for an inmate's benefit for deposit into an inmate's trust account. This exemption does not include any cash, money orders, and/or other negotiable instruments collected during inmate admittance or for bonds.
5. Receipts Journal. Any monetary remittance shall be recorded in Attachment B, Receipts Journal. The Journal shall denote date, receipt number, inmate name, inmate number, amount, receiver's signature and type of receipt. It shall be signed by the authorized individual preparing the receipt and all staff who subsequently verify the funds listed, prior to delivery to the Inmate Trust Fund Office.
6. Monetary Remittances Guidelines. Any authorized monetary remittances shall be handled in accordance with Administrative Directives 3.2, Handling of Funds. The following guidelines shall apply:
- A. Admissions. All monies confiscated upon admission shall be recorded and retained in an inmate account.
- B. Mail. An inmate may only receive certified, payroll, cashier, government checks, refunds, attorney checks or money orders through the mail sent to a designated location. Any unacceptable funds or correspondence directed to the inmate shall be returned to the sender with Attachment C, Returned Letter or Funds Notification attached to indicate the reason for the return.
- C. Discharged Inmate. Any authorized monetary remittances received for an inmate who has been discharged shall be returned to the sender.
- D. Bonds and Fines. Only U.S. currency, cashiers check, certified checks, or a Department of Correction Inmate Trust Fund check shall be accepted for payment of bonds and fines.
1. Each Attachment A, Official Receipt (COR-9) shall be recorded in Attachment B, Receipt Journal. Each journal entry shall be signed by the authorized staff member issuing the receipt.
  2. Each cash bond posted shall be documented in accordance with procedures issued by the Director of Fiscal Services. Bond monies shall be deposited into a bond account within the Inmate Trust Fund.
  3. A check will be issued for each bond/fine from the bond account within the Inmate Trust Fund. Each check shall be made payable to the respective court with the inmate name and number noted in the memo section.

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4. All related documents shall have the receipt number denoted on them and be transmitted with the check to the appropriate court.
- E. Contaminated Funds. Facilities should place any contaminated funds, either admittance or contraband, in a see-through evidence bag to allow verification without further handling.
- F. Payment of Obligations. Inmate funds received for deposit may be withheld for payment of inmate obligations as provided by statute or Administrative Directive.
- G. Counterfeit Funds. Any funds believed to be of a counterfeit nature are to be identified as suspect and a notation shall be made on the admission receipt. An incident report shall be completed. A copy of the incident report shall be forwarded to the Inmate Trust Fund office. Inmate Trust shall deposit suspected counterfeit money separately and shall not be credited to an inmate's account until verified. The bank will verify if the funds are legitimate or not. If the bank confirms the funds as counterfeit, notification shall be made to Inmate Accounts who shall refer the incident to the Security Division. Further referral shall be made to the Connecticut State Police.
- H. Employee Prohibition. Department employees shall be prohibited from sending money to an inmate who is under the custody of the Department (except for an immediate family member as defined in Section 3(E) of this Directive AND only when authorized in writing by the employee's Unit Administrator and the Unit Administrator of the facility where the immediate family member is incarcerated).
- I. Victim Prohibition. The names of individuals sending in money shall be checked against a victim database maintained by the Department's Victim Services Unit in order to determine if the individual is a registered victim with that Unit. If it is determined that the individual is a victim of an inmate's crime, he/she shall be prohibited from sending money to that particular inmate unless such action is authorized by the Unit Administrator or higher authority.
- J. Inmate Prohibition. An inmate may not transfer, send or otherwise give, regardless of manner, money to another inmate (except for an immediate family member as defined in Section 3(E) of this Directive AND only when authorized in writing by the sending inmate's Unit Administrator and the Unit Administrator of the facility where the immediate family member is incarcerated).
7. Deposits. All monies belonging to the fund shall be deposited in accordance with Administrative Directive 3.2, Handling of Funds.
8. Open Account. An account within the fund shall be maintained for each inmate. Additional deposits and disbursements shall be made to or from the account until the inmate is released or discharged. Each inmate's account balance shall be updated for every transaction.
9. Additional Mandated Requirements. The Fiscal Services Unit shall comply with any additional requirements, as established by statute, case law or administrative directive, in a manner consistent with sound fiscal policy.
10. Daily Inmate Fund Reconciliation. The Inmate Trust Fund account balances shall be reconciled daily in accordance with standard accounting practices.

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11. Disbursements. An inmate's account balance shall be verified for adequate funds prior to authorized disbursements. Disbursements from an inmate's account shall be made for commissary purchases, approved special requests to an individual on an inmate's approved visiting list or to an individual with prior written approval from the Unit Administrator, fees, bonds, restitution, fines, discharges and other purposes as authorized by the Commissioner or designee.
12. Disbursements to a Private Bank Account. Inmates may deposit personal funds in a bank.
13. Special Request. A special request for disbursement from an inmate's own trust account may be made by the inmate, utilizing Attachment D, Special Request Form. The special request form shall be signed by the inmate in the presence of the counselor. The counselor shall forward the signed special request form to the Unit Administrator or designee for approval, as detailed below. If approved, copies shall be marked as such. The special request form shall be used as the authorization for processing and posting to the inmate's account. Special requests which require U.S. Mail must be accompanied by an addressed, stamped envelope.

Attachment D, Special Request Form must be approved as follows:

- A. \$.01 through \$100. This range shall require the approval of the appropriate counselor;
  - B. \$100.01 through \$250.00. This range shall require the approval of the appropriate counselor and supervisor; and,
  - C. \$250.01 and Greater. This range shall require the approval of the appropriate counselor, supervisor and the Unit Administrator.
14. Closed Accounts. Upon notice of release or discharge and receipt of authorizing documentation, a check for the inmate's account balance shall be prepared. The check shall be mailed to an address provided by the inmate. The inmate may receive the check upon discharge at the facility if 30 days notification is provided. The reconciling and check cutting transactions shall close the account. Closed account records shall be retained in accordance with appropriate records retention schedules.
  15. Unclaimed Accounts. A "good faith effort" shall be made to contact a discharged inmate in accordance with Administrative Directive 6.10, Inmate Property. Any funds in the inmate's account not claimed within one (1) year from the date of discharge shall be forfeited by the inmate. Forfeited funds shall be transferred to the Correctional General Welfare Fund in accordance with Administrative Directive 3.5, Correctional General Welfare Fund.
  16. Contraband Funds. All unauthorized monies found in an inmate's possession shall be deposited to the Correctional General Welfare Fund in accordance with Administrative Directives 3.5, Correctional General Welfare Fund.
  17. Reports. Accounting reports shall be prepared using the accrual basis of accounting. In addition all financial records shall be maintained, reconciled and submitted in accordance with the prescribed programs established by the Director of Fiscal Services. The following monthly reports shall be prepared and maintained by Inmate Accounts:

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- A. Month End Report. A summary of the General Ledger shall be generated and reconciled to the Trust Balance Sheet and Income Statement.
- B. Trust Balance Sheet and Income Statement. A summary of assets, liabilities, and Trust Fund balance.
- 18. Quarterly Report. The following quarterly reports shall be submitted to the Director of Fiscal Services no later than the 15th of each month following the end of each quarter:
  - A. Trust Balance Sheet and Income Statement; and,
  - B. Quarterly Trust Balance Sheet Comparison.
- 19. Records Retention. Computer and hard copy records shall be maintained by the Fiscal Services Unit in accordance with Administrative Directive 4.7, Records Retention.
- 20. Forms and Attachments. The following attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. Attachment A, Official Receipt (COR-9);
  - B. Attachment B, Receipt Journal;
  - C. Attachment C, Returned Letter or Funds Notification; and,
  - D. Attachment D, Special Request Form.
- 21. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.