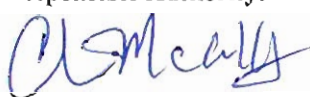
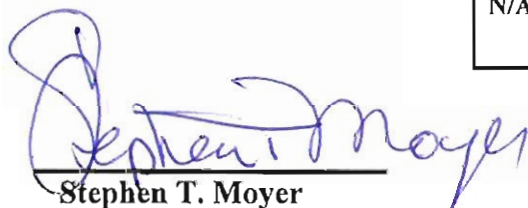


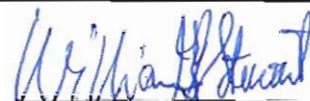
## Executive Directive



Title: Inmate Welfare Fund	Executive Directive Number: ADM.245.0003 Revised
Related MD Statute/Regulations: Correctional Services Article; §§2-103, 2-109, and 10-502; Annotated Code of Maryland; COMAR 12.11.09	Supersedes: ADM.245.0003 Dated September 4, 2015
Related ACA Standards: 4-4044; 2-CO-1B-14; 4-ALDF-7D-16	Responsible Authority:  Chief Financial Officer
Related MCCS Standards: N/A	Effective Date: November 1, 2017 Number of Pages: 5



Stephen T. Moyer  
Secretary



William G. Stewart  
Deputy Secretary  
for Administration

### .01 Purpose.

This directive continues procedures for the Inmate Welfare Fund Board to administer inmate welfare funds under the authority of the Department of Public Safety and Correctional Services (Department).

### .02 Scope.

This directive applies to all units of the Department responsible for an Inmate Welfare Fund.

### .03 Policy.

The Department shall comply with applicable statutes and regulations and acceptable accounting procedures related to collecting, safeguarding, and dispersing funds designated to benefit the general inmate population.

### .04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Commissioner" means the Commissioner of Correction or the Commissioner of Pretrial Detention and Services.
- (2) "Director" means the Director of Patuxent Institution.
- (3) "Inmate welfare fund" means a fund that is:
  - (a) Used to provide goods and services beneficial to the general inmate population; and
  - (b) Generated from commission-generating operations such as commissary operations and vending machines.

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- (4) “Managing official” means the highest ranking Department employee at a Department correctional or detention facility who is responsible for the management of the facility.
- (5) “General inmate population” means individuals confined in a Department correctional or detention facility.

**.05 Procedure.**

A. The Inmate Welfare Fund Board (Board).

- (1) The Board shall oversee administration of inmate welfare funds.
- (2) At a minimum, the Board shall:
  - (a) Review existing and proposed cost allocations for Department inmate related programs to determine the use of inmate welfare funds in the subsequent budget year;
  - (b) Identify and quantify priority projects to be supported with inmate welfare funds; and
  - (c) Prepare a year-end report for review by the Board and distribution upon request to parties such as managing officials, inmates, and legislative analysts that summarizes inmate welfare fund revenues and expenditures by type, dollar amount, and facility for the previous fiscal year.

B. Inmate welfare fund revenues are reserved to fund the following Department inmate programs:

- (1) Inmate Grievance Office; and
- (2) Priority projects approved by the Board.

C. After all expenditures for Department inmate related programs listed in §.05B of this directive have been funded, the remaining balance of inmate welfare funds shall be distributed among the various Department correctional and detention facilities based upon the average daily population at each facility.

D. Each managing official has the authority to approve inmate welfare fund expenditures authorized by the Board or under §.05E of this directive provided that:

- (1) The facility maintains adequate inmate welfare funds to make the required contribution to Department inmate related programs listed in §.05B of this directive before the end of each fiscal year, and
- (2) Authorizing an expenditure does not cause the available balance of the facility’s inmate welfare funds to drop below zero.

E. The following expenditure categories shall be approved by the managing official without review by the Board:

- (1) Photocopier and other equipment rental;
- (2) Repair or purchase of replacement parts for equipment previously purchased with inmate welfare funds;

- (3) The purchase of:
  - (a) Newspapers, library books, and supplies;
  - (b) Inmate welfare kits;
  - (c) Barbershop supplies;
  - (d) Ice for inmates on housing units;
  - (e) Recreational supplies; however, a single purchase of recreational supplies that exceeds \$5,000, requires prior review and approval by the Board;
  - (f) Audiovisual entertainment, such as movie rentals; however, a single purchase of audiovisual equipment requires prior review and approval by the Board; and
  - (g) On-going costs to maintain previously approved cable or satellite services; however, this does not include initial acquisition of cable or satellite services or a change in the level of cable or satellite services provided which requires prior review and approval by the Board.

F. The following inmate welfare fund expenditures require prior review and approval by the Board:

- (1) Equipment purchases; however the purchase of equipment required to meet immediate health and safety needs may be approved by the appropriate Commissioner or Director;
- (2) Initial acquisition of cable or satellite services or a change in the level or nature of cable or satellite services provided to a facility; and
- (3) A single purchase of recreational supplies that exceeds \$5,000.

G. The Deputy Secretary for Operations shall establish cost parameters based on a per inmate attendance for the amount of inmate welfare funds that may be expended on semi-annual Family Day activities.

H. The following procedures are to be used for submitting a request to the Board for review and approval of expenditures using inmate welfare funds.

- (1) If an expenditure of inmate welfare funds requires review and approval by the Board, a managing official shall submit a request to the Board through the appropriate chain of command to the respective Commissioner or Director, and at a minimum, provide the following:
  - (a) The facility to which the expenditure is to be charged;
  - (b) A description of the item or items to be purchased;
  - (c) The total amount of the proposed expenditure with detailed cost information, as appropriate;
  - (d) Justification for the proposed expenditure; and
  - (e) The current inmate welfare fund account balance at the facility.

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- (2) The Commissioner or Director shall:
- (a) Review the request;
  - (b) Ensure adequate information has been provided to support the request;
  - (c) Prepare a list of requests received that are to be considered by the Board at the next meeting and include for each request:
    - (i) The facility to which the expenditure is to be charged;
    - (ii) A brief description of the item to be purchased;
    - (iii) The total amount of the proposed expenditure;
    - (iv) A recommendation to the Board as to whether or not the request should be funded with inmate welfare funds; and
    - (v) The current inmate welfare fund balance at the facility; and
  - (d) Submit the list of requests and related documentation, including the Commissioner's or Director's recommendation, to the Deputy Secretary for Operations at least 1 week before the Board's next scheduled meeting.
- (3) The Chief Financial Officer shall:
- (a) Review the request received to ensure that adequate information has been provided to support the request;
  - (b) Verify that the Commissioner or Director has included a recommendation as to whether or not inmate welfare funds are to be used to fund the request;
  - (c) Make a recommendation to the Board as to:
    - (i) Whether or not each request is an appropriate use of inmate welfare funds; and
    - (ii) The amount of inmate welfare funds available to fund the requests.

I. If applicable, interest earned on inmate welfare fund money, except for operating expenses, shall be deposited in the inmate welfare fund.

**.06 Attachment/Link.**

[COMAR 12.11.09 Inmate Welfare Fund](#)

**.07 History.**

This directive rescinds ADM.245.0003 dated September 4, 2015 and supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

**.08 Operations Distribution.**

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S — Finance Office