





# CHANGE NOTICE

<b>Title:</b> Fiscal Operations for Inmate Funds		<b>Directive Number:</b> ADM.245.0001 Effective: 09/26/2022	
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §§3-610 and 3-804, ACM; DPSCS Fiscal Operations Manual; General Accounting Procedures Manual; and MOBS Manual			
<b>Related ACA Standards:</b> 5-ACI-1B-01, 07, 20, 21, 22, and 23; 4-4292; 4-ALDF-7D-16; and 1-CORE-7D-03		<b>Responsible Authority:</b>  <b>Nija S. Roberts</b> Chief Financial Officer	
<b>Related Directives:</b> DPSCS Financial Operations Manual OPS.250.0001 – Inmate Mail – Mailroom Procedures			

  
**Christina N. Lentz**  
Acting Deputy Secretary  
of Administration

## ADM CHANGE NOTICE 01-23 EFFECTIVE DATE January 13, 2023

### CHANGE NOTICE #1 TO THIS DIRECTIVE

#### .05 Procedures.

Insert the following language in to ADM.245.0001 as the new **§.05D** and re-letter the remaining sections as appropriate.

**D. The managing official or designee, shall:**

- (1) Direct correctional employees to use the *DPSCS Inmate Request For Disbursement Form (Appendix A)* for inmates requesting for funds to be disbursed from their spending account; and
- (2) Develop a process to ensure the correctional employee forwards the form to the Regional Finance Office for processing.

Replace the existing text in the new **§.05K(3)** [previously .05J(3)] with the new language as follows:

**K.** The Regional Fiscal Officer shall ensure that the following common transactions are processed in accordance with the Department’s Fiscal Operation’s Manual:

- (3) Disbursement requests, authorized by the inmate on a *DPSCS Inmate Request For Disbursement Form (Appendix A)* be processed by the fiscal clerk;

#### .06 Appendix.

Insert the following language as **§.06A**.

- A.** *DPSCS Inmate Request For the Disbursement of Funds* Form – ADM form # 245-1aR

# INMATE REQUEST FOR DISBURSEMENT FORM

By completing and signing this form, I hereby authorize the Department of Public Safety and Correctional Services and its fiscal employees, to issue a check from my account as indicated below. I understand that any disbursement request greater than five hundred dollars (\$500) shall be processed via transmittal to the Comptroller of Maryland.

SID#: \_\_\_\_\_ Facility: \_\_\_\_\_ Housing Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Name: \_\_\_\_\_ Inmate Signature: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount (in words): \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
(in numbers) (written amount must match numerical amount or request will be returned)

Pay To: \_\_\_\_\_ FEIN/SS#: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(print complete name) (payee's correct FEIN or SS# and phone number must be entered for amounts of \$500 & over)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Officer Approval: \_\_\_\_\_ Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Supervisor Approval: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY WARDEN OR DESIGNEE IF APPROVAL IS REQUIRED

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED Reason for Denial: \_\_\_\_\_

Warden's (or Designee) Signature & Date: \_\_\_\_\_  
ADM form # 245-1aR (rev. 01/2023)

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Inmate Name: \_\_\_\_\_ Inmate Signature: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount (in words): \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
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(print name)

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Inmate Name: \_\_\_\_\_ Inmate Signature: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount (in words): \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
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Warden's (or Designee) Signature & Date: \_\_\_\_\_  
ADM form # 245-1aR (rev. 01/2023)

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I understand that any disbursement request greater than five hundred dollars (\$500) shall be processed via transmittal to the Comptroller of Maryland.

**SID#:** \_\_\_\_\_ **Facility:** \_\_\_\_\_ **Housing Unit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inmate Name:** \_\_\_\_\_ **Inmate Signature:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Amount (in words):** \_\_\_\_\_  
(written amount must match numerical amount or request will be returned)

**Amount:** \$ \_\_\_\_\_  
(in numbers)

**Pay To:** \_\_\_\_\_ **FEIN/SS#:** \_\_\_\_\_  
(print complete name) (payee's correct FEIN or SS# and phone number must be entered for amounts of \$500 & over)

**Phone #:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Officer Approval:** \_\_\_\_\_ **Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ **Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY WARDEN OR WARDEN'S DESIGNEE IF APPROVAL IS REQUIRED**

APPROVED     DENIED    Reason for Denial: \_\_\_\_\_  
Warden's (or Designee) Signature & Date: \_\_\_\_\_

# FORMULARIO DE SOLICITUD DE DESEMBOLSO PARA RECLUSOS

Al completar y firma este formulario, autorizo al Departamento de Seguridad Pública y Servicios Correccionales y sus empleados fiscales a emitir un cheque desde mi cuenta como se indica a continuación. Entiendo que toda solicitud de desembolso mayor a quinientos dólares (\$500) se debe procesar a través de transmisión al auditor de Maryland.

No SID: \_\_\_\_\_ Centro: \_\_\_\_\_ Unidad de alojamiento: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del recluso: \_\_\_\_\_ Firma del recluso: \_\_\_\_\_

Propósito: \_\_\_\_\_ Monto (en palabras): \_\_\_\_\_ Monto \$: \_\_\_\_\_  
(el monto escrito debe coincidir con el monto numérico o se devolverá la solicitud)

Pagable a: \_\_\_\_\_ FEIN/SS#: \_\_\_\_\_ No. Tel: \_\_\_\_\_  
(nombre completo en imprenta) (se requiere el FEIN o SS# correcto y número de teléfono del beneficiario para montos de \$500 o más)

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Aprobado por oficial: \_\_\_\_\_ Firma del oficial: \_\_\_\_\_ Fecha: \_\_\_\_\_

Aprobado por supervisor: \_\_\_\_\_ Firma del supervisor: \_\_\_\_\_ Fecha: \_\_\_\_\_

## ESTA SECCIÓN LA DEBE COMPLETAR EL DIRECTOR DE LA PRISIÓN O REPRESENTANTE SI

\_\_\_\_\_ APROBADO \_\_\_\_\_ DENEGADO Motivo de denegación: \_\_\_\_\_

Firma y fecha del director (o representante): \_\_\_\_\_ Fecha: \_\_\_\_\_

ADM form # 245-1aR (Rev. 03/2023)

## FORMULARIO DE SOLICITUD DE DESEMBOLSO

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Nombre del recluso: \_\_\_\_\_ Firma del recluso: \_\_\_\_\_

Propósito: \_\_\_\_\_ Monto (en palabras): \_\_\_\_\_ Monto \$: \_\_\_\_\_  
(el monto escrito debe coincidir con el monto numérico o se devolverá la solicitud)

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ADM form # 245-1aR (Rev. 03/2023)

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Nombre del recluso: \_\_\_\_\_ Firma del recluso: \_\_\_\_\_

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Firma y fecha del director (o representante): \_\_\_\_\_ Fecha: \_\_\_\_\_

ADM form # 245-1aR (Rev. 03/2023)

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Entiendo que toda solicitud de desembolso mayor a quinientos dólares (\$500) se debe procesar a través de transmisión al auditor de Maryland.

No. SID: \_\_\_\_\_ Centro: \_\_\_\_\_ Unidad de alojamiento: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del recluso: \_\_\_\_\_ Firma del recluso: \_\_\_\_\_

Propósito: \_\_\_\_\_

Monto (en palabras): \_\_\_\_\_  
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Monto: \$ \_\_\_\_\_  
(en números)

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**ESTA SECCIÓN LA DEBE COMPLETAR EL DIRECTOR DE LA PRISIÓN O REPRESENTANTE SI SE REQUIERE APROBACIÓN**

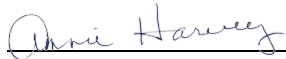
APROBADO  DENEGADO Motivo de denegación: \_\_\_\_\_

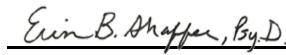
Firma y fecha del director (o representante) / Fecha: \_\_\_\_\_

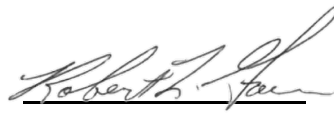


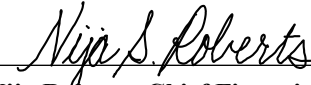
## Department Directive

  
**Dionne Randolph**  
 Commissioner  
 Division of Pretrial and  
 Detention Services

  
**Annie Harvey**  
 Commissioner of  
 Correction

  
**Erin Shaffer**  
 Director, Patuxent Institution

  
**Robert Green**  
 Secretary

<b>Title:</b> <p style="text-align: center;"><b>Fiscal Operations for Inmate Funds</b></p>	<b>Directive Number:</b> <p style="text-align: center;"><b>ADM.245.0001</b></p>
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §§3-610 and 3-804 ACM DPSCS Fiscal Operations Manual General Accounting Procedures Manual and MOBS Manual	<b>Supersedes:</b> ADM.245.0001 effective November 20, 2015
<b>Related ACA and MCCS Standards:</b> 5-ACI-1B-01, 07, 20, 21, 22, and 23; 4-4292; 4-ALDF-7D-16; and 1-CORE-7D-03	<b>Authorized By:</b>  <b>Nija Roberts, Chief Financial Officer</b> Division of Finance
<b>Related Directives:</b> DPSCS Financial Operations Manual OPS.250.0001 – Inmate Mail – Mailroom Procedures	<b>Issued Date: September 22, 2022</b>  <b>Effective Date: September 26, 2022</b>
<b>Variance:</b> A correctional facility may implement a facility directive to comply with this Department Directive	<b>Number of Pages: 8</b>

**.01 Purpose.**

The purpose of this directive is to establish and maintain Department of Public Safety and Correctional Services (Department) procedures for the management, control, and accountability of inmate personal funds.

**.02 Scope.**

This directive applies to all units responsible for the accountability of inmate personal funds maintained under the authority of the Department.

**.03 Policy.**

- A.** The Department shall maintain inmate personal funds through the application of established standard accounting procedures.
- B.** The Department shall maintain records to document transactions involving inmate personal funds resulting from confiscation, receipt, expenditure, and disbursement.

**.04 Definitions.**

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

**B.** Terms Defined.

- (1) “Additional Reserve account” means an inmate’s encumbered financial account that is established at the request of the inmate.
- (2) Authorized negotiable item.
  - (a) “Authorized negotiable item” means a document used to guarantee the payment of a fixed amount payable to the bearer named on the document.
  - (b) “Authorized negotiable item” includes:
    - (i) Cashier’s check;
    - (ii) Vendor check;
    - (iii) Money order;
    - (iv) Teller check; or
    - (v) Any other similar item.
- (3) “Contaminated” means that an item poses a health hazard or safety risk as a result of exposure to a toxic or harmful material.
- (4) “Contraband account” means an inmate’s encumbered financial account that contains funds that were confiscated from the inmate because they were not authorized for possession.
- (5) “Debt account” means an inmate’s account obligation to repay specified expenses or court ordered fees.
- (6) “Earnings” means any form of periodic income or payment to an inmate including:
  - (a) Wages;
  - (b) An annuity;
  - (c) A pension;
  - (d) A tax refund;
  - (e) Social Security;
  - (f) Worker’s compensation;
  - (g) Unemployment Insurance; and

- (h) Any commission or fee paid to the inmate in connection with income earned through employment.
- (7) Inmate.
- (a) “Inmate” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
  - (b) “Inmate” includes individuals housed in a correctional or detention facility and referred to as:
    - (i) Arrestee; and
    - (ii) Detainee.
- (8) Inmate personal funds.
- (a) “Inmate personal funds” means all monies held by the Department on behalf of the inmate in the inmate’s financial account established under Correctional Services Article, §3-609(a), Annotated Code of Maryland or other statute, policy, or regulation authorizing accounts for a similar purpose.
  - (b) “Inmate personal funds” includes:
    - (i) A return payment on a purchase;
    - (ii) Earnings;
    - (iii) Confiscated cash; and
    - (iv) Authorized negotiable items and money received from an outside source.
- (9) “Lockbox” means a bank-operated mailing address to which the Department directs agencies, families, and bursars to send authorized negotiable items to inmates.
- (10) “Managing official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Managing official means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.’
- (11) “May not” means an absolute prohibition and does not imply discretion.
- (12) “MOBS III” means Maryland Offender Banking System III, a system that maintains an account record for each inmate of the inmate’s financial accounts and personal funds.
- (13) “Reserve account” means an inmate’s encumbered financial account to be used as described in §.05D(1) of this directive.
- (14) “Spending account” means an inmate’s unencumbered financial account with funds available for use and to be used as described in §.05D(2) of this directive.



**.05 Procedure.**

- A.** An inmate may not physically possess cash, checks, money orders, or other forms of currency while confined in a correctional facility.
- B.** The managing official, or a designee, may authorize an inmate to physically possess funds under specific circumstances while outside a correctional facility, for example, to cover costs incurred by work or school release.
- C.** The managing official, or a designee responsible for the intake process at a correctional facility, shall ensure that:
  - (1) The procedure for surrender and receipting of cash, checks, money orders, or other forms of currency upon admission, or subsequent to a search and seizure of contraband, shall provide for:
    - (a) Written designation of personnel authorized to handle inmate personal funds;
    - (b) Instruction for appropriate fiscal records and a stated chain of custody;
    - (c) Secure storage; and
    - (d) Other security measures deemed appropriate and necessary to protect inmate funds from theft and abuse.
  - (2) An account is established for each inmate;
  - (3) Except for provisions under §.05C(4) and (5) of this directive, money, checks, money orders, and other negotiable items in an inmate's possession at the time of intake shall be:
    - (a) Surrendered at intake;
    - (b) Applied to the inmate's account; and
    - (c) Receipted to the inmate.
  - (4) Money, checks, money orders, or other negotiable items that are in an inmate's possession at the time of intake and are determined to be evidence in an administrative or criminal investigation:
    - (a) Shall be handled according to Department and facility procedures for the processing and documenting of evidence; and
    - (b) May not be applied to the inmate's account until the investigation determines that the inmate is entitled to possess the items.
  - (5) Contaminated money, checks, money orders, and other negotiable items in an inmate's possession at the time of intake, shall be deposited separately at the proper banking facility for return to the U.S. Treasury or the issuing authority for disposition.

**D. An inmate account, established for an adult sentenced inmate, shall consist of:**

(1) A \$50 reserve account wherein:

- (a) The accumulation of \$50 in the reserve account is achieved by depositing one-third of the inmate's payroll earnings into the reserve account until the reserve account reaches a balance of \$50;
- (b) When the reserve account has less than a \$50 balance, one-third of all earnings, less the amount required to bring the inmate's spending account to a total of \$10, shall be deposited into the reserve account;
- (c) Funds in the reserve account may only be used upon the inmate's release or upon written authorization of the managing official, or a designee.

(2) A spending account wherein:

- (a) All funds not designated for an inmate's reserve account, additional reserve account, or contraband account are deposited into the spending account;
- (b) Spending account funds may be used to purchase goods from the commissary or from outside sources;
- (c) A maximum of \$85 per week from the spending account may be used for commissary purchases;
- (d) A purchase from an outside source requires prior approval of the managing official, or a designee;
- (e) The managing official, or a designee, may authorize spending account expenditures for purposes such as college expenses or sending money home;
- (f) The managing official at the Maryland Correctional Pre-Release System (MCPRS), or a designee, may authorize expenditures from the spending account for inmate public transportation costs, family leave expenses, and other out-of-pocket expenses on a case-by-case basis; and
- (g) The managing official may establish procedures to provide appropriate safeguards governing expenditures from an inmate spending account.

**E. When there is a balance in the inmate's debt account, all incoming funds, less the amount required to bring the inmate's spending account to the total of \$10.00, shall be applied against the debt.**

**F. An inmate account for a juvenile inmate or an adult pre-trial inmate does not require a reserve account.**

**G. The financial services available to outside sources, such as the inmate's family or a government agency, to deposit funds into an inmate's account include:**

- (1) [Access Corrections](#); and
- (2) [Lockbox as established in OPS.250.0001, Appendix E.](#)

**H.** The Regional Fiscal Officer is responsible for ensuring that:

- (1) Confiscated cash is handled in accordance with the Department Fiscal Operations Manual and other applicable operating procedures;
- (2) A fiscal clerk is assigned to verify, reconcile and create a deposit for the receipt of the cash surrendered to a search room officer;
- (3) A fiscal clerk in the Inmate Finance Unit is assigned to:
  - (a) Post cash to the MOBS III banking system; and
  - (b) Post contraband to the appropriate account; and
- (4) Disbursements of confiscated cash are made:
  - (a) At the time the inmate is released or transferred; or
  - (b) At other times, only with prior approval of the managing official or a designee.

**I.** The employee who is responsible for the operation of the facility's mailroom shall ensure that funds received for an inmate are processed in accordance with OPS.250.0001 – Inmate Mail – Mailroom Procedures.

**J.** The Regional Fiscal Officer shall ensure that the following common transactions are processed in accordance with the Department's Fiscal Operation's Manual:

- (1) A review of all facility inmate accounts, identifying those that have been inactive for 3 years or longer (abandoned funds), to be conducted annually by the regional supervisor of inmate accounts;
- (2) The appropriately documented transfer of abandoned funds to the State Treasurer, to be conducted annually by the regional supervisor of inmate accounts;
- (3) Disbursement requests, authorized by the inmate on a "Form to Authorize the Release of Inmate Funds," to be processed by the fiscal clerk;
- (4) Deductions from an inmate's spending and reserve account, which:
  - (a) May be ordered by a managing official:
    - (i) As reimbursement of the cost of returning an inmate from an escape; or
    - (ii) Pursuant to COMAR 12.03.01 – Inmate Disciplinary Process, as reimbursement of the reasonable value of State property that is willfully or maliciously destroyed by the inmate, or that is destroyed by the gross negligence of the inmate.

- (b) May be conducted without inmate authorization; and
- (c) Shall avoid placing the inmate into an indigent status by leaving the inmate spending (available) account with a balance of no less than \$10.

**K. An inmate:**

(1) May not:

- (a) Operate an outside checking account;
- (b) Transfer funds to an inmate housed in the same facility without approval of the facility's managing official; or
- (c) Transfer funds to the account of an inmate housed in a different correctional facility without approval of each facility's managing official.

- (2) May open an interest-bearing individual savings account with an outside bank and operate the savings account through the U.S. Mail according to instructions included in the facility's Inmate Handbook.

**L. Inmate Release.**

- (1) Except under provisions of §.05L(2) of this directive, the total amount in the inmate's account shall be released to the inmate at the time the inmate is released from the facility.
- (2) If at the time of an inmate's release, the balance of the inmate's account is so large that full disbursement would create an undue burden on the system, the inmate shall receive partial disbursement at the time of release, with the balance disbursed by transmittal from the Comptroller' Office.
- (3) If, upon the release of an inmate, the inmate's account has a negative balance, the managing official or a designee shall ensure that:
  - (a) The inmate is billed for the balance according to Central Collection procedures;
  - (b) A record of the remaining balance and action taken to collect the debt is maintained in the inmate's base file;
  - (c) If the inmate returns to the custody of the Department, appropriate staff shall attempt to determine if the debt has been satisfied; and
  - (d) If the debt still exists:
    - (i) The process provided under §.05E of this directive is resumed; or
    - (ii) In the case of a work release participant, deductions made from wages as stipulated in the work release agreement are resumed.

**M.** Shortages and overages in an inmate account resulting from the mishandling of funds shall be investigated to determine further progressive action if deemed appropriate.

**.06 Appendix.**

None

**.07 History.**

**A.** This directive replaces ADM.245.0001 effective November 20, 2015.

**B.** This directive supersedes provisions of any other prior existing Department or facility communication with which it may be in conflict.

**.08 Distribution.**

A

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S – Finance staff

Mailroom staff