
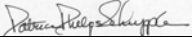
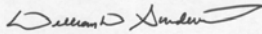


DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 <b>DIVISION OF CORRECTION DIRECTIVE</b>	<b>PROGRAM:</b>	<b>COMMISSARY</b>		
	<b>DCD #:</b>	<b>175-2</b>		
	<b>TITLE:</b>	<b>Indigent Inmates</b>		
	<b>ISSUED:</b>	<b>April 15, 2002</b>		
	<b>AUTHORITY:</b>		<b>PROGRAM DIRECTOR</b>	
	<b>APPROVED:</b>		<b>COMMISSIONER</b>	

I. REFERENCES:

- A. DCDs 175-1 and 250-1
- B. MCCS Standards .04 and .05

II. APPLICABLE TO: All Institutions

III. PURPOSE: To establish procedures for supplying the inmate with basic necessities.

IV. DEFINITION:

Indigent Inmate - An indigent inmate is:

- (1) an inmate who at reception has less than \$4.00 in his/her active and commissary accounts,
- (2) an inmate who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his/her active and commissary accounts,
- (3) for the sole purpose of acquiring a birth certificate, an inmate who has less than \$6.00 in his/her active and commissary accounts.

An inmate who meets the above criteria, but has a pattern of receiving and spending funds in a 30-day period that shows manipulation of the account balances to maintain indigency, will not qualify as an indigent inmate; and, the value of a welfare commissary package received during that 30-day period may be deducted from the inmate's active or commissary account.

## V. POLICY:

- A. The Division of Correction recognizes its responsibility to provide basic personal hygiene articles, as well as writing materials, for inmates who are indigent and therefore unable to purchase these items through the commissary. Funds for this purpose are available through the institution's Inmate Welfare Fund, in accordance with DCD 175-1.
- B. Each institution shall provide welfare commissary to indigent inmates in accordance with the procedures outlined in this DCD.

## VI. PROCEDURE:

- A. Initial issue of welfare commissary at an institution shall include only items that the inmate does not possess.
- B. Welfare commissary shall consist of the items and amounts listed below:

<u>Item</u>	<u>Quantity</u>	<u>Frequency</u>
Toothpaste	1 ea.	monthly
Toothbrush	1 ea.	semi-annually
Pen	1 ea.	as necessary
Envelopes	7 ea.	weekly
Writing Paper	7 ea.	weekly
Soap	2 bars	as necessary
Laundry Detergent	1 cup or 8 oz. box	as necessary
Disposable Razors	1 ea.	as necessary
Shaving Cream	1 ea.	as necessary
Comb (hair)	1 ea.	semi-annually

- C. Additional paper and envelopes for legal correspondence shall be provided as necessary to ensure access to the courts. However, the institution staff shall ensure that this provision is not abused.
- D. Postage shall be provided under guidelines of DCD 250-1.
- E. Welfare Commissary Orders
  - 1. Each institution shall select a responsible person for issuing the Welfare Commissary Request, DC Form 175-2aR (attached as Appendix 1) to inmates requesting welfare commissary.

2. The institutional finance office shall determine the inmate's eligibility. The welfare commissary orders shall be processed and distributed in accordance with the regular commissary procedure.

F. Exceptions to this DCD

1. MCIW - The warden of MCIW is authorized to add items to the welfare commissary list.
2. MCPRS - The warden of the MCPRS is authorized to develop alternate procedures for obtaining welfare commissary, so long as sufficient provision is made for the inmate to obtain the items listed in the above welfare commissary list.

G. This DCD does not preclude the institutions from providing items on the welfare commissary list in the housing areas, where they may be obtained as needed from the housing officer.

H. Each warden shall issue institutional directives necessary to implement and comply with this DCD.

VII. ATTACHMENTS: Appendix 1: Welfare Commissary Request DC Form 175-2aR

VIII. RESCISSION: DCD 175-2, dated February 15, 1987

Distribution:

A

L

S-Staff and Inmate Bulletin Boards

DIVISION OF CORRECTION  
WELFARE COMMISSARY REQUEST

\_\_\_\_\_  
Institution

Inmate Name: \_\_\_\_\_ Housing Unit Number: \_\_\_\_\_

Inmate Number: \_\_\_\_\_ Date \_\_\_\_\_

QUANTITY

ITEM/FREQUENCY

_____ 14 ea.	Envelopes - 7 weekly*
_____ 14 ea.	Paper - 7 weekly*
_____ 1 ea.	Toothpaste - monthly
_____ 1 ea.	Toothbrush - semi-annually
_____ 1 ea.	Pen - as necessary
_____ 2 bars	Soap - as necessary
_____ 1 box or 8 oz.	Laundry Detergent - as necessary
_____ 1 ea.	Disposal Razors - as necessary
_____ 1 ea.	Shaving Cream - as necessary
_____ 1 ea.	Comb (hair) - semi-annually

In order to be eligible for welfare commissary, an inmate must meet the eligibility requirements as defined in DCD 175-2. Welfare commissary orders will not be filled if an inmate does not meet eligibility criteria.

\*Writing paper and envelopes needed for legal correspondence will be provided as necessary to ensure access to the courts; however, the institution will ensure that this provision is not abused.