	MISSISSIPPI DEPARTMENT OF CORRECTIONS	POLICY NUMBER 02-11
		AGENCY WIDE
INMATE WELFARE FUND		INITIAL DATE 10-01-88
ACA STANDARDS: 2-CO-1B-14, 4-4044		EFFECTIVE DATE 02-15-2008
STATUTES: 47-5-158	NON-RESTRICTED	Page 1 of 3

1 **POLICY:**

2
3 It is the policy of the Mississippi Department of Corrections (MDOC) to establish and maintain
4 an Inmate Welfare Fund.

5
6 **DEFINITIONS:**

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8 Inmate Welfare Fund (IWF) – A fund established and maintained for the benefit and welfare of
9 offenders.

10
11 **PRECEPTS:**

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13 *Administration of Correctional Agencies (Central Office):* **Written agency policy governs the**
14 **operation of any fund established for inmates/juveniles/residents. Any interest earned**
15 **on monies other than operating funds accrues to the benefit of the**
16 **inmate/juveniles/residents [2-CO-1B-14].**

17
18 Adult Correctional Institutions: **Written agency policy governs the operation of any fund**
19 **established for inmates. Any interest earned on monies other than operating funds**
20 **accrues to the benefit of the inmates [4-4044].**

21
22 The responsibility for authorizing all expenditures and disbursements of funds from the Inmate
23 Welfare Fund will be delegated to the IWF Committee.

24
25 The Committee will be composed of five members:

- 26
27 • The Commissioner or designee
28 • Deputy Commissioner of Community Corrections
29 • Superintendent of the Mississippi State Penitentiary
30 • Superintendent of the Central Mississippi Correctional Facility
31 • Superintendent of the South Mississippi Correctional Institution

32
33 IWF Chairperson

34
35 The Commissioner or designee

36
37 IWF Meetings

38
39 The Committee will meet at least **once (1)** each month at the order of the Chairperson.

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40 Categories of Funding Sources

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42 Funds deposited into the Inmate Welfare Funds will derive from the following sources:

- 43
44 • Offender telephone commissions (25%)
45 • Interest previously earned on Inmate Fund Accounts
46 • All profits from the Canteen operations
47 • Vending Commissions
48 • Other revenues as determined by the Commissioner
49

50 Any interest earned on monies, other than operating funds, accrues to the benefit of the
51 inmates.

52
53 Deputy Commissioner of Administration and Finance (DCAF)

54
55 The DCAF will be the custodian of the Inmate Welfare Fund. He will:

- 56
57 • Ensure that internal accounting controls are established and maintained
58
59 • Will prepare and issue consolidated and individual facility financial statements. This report
60 will be issued:
61
62 • **Monthly** to the Commissioner
63 • **Monthly** to the Inmate Welfare Fund Committee
64 • **Quarterly** to the Prison Auditor of the Joint Legislative Committee on Performance
65 Evaluation and Expenditure Review.
66
67 • Prepare an **annual report** to include a summary of IWF expenditures by major categories
68 and by the individual facility. This will be forwarded to:
69
70 • Prison Auditor, Legislative Budget Office
71 • Chairperson, Senate Corrections Committee
72 • Chairperson, House of Representatives Penitentiary Committee
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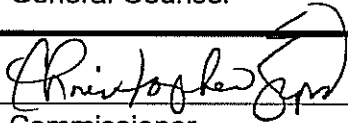
74 DOCUMENTS REQUIRED:

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76 As required by this policy and through the chain of command.

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ENFORCEMENT AUTHORITY

All standard operating procedures (sops) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Administration and Finance.

Reviewed and Approved for Issuance	 General Counsel	2/7/08 Date
	 Commissioner	02/07/08 Date