


POLICY TITLE: PRISONER FINANCIAL RECORDS		PAGE 1 OF 3
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CHAPTER 11: RECORDS		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: August 13, 2009	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to establish and maintain all prisoner financial records in accordance with legal requirements, general accounting principles, professional standards, and operational goals and objectives. Prisoner accounts shall be managed in accordance with Departmental policy 2.12.

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Procedure A: Prisoner Financial Records, General Guidelines
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VI. PROCEDURES

Procedure A: Prisoner Financial Records, General Guidelines

1. The Director of Support Services, or other designated staff, shall be responsible for the day-to-day handling and maintenance of prisoner financial records, including maintaining the account for each prisoner and ensuring there is an itemized accounting of each prisoner's funds.

2. The prisoner shall be issued a receipt for each financial transaction affecting the balance of her/his account.
3. A printout of the prisoner's account transactions shall be provided to each prisoner monthly.
4. Prisoner financial records shall be stored and maintained in secure lockable file cabinets within the designated storage area.
5. When notified by the Classification Officer, or Records Officer, of a transfer or release from the facility, the Director of Support Services, or other designated staff, shall verify, update and reconcile the prisoner's account. For a prisoner being transferred, prisoner financial records and funds shall be transferred at the time of the prisoner's transfer, or at a minimum, forwarded within three (3) working days of the transfer. Prisoners shall be given a check for the remaining funds in their account at the time of the prisoner's release from the facility.
6. Financial records shall be reconciled upon a prisoner's death. The Chief Administrative Officer, or designee, shall ensure all remaining funds in the prisoner's account are forwarded to the appropriate party in accordance with state law.
7. When funds are received following a prisoner's transfer, release, or death, the Director of Support Services, or designee, shall forward the monies to the other facility, to the prisoner's last known address, or to other appropriate party in accordance with state law.
8. At a minimum, facility financial records pertaining to prisoner accounts shall be audited on an annual basis.
9. Collection from prisoner accounts to pay debts shall be prioritized in accordance with Attachment A.

Procedure B: Social Security Benefits for Prisoners

1. The Director of Support Services, or other designated staff, shall ensure the Social Security Administration is notified of any prisoner receiving Social Security benefits.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4045 Inmates' personal funds held by the institution are controlled by accepted accounting practices.

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- 4-ACRS-3A-06 If fees are collected, there is documentation that the offender has been informed of the policies and procedures regarding nonpayment of fees.
- 4-ACRS-7D-32 Offenders pay for program services rendered at a reasonable rate as determined by the authority having jurisdiction. Provisions are made for those who are unable to pay program costs.
- 4-ACRS-7D-33 Procedures specify to the offender how the amount of offender fees will be determined, and when and how they will be collected and recorded. If the program is provided by a contractor, the contractor will provide the contracting agency, at least monthly, with an accounting of fees received, including the amount paid and the payer.

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