

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 113.03	PAGE 1 of 3
		INMATE WELFARE FUND	

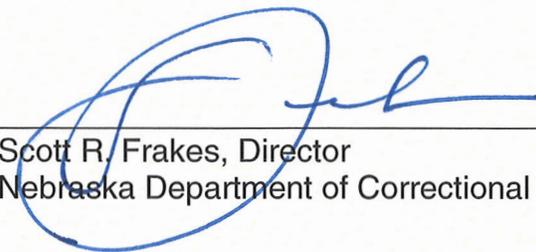
This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

- EFFECTIVE: October 10, 1988
- REVISED: August 31, 2005
- REVISED: December 27, 2006
- REVISED: September 20, 2007
- REVISED: August 11, 2008
- REVISED: August 17, 2009
- REVISED: August 18, 2010
- REVIEWED: August 24, 2011
- REVISED: August 27, 2012
- REVIEWED: September 3, 2013
- REVIEWED: October 11, 2014
- REVISED: August 31, 2015
- REVIEWED: August 31, 2016

SUMMARY of REVISION/REVIEW

Annual review completed, minor wording changes

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

	<p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">Department of Correctional Services State of Nebraska</p>	<p style="text-align: center;">NUMBER</p> <p style="text-align: center;">113.03</p>	<p style="text-align: center;">PAGE</p> <p style="text-align: center;">2 of 3</p>
		<p>INMATE WELFARE FUND</p>	

PURPOSE

To establish a uniform and equitable method of allocating inmate welfare resources to the various facilities within the Nebraska Department of Correctional Services (NDCS). Additionally to provide guidelines for the expenditure of such allocations. (Nebr. Rev. Stat. 83-915 and 83-915.01).

GENERAL

It is the policy of NDCS to insure an equitable distribution of the Inmate Welfare Fund for the purpose of improving the quality of inmates' lives during their incarceration. The Inmate Welfare Fund shall consist of revenues from soft drinks sold to inmates, profit from canteens, interest earned by the fund, interest on inmate trust funds, and other revenue as identified by NDCS Accounting. The expenditure of these funds shall be used to provide recreational activities and equipment for inmates at all of the Department's correctional facilities.

PROCEDURE

I. ESTABLISHMENT OF FUNDS

- A. There shall be a NDCS Inmate Welfare Fund which shall consist of all existing welfare funds, canteen profits, pop proceeds, interest earned by the fund, interest on the inmate trust fund, and other revenue at the Department's discretion.
- B. The centralized NDCS Inmate Welfare Fund shall be administered by an executive committee.
 - 1. The NDCS Inmate Welfare Fund Committee shall be composed of the Deputy Directors for Administrative Services, Institutions, and Program and Community Services. The Deputy Director of Administrative Services/designee shall serve as chair of the Inmate Welfare Fund Committee.
 - 2. The Committee shall insure the equitable distribution of inmate welfare funds based on inmate population and/or need. Disbursement from the Inmate Welfare Fund should ordinarily meet the test of "providing for the greatest need of the greatest number of inmates." The Committee shall meet as needed when identified by the Committee chairperson or Committee representatives.
 - 3. Each facilities inmate welfare fund shall be tracked in the Payroll and Financial Center to enable appropriate facility staff access to the budget and expenditures for their facilities annual allocation. The NDCS Accounting Office will assist staff with obtaining this information.

II. ALLOCATIONS OF FUNDS

- A. Inmate Welfare Funds shall be allocated to each institution in the Budget Letter distributed prior to June 30 each year. Any balance unobligated June 30 and not paid as of December 31 shall be placed in subsequent fiscal year funds available for allocation.

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 113.03	PAGE 3 of 3
		INMATE WELFARE FUND	

The distribution allocation shall be decided by the Committee. These annual allocation monies shall be used for facility inmate welfare expenditures. Funds may be set aside for special projects on an annual basis as determined by the Committee.

- B. Each Warden may designate up to 10 percent of their allocation to be distributed to inmate clubs. Notification shall be forwarded to the NDCS Accounting in writing and contain the Warden's authorization.
 - C. Items that can be purchased by the facility welfare fund monies shall be in areas related to the quality of life for inmates:
 - 1. Recreation supplies, equipment, and events;
 - 2. Rental of entertainment equipment and supplies;
 - 3. Minor repairs and maintenance of inmate welfare equipment; and
 - 4. Miscellaneous supplies that enhance the quality of life for inmates assigned to the facility.
 - D. Requests for capital purchases shall be justified, prioritized and submitted by each facility to the Department's Capital Outlay Committee. The Capital Outlay Committee will notify each facility of the status of their request.
 - E. Equipment purchases not allowed are free weights and boxing-related items. Other restrictions may be imposed at the Director's discretion.
 - F. Purchasing practices, as set forth in AR 113.06, *Purchasing Services*, shall be applicable to all expenditures from the NDCS Inmate Welfare Fund.
- III. REPORTING
- NDCS Accounting shall provide the Director, Deputy Directors, and Wardens with an annual financial report detailing all receipts and expenditures from the NDCS Inmate Welfare Fund.

REFERENCE

- I. Nebraska Revised Statutes 83-915 and 83-915.01
- II. Administrative Regulation 113.06, *Purchasing Services*
- III. ATTACHMENTS - None noted.
- IV. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS
 - A. Standards for Adult Correctional Institution (ACI) (4th edition): 4-4044.