

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	INMATE WELFARE FUND		
	REVISION DATE December 31, 2019	NUMBER 113.03	PAGE 1 of 3
STATEMENT OF AVAILABILITY *This Policy is to be made available in law libraries and other inmate resource centers.			

EFFECTIVE: October 10, 1988  
 REVISED: August 17, 2009  
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 REVIEWED: October 11, 2014  
 REVISED: August 31, 2015  
 REVIEWED: August 31, 2016  
 REVIEWED: August 31, 2017  
 REVISED: August 31, 2018  
 REVISED: December 31, 2019

### SUMMARY of REVISION/REVIEW

Changed from Administrative Regulation to Policy. Section II.A. changed allocation distribution date to August 31. Section III. removed Wardens from report distribution. Reformatted to match Policy 001.01

APPROVED:




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Scott R. Frakes, Director  
 Nebraska Department of Correctional Services

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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, 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 other than operating expenses, interest on inmate trust funds, and other revenue as identified by NDCS Accounting. The expenditure of these funds shall be used for the benefit of the inmates to provide recreational activities and equipment for inmates at all of the Department's correctional facilities.

PROCEDURE

I. ESTABLISHMENT OF FUNDS

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. (4-4044)

II. ALLOCATIONS OF FUNDS

A. Inmate Welfare Funds shall be allocated to each institution by approximately August 31<sup>st</sup> 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.

The distribution allocation shall be decided by the Deputy Director of Administrative Services, the Deputy Director of Prisons, and the Deputy Director of Programs. These annual allocation monies shall be used for facility inmate welfare expenditures. Funds may be set aside for special projects on an annual basis.

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. Repairs and maintenance of inmate welfare equipment
4. Miscellaneous supplies and services that enhance the quality of life for inmates assigned to the facility

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- D. Free weights and boxing-related items are not allowed. Other restrictions may be imposed at the Director's or designee's discretion.
- E. Purchasing practices, as set forth in Policy 113.06, *Procurement*, shall be applicable to all expenditures from the NDCS Inmate Welfare Fund.

### III. REPORTING

NDCS Accounting shall provide the Director and Deputy Directors with an annual financial report.

### REFERENCE

#### I. STATUTORY REFERENCE:

- A. Nebraska Revised Statutes: 83-915, 83-915.01

#### II. NDCS POLICIES

- A. Policy 113.06, *Procurement*

#### III. ATTACHMENTS – None noted

#### IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS

- A. Standards for Adult Correctional Institution (ACI) (4<sup>th</sup> edition): 4-4044