



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.104

### Department Assistance Fund

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<b>Authority:</b> Wyoming Statute(s): 7-16-204; 25-1-104; 25-1-105  ACA Standard(s): None Noted	<b>Effective Date:</b> November 15, 2015 <b>Revision/Review</b> 11/01/14 <b>History:</b> 10/31/14 10/31/13 10/15/12 07/01/11
<b>Cross Reference of Policy:</b> P&P #1.102, <i>Procurement Policy</i> ; P&P #4.601, <i>Inmate Release Procedures</i>	<b>Summary of Revision/Review:</b> Updates existing policy pursuant to annual review.  <b>Supersedes Existing Policy :</b>
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director	  11-10-15 Date

**APPROVED FOR INMATE DISTRIBUTION**

### REFERENCE

1. ATTACHMENTS
  - A. WDOC Form #411, *Inmate Assist Funding Request*
  - B. WDOC Form #412, *Emergency Funding Request for Transition*
2. OTHER – [WDOC Case Management Manual](#)



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**I. PURPOSE**

- A. Administration of Fund.** The purpose of this policy and procedure is to establish uniform guidelines pertaining to the administration of the Department Assistance Fund.

**II. POLICY**

- A. Maintenance of Fund.** The Department Assistance Fund is established for the general benefit of the Wyoming Department of Corrections (WDOC) and the inmates/offenders under its supervision. It is the policy of the WDOC that such a fund be established and separate operating budgets be maintained by the Central Office and each correctional facility.
- 1.** The fund and budgets shall be maintained on the Wyoming Online Financial System (WOLFS).

**III. DEFINITIONS**

- A. Central Office:** The Director, administrators and related support and management staff responsible for the administration and oversight of all aspects of the Wyoming Department of Corrections.
- B. WOLFS:** Wyoming Online Financial System (WOLFS); the accounting system for the State of Wyoming.

**IV. PROCEDURE**

- A. Fund Revenue Sources.** The principal revenue sources for the Department Assistance Fund are:
- 1.** The Department's inmate telephone contract;
- i.** Ten percent (10%) of the monthly gross shall be reserved to the WDOC Central Office department assistance fund;
- ii.** The remaining net amount shall be distributed to each correctional facility utilizing the facility's percentage of the total monthly revenue as reported by the vendor.
- 2.** The Department's inmate electronic music media and email contract;



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3. Vending machine revenue (WSP);
4. Donations (must be approved by the Director or designee);
5. Disciplinary fines;
6. Reimbursements as authorized by the State Auditor's Office, (*i.e.*, postage, copier charges, *etc.*);
7. Disciplinary sanctions for destruction or loss of state property; and
8. Other sources of revenue as authorized by the Director.

**C. Authorized Use of Fund**

1. **Disciplinary Fines.** Disciplinary fines shall be accounted for separately and shall only be distributed as "special aid to discharged or paroled prisoners who are infirm or in any way incapable of earning a sufficient subsistence after their release" (Wy. Stat. § 7-16-204). Fines may be expended in accordance with provisions of this Policy for:
  - i. Inmate clothing upon discharge or parole;
  - ii. Monies for subsistence prior to reaching a homeless shelter or other location where indigent services can be provided;
  - iii. Transportation costs to a homeless shelter or other location where indigent services can be provided;
  - iv. WDOC Reentry Program related expenditures; or
  - v. Other expenditures as authorized by the Director.
2. **Donations.** Donations which are made with specific conditions shall be expended only for the purposes specified. Donations made without specific conditions may be expended in accordance with provisions of this Policy.
3. **Prior Approval Expenditures.** With prior written approval of the Director or designee, the Assistance Funds may be used for the following:
  - i. Individual purchases in excess of \$2,500.00, or aggregated purchases in any category in excess of \$7,500 annually.



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- ii. Assistance for entry into a Community Correction Program or an intensive supervision program;
  - iii. Costs associated with approved presentations or training provided to the general inmate population by non-volunteer non-DOC providers.
  - iv. Training and development which will benefit the safety of the inmates and staff, or generally improve living conditions;
  - v. Repair and maintenance of the facility or equipment, but not resulting from disciplinary sanctions, that will benefit the safety of the inmates and staff or generally improve living conditions;
  - vi. Individual inmate education assistance; or
  - vii. Any other use not specified in this Policy.
4. **Expenditures Not Requiring Prior Approval.** Facilities may expend money from their Assistance Fund for purchases less than \$2,500.00 without prior approval from the Director or designee for the following purposes:
- i. Recreational and educational equipment and supplies;
  - ii. Equipment, copiers, materials, supplies and other expenses associated with inmate programs and services;
  - iii. Special inmate activities or rewards for inmate participation in projects benefiting the department and/or the facility;
  - iv. Recreational library for subscriptions to newspapers, magazines, and periodicals; and for books, reference materials and library supplies;
  - v. Law library software subscriptions, services providing informational reports, reference books and periodicals;
  - vi. Settlement of property grievances not attributed to staff error or misconduct;
  - vii. Salaries, benefits, mileage and per diem or actual expenses, as appropriate, associated with emergency excursions or furloughs;



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- viii. Repair and replacement of state property resulting from disciplinary sanctions;
- ix. Cable and/or satellite television charges not directly associated with individual inmates;
- x. Postage (and supplies) and copier expenses incurred by indigent inmates;
- xi. Hygiene supplies approved for indigent inmates; or
- xii. To assist inmates upon discharge or parole as allowed by WDOC Policy and Procedure #4.601, *Inmate Release Procedures*.

**F. Expenditures from Fund.** Expenditures from this fund shall be made in accordance with State of Wyoming Procurement Policies and WDOC Policy and Procedure #1.102, *Procurement Policy*.

- 1. Expenditures for the WDOC Reentry Program will be made in accordance with procedures contained in the *WDOC Case Management Manual*.
  - i. WDOC Form #411, *Inmate Assist Funding Request*, and WDOC Form #412, *Emergency Funding Request for Transition*, shall be utilized to authorize and document Reentry Program expenditures.

**G. Budget Requests.** Each correctional facility shall prepare and submit a biennial budget request as directed to the Prison Administrator and Central Services Administrator. Budget requests shall contain the approximate amount of money to be expended by category and object code for the next biennium accompanied by a revenue projection by revenue code balancing the expenditure request. This request shall also contain an itemization of purchases of equipment or services exceeding two thousand, five hundred dollars (\$2,500.00) anticipated for the next biennium.

**V. TRAINING POINTS**

- A. What are five sources of revenue for the Department Assistance Fund?
- B. What is the appropriate use for spending revenue from disciplinary fines?
- C. What are three ways that Department Assistance Fund money can be spent WITH prior written approval?



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D. What are five ways that Department Assistance Fund money can be spent WITHOUT prior written approval?