
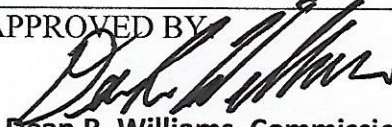


<p><b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b></p>  <p><b>POLICIES &amp; PROCEDURES</b></p>	SECTION: <b>Administration</b>		PAGE: <b>Page 1 of 2</b>
	CHAPTER: <b>300</b>	NUMBER: <b>302.10</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>Prisoner Welfare Fund</b>		
	APPROVED BY:  <b>Dean R. Williams, Commissioner</b>		DATE: <b>12/14/17</b>
ATTACHMENTS / FORMS: <b>(None.)</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155 AS 44.28.030</b> <b>AS 33.05.010</b> <b>AS 33.16.180</b> <b>AS 33.30.011</b> <b>AS 33.30.021</b>	

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for the operation of a Prisoner Welfare Fund.
- II. It is the policy of the Department that money in the Prisoner Welfare Fund will be used to the benefit of the prisoners or prisoner organization for activities not funded by the Department through general appropriations.

**APPLICATION:**

This policy and procedure will apply to all Department employees and prisoners.

**DEFINITIONS:**

As used in this policy, the following definitions shall apply:

**Prisoner Welfare Fund:**

A fund established at an institution in order to provide loans or grants to prisoners or prisoner organizations for activities not funded by general appropriations from the Department.

**PROCEDURES:**

- I. Fund Administration:
  - A. Responsible Party:  
The Superintendent or designee is responsible for administering the Prisoner Welfare Fund. Controls shall be established to accomplish the following:
    - 1. Collection of funds;
    - 2. Safeguarding of funds; and

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3. Controlling expenditures.

B. Fund Audits:

Prisoner Welfare Fund accounts at each institution shall be audited annually by accounting staff in Juneau Central Office and a report prepared outlining the financial status of the fund. Copies of each report shall be submitted to the appropriate Superintendent and the Director of Institutions for review.

C. Record Keeping:

The Superintendent or designee shall maintain records for all income and expenditures from the fund.

II. Fund Accrual:

Money may be credited to the Prisoner Welfare Fund from the following sources:

- A. Special fund raising projects approved by the Superintendent;
- B. Accrued interest from bank deposits of the Prisoner Welfare Fund account;
- C. Prisoner, public or private contributions; and
- D. Refunded surcharges on commissary items sold to prisoners.

III. Fund Utilization:

The funds which accumulate in the account may be expended for charitable, recreational and educational purposes when approved and authorized in writing by the Superintendent or their designee.

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