
**NEVADA COUNTY
SHERIFF'S OFFICE**



**CORRECTIONS
DIVISION DIRECTIVE**

64
Effective Date
07/16/02
6/12/18

SUBJECT **INMATE WELFARE FUND**

POLICY The Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of inmates confined within the Nevada County Correctional Facilities. All expenditures from the Inmate Welfare Fund shall be approved by the Sheriff in accordance with state and county statutes and regulations.

PURPOSE To establish procedure for the administration of the Inmate Welfare Fund

CODE REFERENCE Penal Code Section 4025

CASE LAW

DEFINITIONS

PROCEDURE

A. Staff Duties

1. Facility Support Lieutenant

- a. Manage all contracts and oversee all commissary operations
- b. Prepare and recommend an annual budget

2. Accounting Assistant

- a. Maintain a file of all inmate commissary documents
- b. Record and deposit inmate welfare revenue
- c. Prepare and maintain files of all purchase orders charged to the Inmate Welfare Fund

B. Inmate Welfare Fund Revenue

- 1. Inmate Welfare Fund revenue consists of all funds received from the following:

- a. Profits from commissary sales
 - b. Inmate telephone commissions
 - c. Miscellaneous funds; i.e., release checks donated by inmates, unclaimed outstanding checks
 - d. Postage
 - e. Interest
2. All revenue will be deposited in a timely manner. The Accounting Assistant will maintain a monthly ledger for the Inmate Welfare Account. An annual reporting of inmate welfare expenditures will be sent to the Board of Supervisors and posted for the public.

C. Expenditures

1. Inmate Welfare Fund Expenditures are defined as:
 - a. Payments to persons who provide programs and services for the welfare of the inmates
 - b. Supplies, equipment, tools, and services for education, recreation, counseling, and training programs that benefit the inmates
 - c. Commissary expenses
 - d. Commercial transportation for indigent inmates released from the facility and returning home within the state or within 500 miles of Nevada City.
2. All new capital items, defined as an item priced over \$100.00, must be approved by the Jail Commander. Equipment, supplies, and services costing less than \$100.00 or replacement items may be purchased at the discretion of the Support Lieutenant without approval.