

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 811.11	<b>Page 1 of 1</b>	
		<b>Effective:</b> 5/17/13	<b>Reviewed:</b>	
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	<b>Chapter:</b>	Reception and Orientation		
<b>Subject:</b>	Activating Prisoner Personal Fund Account			

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes  
AS 33.30.030

III. Purpose

To establish procedures for the opening and management of prisoner personal fund accounts.

IV. Application

all employees.

V. Definitions

As used in this policy, the following definition applies:

A. Financial Ledger

An official listing of the fund transactions for an individual prisoner. The Ledger is established upon the prisoner's admission and maintained throughout the period of incarceration.

VI. Policy

It is the policy of the Department to properly account for all prisoner monies from initial commitment and throughout the course of a prisoner's incarceration.

VII. Procedures

All monies are to be counted in the presence of the prisoner, receipted and the amount entered on the Booking Record. An Individual Finance Ledger will be established electronically (on ACOMS) with the prisoner's name, date of birth, and ACOMS number pursuant to Policy and Procedure 302.12, Prisoner Accounts. The opening amount of money is to be entered as an active account on ACOMS.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. The Manager of each facility shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

5/17/2013

SIGNATURE ON FILE

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Date

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Joseph D. Schmidt, Commissioner  
Department of Corrections