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.

Purpose
To describe and control the use of an account for welfare of the prisoner group and for the utilization of funds derived from the operation of certain prisoner activities.

Application
To all employees.

Definitions
As used in this document, the following definitions shall apply:
Prisoner Welfare Fund:
A fund established to provide loans or grants to prisoners or prisoner organizations for activities not funded by general appropriations.

Policy
The Prisoner Welfare Fund is established and functions for the benefit of prisoners. All funds beyond operation funds shall accrue to the benefit of prisoners.

Procedures
A. Responsibility
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
3. Controlling expenditures.

B. Fund Accrual:
Funds may be credited to the prisoner welfare account from the following sources:
1. Special fund raising projects approved by the Superintendents;
2. Accrued interest from bank deposits of Prisoner Welfare Fund account; and
3. Prisoner, public or private contributions.

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

D. Audit:
All accounts shall be audited annually and a report prepared outlining the financial status of the fund. This report shall be submitted to the Superintendent for review and copies directed to the Regional Director.
E. Utilization of Funds

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

Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager 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.

12/19/91

Rogers J. Engdahl, Commissioner
Department of Corrections