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
Date
Joseph D. Schmidt, Commissioner
Department of Corrections