

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 900</p> <p>INMATE PROGRAMS AND SERVICES</p>	<p>OPR:</p> <p>AS</p>
	<p>DEPARTMENT ORDER: 905</p> <p><b><i>INMATE TRUST ACCOUNT/MONEY SYSTEM</i></b></p>	<p>SUPERSEDES:</p> <p>DO 905 (09/05/00) DI 265 (03/30/09) DI 267 (05/27/09) DI 269 (07/15/09) DI 304 (06/10/11)</p>
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## PURPOSE

This Department Order establishes instructions for the Department acting as a fiduciary for all inmate monetary transactions. These include procedures for Inmate Funds, Discharge Funds, Indigent Inmate Allowance, and deductions from inmate wages/mail money.

## PROCEDURES

### 905.01 INMATE FUNDS

- 1.1 The Department shall act as a custodian for all funds received for inmates and is limited to only inmates' trust accounts as accounted for on the Inmate Trust Account (ITA) System.
  - 1.1.1 Inmates are not permitted to seek, apply for or receive grants while incarcerated, except for educational grants authorized in accordance with Department Order 910, Inmate Education and Resource Center.
  - 1.1.2 Institutions shall not maintain existing bank accounts for inmates. Inmates are responsible for the safekeeping and maintenance of their savings account book(s) and/or financial records. Inmates are not permitted to establish new bank accounts with any financial institution while incarcerated.
- 1.2 Negotiable instruments shall be handled as outlined in Department Order #303, Bank Accounts/Petty Cash System.
- 1.3 Funds received for deposit to an inmate's account shall:
  - 1.3.1 Be made payable to "The Arizona Department of Corrections" (ADC) and marked "for the account of inmate legal name and number", and must be mailed directly to the inmate using the housing unit address.
  - 1.3.2 Be in the form of a money order, cashier's check, Western Union Quick Collect transaction, business check, city, county, state, federal or tribal government check. Personal checks, traveler's checks, saving bonds, or on-line Bill Payment checks shall not be accepted and shall be returned to the sender.
  - 1.3.3 The following shall be placed on suspense or hold for 10 working days from the date the deposit was sent to the bank or until they clear the financial institutions on which they are drawn:
    - 1.3.3.1 All checks equal to or greater than \$25.00, (including business, city, county, state, federal, and tribal checks).
      - 1.3.3.1.1 Business checks are limited to payroll and vendor refund checks.
    - 1.3.3.2 Cashier checks equal to or greater than \$300.00.
    - 1.3.3.3 Money orders equal to or greater than \$300.00, except United States Postal Service money orders and Western Union Quick Collect transactions.

- 1.3.3.4 All checks and money orders must be U.S. currency only. Out of country cashier checks or money orders in U.S. currency shall be placed on suspense. All out of country cashier checks or money orders received that are not U.S. currency will be returned to the sender.
- 1.4 Cash shall not be accepted for an inmate or deposited into inmate accounts.
- 1.5 Cash received by mail for deposit into an inmate account shall be receipted then deposited into the Institution's Revolving Fund. Cash not returnable due to "no return" address shall be classified as Abandoned Funds. A Revolving Fund check shall be:
  - 1.5.1 Made payable to the sender in the amount of the cash received and shall be written, mailed or given to the sender with notification that money orders, cashier checks, or Western Union Quick collect transactions are required.
  - 1.5.2 Issued for returned or stale-dated Revolving Fund Checks originally issued for cash received. These checks shall be voided and the funds deposited with the State Treasurer as Abandoned Funds.
- 1.6 All checks, money orders, etc. shall be stamped with a restrictive deposit only endorsement for the Institution upon receiving these funds from a Western Union Quick Collect transaction or by mail. A pre-numbered or individually identifiable receipt shall be issued for all negotiable instruments received except for Western Union Quick Collect transactions.
- 1.7 All monies received shall be delivered to the appropriate ITA or accounting area within one business day. Staff shall protect and secure these funds through processing to prevent loss and theft.
- 1.8 The Budget Unit Supervisor or designee shall, when the financial institution(s) requires a signature on the Pay To The Order Of line, ensure that the inmate endorses the check. No endorsements are needed if the financial institution(s) honors the check without the signature of the inmate.
- 1.9 All negotiable instruments received by the Budget Unit Supervisor after the inmate has been released from custody shall be returned to the sender with a letter explaining that the individual is no longer at the address.
- 1.10 The Financial Services Bureau Administrator or designee may invest inmate trust funds with the State Treasurer. Interest earned on the investment of inmate trust shall be deposited in the Special Services Fund in accordance with Department Order #303, Bank Accounts/Petty Cash System.
- 1.11 Inmate Trust Account information is confidential and shall not be disclosed to the general public in accordance with Department Order #201, Legal Services - Information Release and Department Order #901, Inmate Information and Court Action.

**905.02 BALANCE OF ACCOUNTS**

- 1.1 Checks issued to inmates upon discharge shall remain outstanding for a period of 180 days from the date of issue or until cashed, whichever occurs first.

- 1.1.1 Stale-Dated Checks (checks exceeding 180 days from issue) shall be purged from the ITA System automatically. They shall be held in trust on behalf of the owner for a period of one year from the date the original check was written.
  - 1.1.1.1 A single check, drawn from the inmate trust account, shall be deposited to the Abandoned Funds Account annually for the total amount of all outstanding stale-dated checks.
  - 1.1.1.2 Attached to the above check shall be a report that includes the owner's full name, ADC number, if applicable, and issue date of the checks.
  - 1.1.1.3 When the bank has charged the Inmate Trust Account for a stale-dated check, the ITA Manager or designee shall request a check from the Abandoned Funds account as reimbursement for the paid check. The check shall include the owner's full name, ADC number (if applicable), the amount charged by the bank and the date paid.
- 1.1.2 Release cards issued to inmates upon release shall contain the balance of account which includes Spendable, DDA, Retention and Discharge monies. Any wages due after release shall be loaded onto the same release card issued to the inmate upon release. A maximum amount of \$20,000.00 can be loaded onto a release card at a time; each card can be loaded up to 3 times for a total of \$60,000.00, any account balances that exceed the maximum shall be issued on a check. Inmates shall be given an information packet upon release which will include instructions on activating, using the release card and the fees involved.
- 1.1.3 Inmates released to Immigration Customs Enforcement (ICE), County, Federal or any other Jurisdiction shall be issued a check upon discharge.
- 1.2 The ITA Manager or designee shall deposit all returned and undeliverable checks, including discharge checks, received from the Budget Unit Supervisors to the Abandoned Funds account.
  - 1.2.1 ITA Supervisors receiving inquiries from ex-offenders regarding funds already forwarded to Central Office shall respond to the inquiries in accordance with Inmate Trust Account Technical Manual.
- 1.3 The ITA Manager or designee shall, once the year has expired submit a report to the Arizona Department of Revenue (ADOR). This report shall:
  - 1.3.1 Include all information outlined in 1.1.1.2 of this section.
  - 1.3.2 Include information on all unclaimed funds on hand including the owner's name, the date the funds were payable according to ADOR guidelines.
  - 1.3.3 Be submitted on or before November 1<sup>st</sup> of each year as of the preceding June 30<sup>th</sup>.

- 1.4 The abandoned funds shall be delivered to the ADOR not later than six months after the filing date of the report. The ADOR assumes custody and responsibility for these funds and all inquiries and/or claims against the funds shall be referred to ADOR unclaimed property unit for resolution.

**905.03 DISBURSEMENT OF INMATE MONIES**

- 1.1 Inmate initiated disbursements from the Spendable Account.
  - 1.1.1 An inmate shall complete and sign an Inmate Request for Withdrawal, Form 905-1, to initiate a disbursement from the spendable account.
  - 1.1.2 Inmates may request disbursements from their spendable account for the following purposes:

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- 1.1.2.1 Store/commissary and Over the Counter Medication purchases.
- 1.1.2.2 Bus tickets for transportation when the inmate is released from Department custody.
- 1.1.2.3 ID card replacement.
- 1.1.2.4 Copies.
- 1.1.2.5 Additional postage/shipping fees.
- 1.1.2.6 Telephone calls for reimbursement of long distance calls the inmate was authorized to make from Department phones. This does not include payment for collect calls made by the inmate.
- 1.1.2.7 Lost/damaged books and clothing.
- 1.1.2.8 Magazine/newspaper subscriptions payable to the vendor only.
- 1.1.2.9 Money sent to relatives limited to: spouse, children (or legal guardian of said children), parents, grandparents, step-children, step-parents. Inmates wishing to make payments on behalf of relatives or significant others, shall complete and submit a Request for Withdrawal, Form 905-1 indicating the commercial account number payable to a company or financial institution.
- 1.1.2.10 Legal fees paid to an attorney of record (the inmate's attorney registered with the courts).
- 1.1.2.11 Contributions to charitable organizations, political parties and/or candidates and other recognized organizations.
- 1.1.2.12 Contributions to religious organizations or purchase of religious items payable to the organization, not the clergy.
- 1.1.2.13 Correspondence courses, colleges, college bookstores, and transcripts.
- 1.1.2.14 Photos taken in an authorized photography program at the Institution/Unit.
- 1.1.2.15 Storage rental payable to the storage company only.
- 1.1.2.16 To a designated Power of Attorney who shall be the inmate's Attorney of Record.
- 1.1.2.17 Purchases from recognized retail stores or established business firms for inmate personal use not available at the inmate store or to purchase gifts for family members listed in 1.1.2.9 of this section to be shipped directly to the family member.

- 1.1.2.18 Contributions to inmate funded celebrations approved by the Warden.
- 1.1.2.19 GED testing fee.
- 1.1.2.20 Interstate Compact fee.
- 1.1.3 Disbursements listed in section, 1.1.2, for monies requested to be sent outside the Department, shall be attested to by the Correctional Officer III (CO III) or other authorized employee, and then approved by the Deputy Warden or designee, who may request supporting documentation from the inmate to substantiate the purpose of the disbursement or the relationship of the individual that monies are being sent to. Disbursements not mailed outside the Department such as copies or postage, shall be attested to by the CO III or other authorized employees.
- 1.1.4 Request for disbursements not listed in section 1.1.2 shall be attested to by the CO III or other authorized employee who shall prepare a memorandum explaining the reason for, and the amount of, disbursement and shall make a recommendation to approve or deny the request.
  - 1.1.4.1 The recommendation shall be submitted through the chain of command to the Deputy Warden.
  - 1.1.4.2 The Deputy Warden shall either deny or recommend approval indicating in writing the reason and shall forward the request and recommendation to the appropriate Region Operations Director for approval who shall then forward it to the Division Director for Offender Operations.
  - 1.1.4.3 Final approval shall be made only by the Division Director for Offender Operations.
  - 1.1.4.4 Requests not submitted through the institution chain of command shall be returned to the Warden.
- 1.1.5 Disbursements from the spendable account that are statutorily mandated, court ordered or required by the Department (example: disciplinary restitution) do not require the completion of the Inmate Request for Withdrawal.
- 1.1.6 An inmate shall not be allowed to make purchases from the inmate store for any amount that exceeds the amount available in the spendable account. Credit shall not be extended to any inmate.
- 1.1.7 A hold shall be placed on an inmate's account as a liability when the inmate has insufficient funds to pay for legal services or items received as outlined in Department Order #902, Inmate Legal Access to the Courts. Funds shall be collected in accordance with the Schedule of Deduction from Inmate Monies as outlined on Attachment A.
- 1.1.8 Disbursements from the inmate's spendable account for Interstate Compact shall be requested through the Interstate Compact coordinator.

- 1.1.9 When an inmate has been denied indigent status and has no spendable balance, but has an encumbered balance, the inmate shall be permitted to purchase stamps and health and welfare items up to six dollars bi-weekly. Funds for these purchases shall be collected from the encumbered balance, even if it reduces the encumbered balance to zero.
  - 1.1.10 If an inmate has not repaid the Department for holds on inmate initiated transactions prior to being released, the inmate's account shall remain on hold indefinitely. Funds shall be collected upon inmate's return to incarceration.
  - 1.1.11 Inmates wishing to dispute disbursements from their accounts shall complete an Inmate Letter, Form 916-1, within six months of the posting date or the request shall be denied.
- 1.2 An inmate may gain access to their retention account for emergency purposes at the sole discretion of the Director or designee.
- 1.2.1 The inmate shall submit a completed Request for Retention Funds, Form 905-8, including a written explanation of the emergency that justifies the request for funds, to their assigned CO III who shall investigate and verify the emergency need to the Budget Unit Supervisor.
  - 1.2.2 The CO III, after verification, shall sign and forward the approved request to the Warden or Deputy Warden for determination. Unless instructed otherwise by the Director, disbursement checks from the retention account shall be made payable to the name of a company or financial institution for the purposes listed in Attachment H.
  - 1.2.3 The Warden or Deputy Warden shall sign and forward the approved requests for payment of retention funds, along with the CO III's verification to the Division Director for Offender Operations or designee for final determination.
  - 1.2.4 Any checks returned to the inmate for funds originally disbursed from the retention account shall be returned to the inmate's retention account.
- 1.3 The Budget Unit Supervisor or designee shall make deductions, from monies deposited into inmate's accounts, for mandatory deductions, Department controlled deductions, and holds on inmate initiated transactions, in accordance with Attachment A. The schedule lists the priority order in which the deductions shall occur.
- 1.3.1 Mandatory deductions shall be made based upon a percentage of the deposit made into the inmate's account. The percentages are specified in Attachments A through C. Inmates with electrical appliances shall have two dollars a month deducted from their inmate account for utility charges as outlined in section 905.10 of this Department Order.
  - 1.3.2 Department controlled deductions shall be made after all mandatory deductions have been taken. If sufficient funds are not available at the inception of the debt, the deductions shall be made in the amount of 10% for each type of deduction and shall continue from all future deposits until the debt is satisfied. The deductions can be collected in full if funds are available.

- 1.3.3 Deductions for inmate initiated transactions shall be completed on a dollar-for-dollar basis from the balance of the deposit remaining after mandatory and Department controlled deductions have been completed. (See Attachments F and G for the priority order of deductions).
  - 1.3.4 Funds for escorted visits shall be withdrawn from the inmate's account in accordance with Department Order #1005, Emergency Inmate Leave for Family Serious Illness or Funeral.
    - 1.3.4.1 The inmate's account shall not be placed on hold for these costs.
    - 1.3.4.2 The inmate's request shall be denied if the inmate has insufficient funds to pay all associated costs prior to the visit.
    - 1.3.4.3 The obligations will be collected in full when funds are available.
    - 1.3.4.4 Any funds received from the inmate's family shall be placed in suspense in the inmate's account until the visit is completed and the actual amounts are presented for payment.
  - 1.3.5 Assessed restitution from a disciplinary hearing shall be collected immediately if the inmate has sufficient funds. If sufficient funds are not available, 10% of all deposits into the inmate's account shall be deducted until the disciplinary restitution is paid in full, after mandatory deductions are taken.
  - 1.3.6 For a prevailing sentence of a DWI/DUI offense, the lesser of 67% or \$0.50 per hour of wages earned by the inmate shall be deposited into the Alcohol Abuse Treatment Fund (AATF).
  - 1.3.7 Monies still owed for Department controlled deductions and holds for inmate initiated transactions when an inmate is released from the custody of the Department shall be recovered from the inmate's spendable and retention accounts. All monies in the Dedicated Discharge account shall be given to the inmate.
  - 1.3.8 Attachments A through C are provided as a guideline regarding the method of deductions from inmate monies.
  - 1.4 The inmate shall provide a stamped, addressed envelope to mail inmate requested disbursements being mailed outside of the institutions.
  - 1.5 The Director or designee shall be the authority for authorizing a hold on an inmate's account. The only time the "Bank Account Status" field shall be changed to "Frozen" status is when an inmate is under "Escape" status.
- 905.04 HEALTH AND WELFARE INDIGENT INMATE ALLOWANCES**
- 1.1 Indigent Status - Inmates who did not have \$12.00 available in their spendable account balance during the previous 30 days may apply for Health and Welfare Indigent status through their assigned CO III.

- 1.1.1 Inmates may renew their indigent status by submitting a new application and meeting the eligibility requirements for each 30 day period.
- 1.2 Applications - CO III's shall:
  - 1.2.1 Complete the Application for Indigent Status, Form 905-2.
  - 1.2.2 Ensure appropriate signing of the application by the inmate.
- 1.3 Eligibility - Assigned staff shall:
  - 1.3.1 Determine through an inmate's account review if the inmate's account had \$12.00 available in the spendable account balance at any time during the previous 30 days.
  - 1.3.2 Either approve or disapprove the application.
  - 1.3.3 Distribute copies of the approved application.
  - 1.3.4 If the application is disapproved, return the disapproved application to the inmate and retain a copy.
- 1.4 New Application - An inmate shall not be given indigent status automatically when being transferred from one institution to another or moved from one custody level to another within the Institution. A new application for indigent status is required.
- 1.5 Health and Welfare Items
  - 1.5.1 Indigent status inmates may request the following health and welfare items through the Commissary on a monthly basis:
    - 1.5.1.1 Comb.
    - 1.5.1.2 Toothpaste.
    - 1.5.1.3 Toothbrush.
    - 1.5.1.4 **SECTION DELETED**
    - 1.5.1.5 **SECTION DELETED**
    - 1.5.1.6 **SECTION DELETED**
    - 1.5.1.7 Shaving Cream.
    - 1.5.1.8 Denture Cleaner Tablets.
    - 1.5.1.9 Denture Cup.
    - 1.5.1.10 Denture Brush.
    - 1.5.1.11 Denture Adhesive Pad or Cream/Paste.
    - 1.5.1.12 **SECTION DELETED**

- 1.5.2 Indigent status inmates may request the following health and welfare items through the Commissary on a weekly basis:
  - 1.5.2.1 Sanitary napkins.
  - 1.5.2.2 **SECTION DELETED**
  - 1.5.2.3 Laundry detergent.
  - 1.5.2.4 Bath soap.
  - 1.5.2.5 Two disposable razors.
  - 1.5.2.6 Shampoo.
  - 1.5.2.7 Deodorant.
- 1.5.3 Indigent status inmates may request the following writing supplies through the Commissary on a monthly basis to allow for correspondence authorized by Department Order #909, Inmate Property:
  - 1.5.3.1 Five pre-stamped envelopes.
  - 1.5.3.2 One writing tablet.
  - 1.5.3.3 One pencil.
- 1.6 Distribution - Staff shall:
  - 1.6.1 Issue the following health and welfare supplies as necessary:
    - 1.6.1.1 Cleaning supplies.
    - 1.6.1.2 Shower shoes (one initial pair).
  - 1.6.2 Ensure supplies are issued to inmates within five working days after receipt of an approved Application for Indigent Status, Form 905-2.
- 1.7 Mail and Legal Supplies
  - 1.7.1 Inmates shall be provided with the required legal supplies in accordance with Department Order #902, Inmate Legal Access to the Courts.
  - 1.7.2 Indigent inmates' non-legal correspondence shall be mailed with pre-stamped domestic postage, or applicable postage for Mexico or Canada, for up to five one-ounce pieces of first class mail, per thirty-day period, without charge to the inmate in accordance with Department Order #914, Inmate Mail.
  - 1.7.3 Special mail services, legal and non-legal, shall be provided only at the inmate's expense, (i.e., certified, registered and/or insured mail). Indigent status does not apply.
- 1.8 Documentation Retention - Business Administrators shall retain Application for Indigent Status form until the end of the next fiscal year, at which time the applications shall be destroyed.
- 1.9 Funding and Stock - Indigent allowance supplies may be purchased with other operating funds or A&R funds and stocked in the warehouse/prison supply based on estimated needs.
  - 1.9.1 Contract Beds, who are under contract by the Department, may purchase indigent allowance supplies with the Welfare and Benefits fund as outlined in Department Order #303, Bank Accounts/Petty Cash System.

## 905.05 FORFEIT OF INMATE EARNINGS UPON ESCAPE

- 1.1 The senior correctional staff member on duty at the time an escape is verified shall notify the Business Administrator or designee of the escape. If the escape occurs after business hours the Business Administrator or designee shall be notified the following business day.
- 1.2 The Business Administrator or designee shall ensure that the inmate's account is immediately placed on "Frozen" status by contacting the Central Office ITA Manager or designee:
  - 1.2.1 All receipts shall be posted to the inmate's trust account.
  - 1.2.2 All pending store purchases and other inmate initiated transactions for which the inmate has received goods or services shall be posted to the inmate's trust account.
  - 1.2.3 All other pending transactions initiated by the inmate shall not be posted to the inmate trust account. The Inmate Request for Withdrawal shall be marked "VOID", with the inmate number and the escape date. A copy shall be made and retained by the Business Office.
- 1.3 Monies received by an inmate from WIPP, ACI contracted and/or associated jobs or any job at which an inmate earns monies while incarcerated is considered earned income.
- 1.4 The Business Administrator or designee shall calculate the amount to be forfeited to the A&R fund and the amount to be encumbered in the inmate's spendable balance utilizing Attachment E.
  - 1.4.1 Begin the calculations at a point in time where the inmate's account had a less than \$5.00 balance. If the less than \$5.00 balance has not occurred during the last six months, then use the lowest balance during the last six month period. The beginning amount shall be considered unearned income.
  - 1.4.2 Encumbered funds shall be utilized toward payment of the escapee apprehension costs.

## 905.06 ESCAPEE APPREHENSION COSTS

- 1.1 All costs directly associated with the pursuit/chase and/or capture of the escapee(s) shall be recorded and maintained. Costs incurred, based on the escape that would not otherwise be an expense, shall all be recorded as escapee apprehension costs.
  - 1.1.1 The Incident Commander, in accordance with Department Order #706, Incident Command System, shall ensure that:
    - 1.1.1.1 A mileage and operations log is kept for each vehicle that reflects actual miles driven, the amount of fuels, oils and other lubricants used, to include tires, batteries and accessories required. Logs shall be turned into the Institution Business Administrator, or designee, within five working days upon termination of the pursuit/chase.

- 1.1.1.2 Lodging expenses for staff includes the name(s) of the staff, dates and cost for each.
- 1.1.1.3 All food expense receipts reflect the staff name(s), dates and amounts involved. Meals provided from the Institution kitchen shall be recorded based on the cost per meal allocation or contractor costs and shall include the staff name(s) that would not have normally been on duty had it not been for the escape. Accurate counts shall be maintained for costs.
- 1.1.1.4 The Positive Attendance Report (PAR) properly reflects all regular and overtime/compensatory hours worked by staff based solely on the escape. (Regular hours shall be recorded since the staff are not working their regular assigned place of duty, and shall be recorded as an expense against incurred costs due to the escape).
- 1.1.2 The Chief of Security or designee shall ensure that all investigator staff time, food, lodging, travel and costs incurred as a result of the escape are recorded with the staff name, date and amount. Records shall be given to the Business Administrator of the Institution within five working days after the escape actions are terminated.
- 1.1.3 The Division Director for Offender Operations and the Financial Services Bureau Administrator shall ensure that all staff time, food, lodging, travel and costs incurred as a result of the escape, are recorded with the staff name, date and amount. Records shall be given to the Budget Unit Supervisor from which the escape occurred within five working days after the escape actions are terminated.
- 1.2 All reproduction (copying) and publication costs incurred as a result of the escape shall be recorded by every office involved and sent to the Budget Unit Supervisor where the escape occurred.
  - 1.2.1 The Institution Business Administrator or designee shall coordinate with County and/or City Officials to obtain actual or estimated costs that the Department will be required to pay due to the jail charges, if appropriate, based on the escapee(s) being held at facilities other than those of the Department.
- 1.3 The Institution Business Administrator or designee shall prepare a consolidated report to show the total costs incurred in each area of staff time, food, lodging, etc., and use the documents received from all sources as back up. This report shall be submitted to the County Attorney's office within three weeks after the apprehension. A copy of the report shall be provided to the Division Director for Offender Operations and the Financial Services Bureau Administrator.
- 1.4 The Institution Business Administrator or designee shall be available to the County Attorney to assist in and/or answer questions pertaining to the apprehension costs.

1.5 When an inmate does not have sufficient funds to pay restitution of apprehension costs at the time it is ordered, 10% of all deposits to the inmate's spendable account shall be collected as outlined in Attachments A through C. Inmates shall also be required to pay for the destruction and/or damage of state property that occurred during an escape if found guilty in a disciplinary hearing.

1.5.1 The Disciplinary Coordinator/Hearing Officer shall notify the Budget Unit Supervisor or designee.

1.6 Payments withheld from the inmate's account to repay escapee apprehension costs and/or disciplinary restitution charges shall be deposited in the Institution's operating funds as long as the collections are in the same fiscal year in which the expenses were incurred. Collections made from the inmate's account in subsequent fiscal year(s) shall be deposited to the State Treasurer, General Fund.

1.7 The Institution Business Administrator or designee shall maintain appropriate accounting records to reflect the payments made, dates, amounts and balances due.

**905.07 INMATE DEBTS OWED AS A RESULT OF LITIGATION/FINAL DISCIPLINARY SANCTION**

1.1 Receipt of a Judicial Decision or Court Order:

1.1.1 The Attorney General Liaison shall, upon receipt of a decision ordering an inmate responsible for court costs, attorney fees and/or punitive damages, initiate a Taxation/Risk Management charge by forwarding copies of the decision to the Warden/Business Administrator where the inmate is housed. A copy shall be sent to Financial Services Bureau ITA Office.

1.2 Monetary charges imposed as a Disciplinary Sanction:

1.2.1 The Disciplinary Coordinator/Hearing Officer shall, upon determining that the inmate is responsible for restitution for damage to prison property, initiate a disciplinary restitution deduction of the inmate's account by forwarding copies of the decision to the Warden/Business Administrator where the inmate is housed. A copy shall be sent to the Financial Services Bureau/ITA Central Office.

1.3 Implementation of the Taxation/Risk Management Charge - The Business Administrator shall:

1.3.1 Deduct the appropriate amount of the debt from the inmate's account (see Attachments A through C).

1.3.2 Ensure that the inmate and the inmate's assigned Correctional Officer IV (CO IV) are advised of the Taxation/Risk Management charge and provided copies of the decision.

1.4 Review - The CO IV shall:

1.4.1 Notify the inmate, within ten days after being advised of the Taxation/Risk Management charge, to submit a written request for a review by the Department to the CO IV's office.

- 1.4.2 Further advise the inmate that he or she may challenge the circumstances on which the claim is based, but not the validity of the amount of the claim.
- 1.4.3 Forward the inmate's request, within five working days after receipt, to:
  - 1.4.3.1 The Attorney General Liaison, if the Taxation/Risk Management charge was pursuant to a final administrative disciplinary decision.
  - 1.4.3.2 The appropriate appeal authority, if the Taxation/Risk Management charge was pursuant to a final administrative disciplinary decision.

**905.08 MEDICAL COSTS FOR INMATES CAUSED BY ASSAULTS**

- 1.1 Inmates shall be assessed medical costs as the result of inmate assaults or self-inflicted injuries. The costs are to be assessed as part of the disciplinary sanction. The Disciplinary Coordinator/Hearing Officer shall forward a copy of final ruling to the Institution Business Office.
- 1.2 If an inmate does not have sufficient funds to pay the amount of disciplinary restitution at the time it is ordered, 10% of all deposits to the spendable account shall be collected, after any mandatory deductions have been made.

**905.09 DISCHARGED INMATE MONIES, CLOTHING AND TRANSPORTATION**

- 1.1 Dedicated Discharge Accounts (DDA) shall be established for all inmates.
  - 1.1.1 The Department shall withhold 25% of all wages earned by each inmate and deposit this amount into the inmate's Dedicated Discharge Account, until the balance of the account reaches \$50. (Inmate's serving a life or death sentence are not exempt from DDA deductions).
  - 1.1.2 The Dedicated Discharge Account shall be reserved (regardless of sentence length) until the inmate's discharge or release from the Department and shall not be considered available funds when computing indigent status.
  - 1.1.3 Upon discharge from the Department or release to a status under the supervision of the Community Corrections Bureau inmates shall be provided the balance of their Dedicated Discharge Account, in accordance with Attachment D.
  - 1.1.4 Any wages deposited after the inmate is discharged shall not be eligible for the dedicated discharge deduction. If a deduction is made, it shall be moved and included with the spendable amount.
- 1.2 Eligibility Criteria for Discharge Allowance and Clothing - An inmate may be entitled to a discharge allowance upon release or discharge, including a supervised release, (See Attachment D). Checks or cash shall not be issued in lieu of clothing.
  - 1.2.1 Inmates shall be provided gender appropriate clothing upon release or discharge, as follows:

- 1.2.1.1 One pair of blue jeans.
- 1.2.1.2 One shirt.
- 1.2.1.3 One pair of underwear/panties.
- 1.2.1.4 One bra.
- 1.2.1.5 One pair of hosiery or socks.
- 1.2.1.6 One pair of shoes or boots for inmates who do not own personal footwear (inmates wearing footwear that has been issued to them shall not be issued new footwear prior to their discharge).
- 1.2.1.7 Female inmates may choose a dress, instead of jeans and a shirt or a skirt instead of jeans at facilities where donated clothing is available.
- 1.2.2 An inmate with less than \$50 in a dedicated discharge account shall receive the allowance amount needed to make a total of \$50 from the discharge fund, if eligible. (See Attachment D)
- 1.3 Determination of Eligibility - Before an inmate is released or discharged, staff shall confirm the inmate's entitlement to a discharge allowance by:
  - 1.3.1 Examining the inmate's file to determine if the inmate meets the eligibility criteria for discharge allowance.
  - 1.3.2 Ensuring inmates who meet the eligibility criteria for discharge allowance receive the discharge allowance.
  - 1.3.3 Including the discharge allowance check with the inmate's balance of account checks and having the inmate sign the acknowledgement of receipt prior to release or discharge. If the checks are mailed, annotate the DT08 Comment screen.
- 1.4 Disposition of Property - Shall be in accordance with Department Order #909, Inmate Property.
- 1.5 Transportation Assistance for Paroled/Discharged Inmates - When appropriate, Wardens may issue to paroled inmates, if consistent with the signed conditions of supervision, or to discharged inmates a nontransferable ticket on a railroad or bus serving near the place of discharge to the first railroad depot or bus station beyond the State limits.
  - 1.5.1 Checks or cash shall not be issued in lieu of a ticket.
  - 1.5.2 Tickets shall be purchased from discharge appropriated monies. If the ticket is not used within three days after the date of discharge, it shall be voided and the funds returned to the discharge account, unless use of the ticket was precluded because of the inmate's illness.

- 1.5.3 Warden shall ensure that inmates who need transportation upon release are transported in accordance with Department Order #705, Inmate Transportation.
- 1.5.4 All exceptions shall be approved by the Division Director for Offender Operations.
- 1.6 The Department shall reimburse any discharge expenses incurred by Contract Beds.

#### **905.10 UTILITY CHARGING**

- 1.1 Inmates shall be allowed the number of electrical and other powered appliances as authorized in Department Order #909, Inmate Property. It is the responsibility of each Institution's Property Officer to notify the Business Administrator of all Inmates who possess electrical appliances by submitting a Utility Charging/Status Change Request, Form 905-12, for each inmate housed in the facility.
- 1.2 Except as identified in section 1.2.1 below, inmates shall be charged a fee of two dollars per month for utility expenses for each month that the inmate possesses one or more electrical appliances as defined in Department Order #909, Inmate Property. Including any item previously authorized such as fans and radios, which use electrical current from the physical plant.
  - 1.2.1 The inmate shall be charged the full amount of two dollars regardless of the number of days they possessed the appliance during the month. If the inmate does not have sufficient funds for the utility charge, a hold shall be placed on the inmate's trust account.
  - 1.2.2 Inmates, who lose the privilege to possess all electrical appliances through the disciplinary process, shall request a refund of the utility charge using a Status Change Request, Form 905-12. Refunds shall be authorized only if all appliances were physically out of the inmate's possession for the entire month. The request shall be reviewed by the Correctional Officer III and Deputy Warden. If a refund is approved, the form shall be forwarded to the Business Office for processing.
  - 1.2.3 The unit where the inmate is assigned on the third Saturday of the month shall be the unit charging the inmate.
- 1.3 Exemptions
  - 1.3.1 Inmates assigned to the following locations are not required to pay a utility charge:
    - 1.3.1.1 ASPC-Florence, Central Unit - Housing Unit 8.
    - 1.3.1.2 ASPC-Eyman, Browning Unit - Behavioral Management Unit.
    - 1.3.1.3 ASPC-Perryville, Female Reception Area.
    - 1.3.1.4 ASPC-Perryville, Women's Treatment Unit.

- 1.3.1.5 ASPC-Phoenix, Alhambra Unit - Male Reception Area.
- 1.3.1.6 ASPC-Phoenix, Alhambra Unit - Baker Ward (Licensed Mental Health Facility).
- 1.3.1.7 ASPC-Phoenix, Flamenco Unit (Licensed Mental Health Facility).
- 1.3.1.8 ASPC-Phoenix, Aspen Special Programs Unit.
- 1.3.1.9 ASPC-Tucson, Step-Down Program Area.
- 1.3.1.10 Inpatient Component Units at ASPC-Florence, Lewis, Perryville and Tucson.
- 1.3.1.11 ASP-Florence West (Return to Custody Unit).
- 1.3.1.12 ASPC-Lewis, Eagle Point Unit.
- 1.3.1.13 ASPC-Lewis, Sunrise Unit.
- 1.3.2 The following are exempt from paying utility charges:
  - 1.3.2.1 Inmates classified as minors.
  - 1.3.2.2 Inmates possessing only medically-prescribed electrical appliances.
- 1.4 Business Offices and Property Officers shall maintain appropriate records of inmates who possess electrical appliances subject to a utility charge.
  - 1.4.1 Inmate Property Room staff shall, by the 10th calendar day of the month, notify the Business Office of any changes, i.e., inmates who have received or sent out appliances during the preceding month, using a Status Change Request form. The transfer of an inmate to a different unit or institution does not require a change to the utility charging status. The Business Office shall enter the data in the appropriate Trust Account screen.
- 1.5 The Financial Services Bureau shall initiate the utility charge batch run on AIMS on the third Saturday of the month. A system-generated deduction report by institution shall be used to prepare the deposit to the State Treasurer for amounts collected, to reduce the utility expenses for the appropriate institution. A copy of the deduction report shall be forwarded to each institution's Business Administrator.
  - 1.5.1 Funds collected for inmates at Contract Beds Facilities shall be deposited as a reduction of per diem expense.
  - 1.5.2 If the inmate does not have sufficient funds for the utility charge, a hold shall be placed on the inmate's trust account in accordance with this Department Order.
- 1.6 The Financial Services Bureau Administrator or designee shall prepare a report to the Director for the Joint Legislative Budget Committee and the Director of the Governor's Office of Strategic Planning and Budgeting by September 1 of each year detailing the collection and expenditure of monies collected from inmates as utility charges.

## **905.11 FILING WITH THE FEDERAL COURTS**

- 1.1 In order to file a lawsuit with the federal courts an inmate must provide a certified statement of account to the court. The inmate may request the certified statement of account from the Inmate Trust Account Department where the inmate is housed by completing an Inmate Letter form. The inmate will be charged \$0.25 per page and a memo shall be sent to the institution ITA supervisor directing the collection of the fee. If funds are not available, the inmate's account shall be placed on hold for the amount.
- 1.2 The unit's Inmate Trust Account Department shall provide copies of Trust Account statements within five working days of receiving the inmate letter. Scanned statements shall be forwarded through e-mail and the original copy shall be forwarded via inter-office mail directly to the ITA where the inmate is housed to ensure prompt delivery to the requesting inmate.
- 1.3 The completed federal form "Application to Proceed in Forma Pauperis" shall be presented by the inmate along with the certified statements to their assigned CO III for certification. The certified application shall be returned to the inmate who is responsible for filling a petition with the court. The application shall not be certified by the unit's Inmate Trust Account Department.

## **905.12 INMATE FUNDRAISERS/COMMUNITY BETTERMENT PROGRAMS**

- 1.1 Inmate Fundraisers and Community Betterment Programs hold inmates accountable for the crimes they commit, and provide them with the opportunity to make reparations and give back to the communities affected by their crimes. All staff involved should understand the importance of inmate participation and the positive impact these activities have on public awareness and in our communities in general.
- 1.2 Warden Responsibilities
  - 1.2.1 Wardens in consultation with the affected Regional Operations Director (ROD) are the final approval authorities for all fundraisers to be held within their assigned institution.
  - 1.2.2 Each Warden shall appoint an Administrative Assistant or designee as a Restorative Justice Liaison for their institution, who shall work with the units to organize and plan fundraising activities.
  - 1.2.3 The Warden in consultation with the affected ROD shall approve fundraisers consistent with unit security requirements and may include activities such as domestic violence walk, food sales, or any other activities approved by the ROD.
  - 1.2.4 Each institution/unit shall hold an Inmate Fundraiser once each quarter in addition to the mandatory annual Inmate Fundraiser in support of National Crime Victims' Rights Week.
    - 1.2.4.1 The Director may mandate other fundraisers.

1.2.4.2 As approved by the Warden, in consultation with the affected ROD, additional Inmate Fundraisers, non-product related Inmate Direct Donation fundraisers and Project Proposal/Requests for Inmate Volunteer Services may be initiated at any time.

### 1.3 Restrictions

1.3.1 Inmate fundraisers shall not be conducted concurrently in competition with one another.

1.3.2 Inmate fundraisers are for inmates only; however, employees may independently donate money to the charities.

1.3.3 Inmate participation is voluntary and 100% of the net fundraising proceeds must go to the selected charities.

1.3.4 No refunds shall be issued to the inmates unless they are transferred to a new location for non-disciplinary actions or at no fault of their own. Inmate's that are pending transfer prior to the date of the event should not be allowed to participate.

1.3.5 The ROD shall establish criteria as to the suitability of each fundraiser by security levels.

1.3.6 Beneficiaries receiving donations from inmate fundraisers conducted through Restorative Justice activities shall be pre-approved by the Central Office Victim Services Administrator.

1.3.7 Victim organizations receiving donations from inmate fundraisers conducted through Victim's Rights Week activities shall be pre-approved by the Central Office Victim Services Administrator.

1.3.7.1 The selection of non-profit 501-C-3 organizations to receive inmate donation monies shall be determined by each institution with the approval of the Central Office Victim Services Administrator.

1.3.8 Schools receiving donations from inmate fundraisers conducted through Pack to School activities shall be selected by the Salvation Army and pre-approved by the Central Office Victim Services Administrator and/or Pack to School Coordinator.

1.3.9 Pizza or hamburger sales shall not be conducted on the same day these foods are served by Canteen food service.

1.4 Applications - For Restorative Justice Inmate Fundraisers each charity seeking contributions shall request a Restorative Justice/Inmate Fundraiser Application, Form 905-14, from the institution in which they seek to conduct a fundraiser. The charity shall complete and submit the form to the Central Office Victim Services Office.

1.4.1 Beneficiaries of inmate fundraisers shall be pre-approved through the application process.

- 1.4.2 Each charity receiving funds will be required to complete and submit a report to the Director or designee detailing how monies were used.
- 1.4.3 Restorative Justice contributions shall be processed through the Restorative Justice Liaison.
- 1.5 Planning – The hosting unit shall plan and organize the event and shall work in conjunction with the Complex Business Office and any contracted vendor whose business operations may be adversely affected by the sale of a particular product.
  - 1.5.1 The hosting unit shall submit a memo to the Warden via email that includes the following information:
    - 1.5.1.1 Unit holding the fundraiser.
    - 1.5.1.2 Event Date.
    - 1.5.1.3 Description of the activity and/or the product to be sold and the price.
    - 1.5.1.4 Detailed time-frames for the fundraiser identifying the completion of each phase of the process.
    - 1.5.1.5 A list of the organizations which will benefit from the fundraiser.
  - 1.5.2 The Warden shall make a determination and forward the request:
    - 1.5.2.1 If approved, indicate “Approved” and forward to the hosting unit’s Deputy Warden, Business Administrator, and copy the Deputy Director, the Central Office Victim Services Administrator, the Inmate Trust Supervisor and the Accounting Supervisor.
    - 1.5.2.2 If not approved, indicate, “Not Approved” and forward back to the hosting unit, and copy the Restorative Justice Liaison.
  - 1.5.3 Each unit assigned Restorative Justice Liaison hosting the fundraiser shall complete the last page of the Restorative Justice/Inmate Fundraiser Application form and submit it to the Warden for approval and signature. Attachments to this form shall include:
    - 1.5.3.1 Copies of Proposed Promotional Materials to be used for the fundraiser/activity and the cost.
    - 1.5.3.2 A memo detailing time-frames for the fundraiser and the completion of each phase of the process.
    - 1.5.3.3 A copy of "No Refunds" Disclaimer to be presented to the inmates.
    - 1.5.3.4 The Warden shall indicate approval or disapproval of fundraiser activities on the Inmate Fundraiser Proposal form.

- 1.6 Confirmation of Vendor Sign-off - The Canteen food service representatives shall waive the contract provisions if the product selected for the fundraiser is available through their respective contracts such as pizzas or hamburgers. This approval shall be documented on the fundraiser application form.
- 1.7 Vendor Confirmation - The unit staff member heading up the fundraiser shall contact the Business Administrator to determine whether a State contracted vendor must be used. The selected vendor shall be contacted to determine costs and the estimated time of arrival for product delivery.
  - 1.7.1 The State of Arizona cannot be obligated for inmate fundraisers. A credit application shall not be made and State Purchase Orders shall not be issued.
  - 1.7.2 Up to four Inmate Trust Account checks shall be issued to the vendor(s) and the charity.
  - 1.7.3 Vendors must be contacted in advance to ensure the acceptance of an Inmate Trust Account check.
  - 1.7.4 State employees, contract staff and volunteers are not permitted to be the vendor.
- 1.8 Placing Orders with the Vendor – Pricing of all products and services shall be obtained at least two weeks prior to the fundraiser event which includes, delivery charges and sales taxes (ADC is not tax exempt).
  - 1.8.1 The order cannot be placed with the vendor until after the funds have been collected from the inmate accounts and the unit receives confirmation on inmate participants from the Business Office. Inmate's that do not have sufficient funds will not be allowed to participate. This will ensure the correct amount of product is ordered and there are sufficient funds to compensate the vendor.
  - 1.8.2 The vendor shall provide original invoice or receipt with company name. Copies, faxes or electronically transmitted invoices are not acceptable. Upon receipt of invoice, a check shall be issued to the company named on the invoice.
- 1.9 Advertising – The hosting unit cannot announce the event, post flyers or collect Inmate Request for Withdrawal forms until the event is approved by the Warden. Once the event is approved by the Warden, the hosting unit may:
  - 1.9.1 Request inmate voluntary participation/contribution and collect Inmate Request for Withdrawal forms through:
    - 1.9.1.1 Announcements on Closed Circuit Television (CCTV) regarding opportunities to voluntarily donate.
    - 1.9.1.2 One-on-one contact between staff/inmate for contributions.
    - 1.9.1.3 Posting flyers to inform/educate inmates regarding fundraiser and the charitable organization benefited.

1.9.2 The event memos and flyers shall outline the contribution procedure and include information such as benefiting charity, item, item limits, price, no-refund disclaimer and scheduled/proposed delivery date.

#### 1.10 Distribution of Product

1.10.1 The hosting unit shall make arrangements with the Chief of Security for staff coverage on the day the product is to be delivered to inmates on the unit.

1.10.2 Security staff shall follow applicable Department Orders, Post Orders or other written instructions during the distribution of any product approved for distribution to the inmate population.

1.11 Fund Collection – Collect original Inmate Request for Withdrawal forms and deliver to Inmate Trust Accounts, two weeks prior to the event, to ensure funds are available. This will also ensure the accurate amount of product is ordered from the vendor. Determination of quantities ordered from the vendor shall be based on the number of inmate participants who have paid in advance.

1.11.1 Unit staff may create a master list to sort disbursements.

1.11.2 Review forms before submitting to Business Office. The Business Office shall ensure:

1.11.2.1 Inmate signatures and unit authorized signatures appear on the forms.

1.11.2.2 “Pay To” is the Fundraiser.

1.11.2.3 The Business Administrator shall ensure these monies are tracked, accounted for, and distributed appropriately.

1.11.2.4 One disbursement is posted for the total order (not to exceed defined limit).

1.11.2.5 Inmate Trust Account staff notify the unit of any non-sufficient funds.

1.11.2.6 No refunds shall be allowed once checks have been issued from the Inmate Trust Account.

#### 1.12 Fund Distribution

1.12.1 The Restorative Justice Liaison for fundraisers shall maintain account ledgers for each fundraiser.

1.12.2 Checks shall be issued to the vendor and charity once all revenues have been collected. All documentation shall be forwarded to the Restorative Justice Liaison for audit purposes.

1.12.3 All receipts/invoices from vendors shall be returned to the Restorative Justice Liaison to provide justification for the payment to the vendor.

- 1.12.4 Receipts/thank you notes from the charity shall be returned to the Restorative Justice Liaison to provide justification the payment to the charity.
  - 1.12.5 Copies of receipts/thank you notes from the charity shall be scanned and emailed or faxed to the Restorative Justice Liaison.
  - 1.12.6 Each Complex Business Office shall disburse all proceeds, minus all associated fundraising and product costs.
  - 1.12.7 All checks shall be accounted for and disbursed as outlined in Department Order #301, Fiscal Management, Department Order #303, Bank Accounts/Petty Cash System, and this Department Order.
  - 1.12.8 The Inmate Trust Account shall create two checks: one to the vendor to cover expenses and a second to the beneficiary of inmate fundraisers.
    - 1.12.8.1 Vendor must be contacted in advance to ensure the acceptance of an Inmate Trust Account check.
    - 1.12.8.2 State employees, contract staff and volunteers are not permitted to be the vendor.
- 1.13 Reports - The institution Restorative Justice Liaison shall forward monthly reports of Inmate Fundraiser activities to the Central Office Victim Services Administrator using an Excel spread sheet. Actual donations and contributions of payments to victims' service charities shall be reported separately as Restorative Justice donations.

## IMPLEMENTATION

Within 90 days of the effective date of this Department Order, the Financial Services Bureau Administrator and the Central Office Inmate Trust Account Control Manager shall develop, update and maintain the Inmate Trust Account Technical Manual addressing at a minimum:

- Inmate Trust Accounts.
- Inmate Trust Funds.
- Disbursement of Inmate Monies.
- Forfeiture of Inmate Monies.

Within 90 days of the effective date of this Department Order, the Financial Services Bureau Administrator shall develop and maintain a Technical Manual outlining how monies and donations received through inmate fundraiser will be processed and distributed.

## DEFINITIONS

**ALCOHOL ABUSE TREATMENT FUND (AATF)** - The Department's account for money that accrues from work performed by persons convicted for driving while intoxicated or driving under the influence of alcohol and/or drugs. Funds from this account are used to provide alcohol/substance abuse treatment for inmates incarcerated for DWI offenses.

**COMMUNITY BETTERMENT** – Organized events benefiting any agency which falls within the meaning of 26 CFR 1.501 (c)(3), which is eligible to receive tax deduction contributions under 26 USC 170, which actively conducts direct and immediate health or human service programs, actively engages in environmental services which protect and enhance public health and environment, or actively engages in historical protection, enhancement, restoration, preservation or conservation, whose mission is not focused on providing services to crime victims.

**COMPENSATION** - Any remuneration received for the performance of inmate work in the prison industries program, private sector, prison contracts or WIPP.

**DEDICATED DISCHARGE ACCOUNT** - An account that is established from a percentage of an inmate's wages, which contains a maximum of \$50, and that is held for the inmate's discharge or release from prison.

**DEPENDENT** - A person who relies on another for support.

**DEPENDENT SUPPORT** - Payments made by the inmate to any person as ordered by a court for support or voluntary payments made by the inmate to any person for support that is verified to be a bona fide dependent of the inmate from documentation such as birth certificates, federal and state income tax records, marriage license, adoption or guardian records, etc.

**DISCHARGE ALLOWANCE** - A check or cash issued to an eligible inmate upon the inmate's parole or discharge from the Department's custody. The check or cash is expended from funds that are appropriated to the Department.

**HEALTH AND WELFARE INDIGENCE** - An inmate who has applied for and been approved to receive free health care supplies as a result of meeting established financial requirements.

**INMATE DIRECT DONATION** - An organized event in which several inmates make voluntarily donations from their inmate account without receiving any items or goods in return for their donations.

**INMATE FUNDRAISERS** - Involves inmate purchasing approved items at premium prices. The proceeds are then donated to designated charitable organizations.

**INMATE TRUST ACCOUNTS** – The Complex Business Office staff responsible for posting deposits and withdrawals to inmate accounts.

**INMATE TRUST ACCOUNT FUNDS** - Funds received from any source and held by the Department in trust for each inmate, comprised of the dedicated discharge account, retention account and the spendable account.

**INVESTMENT** - Funds invested with the State Treasurer for the specific purpose of earning interest on the deposit(s).

**MAIL MONEY** - Monies received through the mail, County Intake, or Western Union Quick Collect for deposit into the spendable account (does not include refunds).

**PRISON INDUSTRIES PROGRAM** - Any work activity engaged in by adult inmates assigned to an Institution, including Arizona Correctional Industries (ACI), Prison Industry Enhancement (PIE) program, ACI Work Contracts. This program excludes WIPP and Activities and Recreation (A&R) paid inmate income.

**RESTITUTION** - Court-ordered restitution is payment by the inmate to a victim as ordered by the Court. Disciplinary Restitution is payment by the inmate to the Department as ordered in a disciplinary Hearing.

**RESTORATIVE JUSTICE ACTIVITIES**– Organized events that benefit any agency that falls within the meaning of 26 CFR 1.501 (c)(3), which is eligible to receive tax deduction contributions under 26 USC 170, and that actively conducts direct and immediate services to crime victims as defined in ARS 13-4401, or any approved donation to a individual crime victim or entity by the Director or designee.

**RESTORATIVE JUSTICE INMATE VOLUNTEER SERVICES** - A voluntary program in which inmates give freely of their leisure time to participate in approved activities that serve to complete a specific project that promotes Restorative Justice tenets or benefits agencies that provide direct services to crime victims or the community.

**RETENTION** - Monies accrued from wage compensation in accordance with Attachments B-2 & B-3.

**TAXATION/RISK MANAGEMENT**- Deducting monies in any account managed by the Department on behalf of an inmate after a decision is received that orders the inmate to pay court costs, attorney fees and/or punitive damages. All funds in the inmate's account that are not otherwise designated for dependent care, room and board, court-ordered restitution or prior disciplinary restitution are subject to taxation.

**SPENDABLE BALANCE** - Remaining balance in the inmate's trust fund after expenditures have been deducted. This balance is sometimes referred to as Spendable Account.

#### **SPENDABLE EARNINGS**

##### HOURLY WAGE

Less than \$2.00 per hour

\$2.00 per hour or greater

##### SPENDABLE EARNINGS

Entire amount less mandatory and Department controlled deductions.

50 cents per hour plus 10% of the balance in excess of 50 cents per hour minus Department controlled deductions in accordance with A.R.S. 31-254 and A.S.R. 31-230.

**VICTIM SERVICES ORGANIZATION** - Any non-profit organization that fall within the meaning of 26 CFR 1.501 (c)(3), which is eligible to receive tax deduction contributions under 26 USC 170, and that actively conducts direct and immediate services to crime victims as defined in ARS 13-4401.

{Original Signature on File}

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Charles L. Ryan  
Director

#### **ATTACHMENT LIST**

- Attachment A - Schedule of Deductions From Inmate Monies
- Attachment B1 – Schedule of Deductions From Wages Less than \$2.00
- Attachment B2 – Schedule of Deductions From Wages \$2.00 or greater (NOT PIE)
- Attachment B3 – Schedule of Deductions From Wages greater than \$2.00 (PIE)
- Attachment C – Schedule of Deductions From Mail Money (REVISED)a
- Attachment D – Discharge Procedures: Inmate Funds and Discharge Allowance
- Attachment E – Example of Forfeiture of Inmate Monies Upon Escape
- Attachment F – State Facilities – Collection of Inmate Monies

Attachment G – Contract Beds Facilities – Collection of Inmate Monies  
Attachment H – Inmate Retention Monies

### **FORMS LIST**

905-1, Inmate Request for Withdrawal  
905-2, Application for Indigent Status  
905-8, Request for Retention Funds  
905-11, Inmate Work and Wage Agreement (PIE)  
905-12, Status Change Request

### **AUTHORITY**

A.R.S. 12-302, Extensions of Time for Payment of Fees and Costs; Relief from Default for Nonpayment

A.R.S. 13-441, Definitions (Victim)

A.R.S. 28-692.01, Persons under the Influence of Intoxicating Liquor or Drugs

A.R.S. 28-692.02, Increased Punishment for Conviction of Driving While Under the Influence of Intoxicating Liquor or Drugs While License Suspended, Revoked or Refused or If Person has not Applied for or Obtained a License

A.R.S. 31-201.01, Medical Costs for Inmate Injuries Caused by Assaults

A.R.S. 31-228, Procedure for Discharge of Prisoner, Return of Property; Furnishing Money, Clothing and Transportation Ticket; Allowing Hair to Grow Before Discharge

A.S.R. 31-230, Prisoner Spendable Accounts

A.R.S. 31-237, Dedicated Discharge Accounts

A.R.S. 31-239, Utility Fees

A.R.S. 31-254, Compensation for Labor Performed; Price of Prison-Made Articles; Distribution of Earnings; Prisoner's Not Employees and Not Entitled to Worker's Compensation

A.R.S. 31-255, Alcohol Abuse Treatment Fund

A.R.S. 31-323, Compensation for Prisoner Participation in Approved Programs

A.R.S. 41-1602.02, Canteens; Establishment; Prices; Goods; Insurance

A.R.S. 41-1604.03, Special Services Fund; Monies; Uses

A.R.S. 41-1604.04, Investment of Special Service Funds Monies; Approval; Deposit of Proceeds

A.R.S. 41-1604.05, Investment of Offenders' Funds; Deposit of Proceeds; Commingling Permitted

A.R.S. 41-1613, Duties and Powers of the Director pertaining To Community Correctional Centers

**ATTACHMENT A  
DEPARTMENT ORDER 905**

**SCHEDULE OF DEDUCTIONS FROM INMATE MONIES**

DEDUCTION	BASIS FOR DEDUCTION	DEDUCTIONS APPLICABLE TO:		
		I/M wages of less than \$2.00	I/M Wages \$2.00 or More	Mail Money
<b>MANDATORY DEDUCTIONS</b>				
AATF (51) (Alcohol Abuse Treatment Fund)	For a DUI/DWI offense, in accordance with A.R.S. 31-255, 67% of gross wages or \$0.50 per hour, whichever is less	Yes	Yes	No
DEDICATED DISCHARGE (DDA) (13)	25% of gross wages until \$50.00 is accumulated	Yes	Yes	No
ROOM & BOARD (21)	30% of gross wages (\$ 2.00 or greater)	No	Yes	No
CHILD SUPPORT (32) (Dependent Care)	30% of gross wages	Yes	Yes	No
TRANSITION FEES (54)	5% of gross wages	Yes	Yes	No
UTILITY CHARGES (36)	\$2.00 per month per Inmate Collected on the third Saturday of every month	Yes	Yes	Yes
VICTIMS COMPENSATION (30)	10% of gross wages (PIE Programs only)	No	Yes (PIE payrolls only)	No
<b>DEPARTMENT CONTROLLED DEDUCTIONS</b>				
ITA FEES (58)	1% of deposits to spendable after Mandatory deductions are collected	Yes	Yes	Yes
COURT ORDERED RESTITUTION (24)	20% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
STATE FILING FEES (37)	20% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
FEDERAL FILING FEES (35)	20% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
DISCIPLINARY RESTITUTION (41)	10% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
TAXATION/RISK MANAGEMENT (34)	10% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
ESCAPEE APPREHENSION (33)	10% of deposits to spendable after mandatory deductions are collected	Yes	Yes	Yes
<b>DEDUCTIONS AND HOLDS ON INMATE INITIATED TRANSACTIONS</b>				
MEDICAL/HEALTH (40)	\$4.00 per visit collected from spendable and encumbered balances	Yes	Yes	Yes
COMPASSIONATE VISITS (42)	Funds must be available in spendable, encumbered or suspense prior to visit. Total cost of visit to be collected from spendable, encumbered and suspense balances.	Yes	Yes	Yes
STORE/COMMISSARY (20 & 25)	Collected from spendable and encumbered balances	Yes	Yes	Yes
COPIES (LEGAL AND NON-LEGAL) (38 & 46)	Collected from spendable and encumbered balances	Yes	Yes	Yes
POSTAGE/SHIPPING (LEGAL AND NON-LEGAL) (39 & 47)	Collected from spendable and encumbered balances	Yes	Yes	Yes
ID CARDS (48)	Collected from spendable and encumbered balances	Yes	Yes	Yes
NOTARY SERVICES (38)	Collected from spendable and encumbered balances	Yes	Yes	Yes
LEGAL SUPPLIES (50)	Collected from spendable and encumbered balances	Yes	Yes	Yes
GED TESTING FEES (55)	Collected from spendable and encumbered balances	Yes	Yes	Yes
INTERSTATE COMPACT FEES (56)	Collected from spendable balances	Yes	Yes	Yes
FUNDRAISERS (57)	Collected from spendable balances	Yes	Yes	Yes

JULY 11, 2012

ARIZONA DEPARTMENT OF CORRECTIONS  
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES

		DEDUCTIONS APPLICABLE TO:		
DEDUCTION (code)	BASIS FOR DEDUCTION	Inmate wages of less than \$2.00	Inmate wages of less than \$2.00 BONUS ACI ONLY	Mail Money
<b>MANDATORY DEDUCTIONS</b>				
AATF (51)	67% of gross wages for DUI/DWI offense	YES	YES	NO
DEDICATED DISCHARGE (13)	25% of gross wages until \$50.00 is accumulated	YES	YES	NO
TRANSITION FEES (54)	5% of gross wages	YES	YES	NO
CHILD SUPPORT (32)	30% of gross wages	YES	YES	NO
**SPENDABLE BALANCE	gross wages minus mandatory deductions = spendable balance			
<b>DEPARTMENT CONTROLLED DEDUCTIONS</b>				
ITA FEES (58)	**1% of deposits to spendable	YES	YES	YES
COURT ORDERED RESTITUTION (24)	**20% of deposits to spendable	YES	YES	YES
STATE FILING FEES (37)	**20% of deposits to spendable	YES	YES	YES
FEDERAL FILING FEES (35)	**20% of deposits to spendable	YES	YES	YES
DISCIPLINARY RESTITUTION (41)	**10% of deposits to spendable	YES	YES	YES
TAXATION/RISK MANAGEMENT (34)	**10% of deposits to spendable	YES	YES	YES
ESCAPEE APPREHENSION (33)	**10% of deposits to spendable	YES	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory & Department controlled deductions equal – REMAINING TO SPENDABLE BALANCE			
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month			
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances			

ATTACHMENT B-2  
DEPARTMENT ORDER 905

ARIZONA DEPARTMENT OF CORRECTIONS  
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES

		DEDUCTIONS APPLICABLE TO:		
DEDUCTION (Code)	BASIS FOR DEDUCTION	Inmate wages of \$2.00 or greater (not PIE)	Inmate wages of \$2.00 or greater (not PIE) BONUS ONLY	Mail Money
<b>MANDATORY DEDUCTIONS</b>				
** SPENDABLE	Hours worked x \$0.50	YES	NO	NO
AATF (51)	Hours worked x \$0.50	YES	NO	NO
DEDICATED DISCHARGE (13)	25% of gross wages until \$50.00 is accumulated	YES	NO	NO
TRANSITION FEES (54)	5% of gross wages	YES	NO	NO
ROOM AND BOARD (21)	30% of gross wages	YES	YES	NO
DEPENDENT CARE (32)	30% of gross wages	YES	YES	NO
**PLUS 10% TO SPENDABLE	10% of balance = (gross minus mandatory deductions)	YES	NO	NO
BALANCE TO RETENTION	gross minus mandatory and spendable deductions goes to retention	YES	NO	NO
<b>DEPARTMENT CONTROLLED DEDUCTIONS</b>				
ITA FEES (58)	** 1% of deposits to spendable	YES	YES	YES
COURT ORDERED RESTITUTION (24)	** 20% of deposits to spendable	YES	YES	YES
STATE FILING FEES (37)	** 20% of deposits to spendable	YES	YES	YES
FEDERAL FILING FEES (35)	** 20% of deposits to spendable	YES	YES	YES
DISCIPLINARY RESTITUTION (41)	** 10% of deposits to spendable	YES	YES	YES
TAXATION /RISK MANAGEMENT (34)	** 10% of deposits to spendable	YES	YES	YES
ESCAPEE APPREHENSION (33)	** 10% of deposits to spendable	YES	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory, spendable, and Department controlled deductions equal – REMAINING TO SPENDABLE balance			
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month			
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances			

**ATTACHMENT B-3  
DEPARTMENT ORDER 905**

**ARIZONA DEPARTMENT OF CORRECTIONS  
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES**

		<b>DEDUCTIONS APPLICABLE TO:</b>	
<b>DEDUCTION (Code)</b>	<b>BASIS FOR DEDUCTION</b>	<b>PIE Inmate wages greater than \$2.00</b>	<b>Mail Money</b>
<b>MANDATORY DEDUCTIONS</b>			
** SPENDABLE	20% of gross wages (prior to tax deduction) per A.R.S. ' 41-1674	YES	NO
VICTIMS COMPENSATION (30)	10% of gross wages	YES	NO
ROOM AND BOARD (21)	30% of gross wages	YES	NO
DEPENDENT CARE (32)	15% of gross wages	YES	NO
TRANSITION FEES (54)	5% of net wages	YES	NO
AATF (51)	\$0.50 x HRS WORKED	YES	NO
DDA (13)	25% of net wages until \$50.00 is accumulated	YES	NO
BALANCE TO RETENTION	gross minus mandatory & spendable deductions goes to retention	YES	NO
<b>DEPARTMENT CONTROLLED DEDUCTIONS</b>			
ITA FEES (58)	**1% of deposits to spendable	YES	YES
COURT ORDERED RESTITUTION (24)	**20% of deposits to spendable	YES	YES
STATE FILING FEES (37)	**20% of deposits to spendable	YES	YES
FEDERAL FILING FEES (35)	**20% of deposits to spendable	YES	YES
DISCIPLINARY RESTITUTION (41)	**10% of deposits to spendable	YES	YES
TAXATION /RISK MANAGEMENT (34)	**10% of deposits to spendable	YES	YES
ESCAPEE APPREHENSION (33)	**10% of deposits to spendable	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory, spendable & Department controlled deductions equal – REMAINING TO SPENDABLE Balance		
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month		
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances		

**ATTACHMENT C  
DEPARTMENT ORDER 905**

**ARIZONA DEPARTMENT OF CORRECTIONS  
SCHEDULE OF DEDUCTIONS FROM MAIL MONEY**

<b>DEDUCTION (code)</b>	<b>BASIS FOR DEDUCTION</b>
ITA FEES (58)	1% of gross amount per negotiable instrument
COURT ORDERED RESTITUTION (24)	20% of gross amount per negotiable instrument
STATE FILING FEES (37)	20% of gross amount per negotiable instrument
FEDERAL FILING FEES (35)	20% of gross amount per negotiable instrument
DISCIPLINE RESTITUTION (41)	10% of gross amount per negotiable instrument
TAXATION/RISK MANAGEMENT (34)	10% of gross amount per negotiable instrument
ESCAPE APPREHENSION (33)	10% of gross amount per negotiable instrument
REMAINING TO SPENDABLE	Gross amount minus Department controlled deductions equal – REMAINING TO SPENDABLE balance
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances

**ATTACHMENT D  
DEPARTMENT ORDER 905**

**DISCHARGE PROCEDURES: INMATE FUNDS AND DISCHARGE ALLOWANCE**

SITUATION	CASH ELIGIBILITY	
	Dedicated Discharge Account	Discharge Allowance
1. Inmate previously paroled or discharged.	Balance in Account	None
2. Inmate <u>not</u> previously paroled or discharged. <ul style="list-style-type: none"> <li>• \$50 accumulated in DDA.</li> <li>• Discharged, released or transferred to a community release status other than Home Arrest or Work Furlough.</li> </ul>	Balance in Account	None
3. Inmate <u>not</u> previously paroled or discharged. <ul style="list-style-type: none"> <li>• Less than \$50 accumulated in DDA.</li> <li>• \$250 or more in spendable and retention accounts combined.</li> <li>• Discharged, released or transferred to a community release status other than Home Arrest or Work Furlough.</li> </ul>	Balance in Account	None
4. Inmate <u>not</u> previously paroled or discharged. <ul style="list-style-type: none"> <li>• Less than \$50 accumulated in DDA.</li> <li>• Less than \$250 in spendable and retention accounts combined.</li> <li>• Discharged, released or transferred to a community release status other than Home Arrest or Work Furlough.</li> </ul>	Balance in Account	An amount equal to \$50 minus balance in DDA
5. Inmate transferred to Home Arrest or Work Furlough.	Balance in Account	None
6. Inmate remanded to the Department as a Condition of Probation (DUI) (Code 18).	Balance in Account	None
7. Interstate Compact Inmates <ul style="list-style-type: none"> <li>• ADC Inmate Compact Inmates</li> <li>• Out-of-state inmate housed at ADC</li> </ul>	Balance in Account  Balance in Account	Same as (4)  None

**ATTACHMENT E  
DEPARTMENT ORDER 905**

**EXAMPLE OF FORFEITURE OF INMATE MONIES UPON ESCAPE**

DATE	SOURCE	EARNED	UNEARNED	EXPEND	BALANCE
1-May	Start Calculations				
1-May	\$20.00 Mail Money		\$20.00		\$20.00
6-May	\$40.00 WIPP	\$25.00			\$45.00
7-May	Store Purchase			\$35.00	\$10.00
8-May	\$30.00 Mail Money		\$30.00		\$40.00
11-May	Catalogue Purchase			\$10.00	\$30.00
18-May	\$20.00 Mail Money		\$20.00		\$50.00
21-May	Store Purchase			\$25.00	\$25.00
21-May	ACI wages (spendable)	\$66.00			\$91.00
25-May	\$20.00 Mail Money		\$20.00		\$111.00
27-May	INMATE ESCAPED				
SUBTOTAL:		\$91.00	\$90.00	\$70.00	\$111.00

UNEARNED INCOME:	\$90.00
EXPENSES:	(\$70.00)
DIFFERENCE:	<u>\$20.00</u>

SPENDABLE/ENCUMBERED AMOUNT TO REMAIN IN INMATE'S ACCOUNT	\$20.00
AMOUNT FORFEITED TO A&R	\$91.00

Amount to remain in spendable or encumbered in the inmate's account = unearned income minus expenses, if the amount is less than \$0.00, the amount to remain in spendable or encumbered in the inmate's account is \$0.00.

Amount to be forfeited to A&R = total of earned income. If the amount to remain in spendable or encumbered = \$0.00, then the entire balance of the account is forfeited. If the amount to remain in spendable or encumbered is greater than \$0.00, subtract amount to remain in spendable or encumbered from the balance of the account.

- Monies received from other sources which shall remain in the spendable or encumbered account pending payments toward apprehension costs with the escape.
- The earnings of \$91.00 in the spendable/encumbered balance shall be forfeited to the local A&R fund. Also, any earnings in the inmate's retention account is forfeited.

Questions concerning any calculations shall be directed to the Administrative Services Bureau Administrator or designee.

**ATTACHMENT F  
DEPARTMENT ORDER 905**

**(STATE FACILITIES)  
COLLECTION OF INMATE MONIES**

<b>DEDUCTION CODE</b>	<b>TYPE</b>	<b>PAYABLE TO:</b>	<b>ACTION/COMMENTS</b>
21	Room & Board	Arizona State Treasurer	USAS Deposit - Revenue c/o 4333
30	Victims Compensation (PIE program)	AZ Criminal Justice Commission	USAS Deposit - Revenue c/o 4519 Index 80000, Agency JCA
24	Court Ordered Restitution	Arizona State Treasurer	Central Office will process payments & records
32	Court Ordered Dependent Care	Support Payment Clearing House	Central Office will process payments & records
33	Escapee Apprehension Costs	Arizona State Treasurer	USAS Deposit - Revenue c/o 4699
34	Taxation/Risk Management	DOA Risk Management	Mail to Risk Management Attn: Subrogation/Property Liability Claims 100 N. 15th Ave. Ste. #301, Phx. AZ 85007
35	Federal Filing Fees	Arizona State Treasurer	Central Office will process payments & records
36	Utility Charges	Arizona State Treasurer	USAS Deposit - Reduction of expenditure c/o 7181
37	State Filing Fees	Arizona State Treasurer	Central Office will process payments & records
38	Copies – Legal	Arizona State Treasurer	USAS Deposit - Revenue c/o 4372
39	Postage – Legal	Arizona State Treasurer	USAS Deposit - Reduction of expenditure c/o 7481
40	Medical/Health Charges	Arizona State Treasurer	USAS Deposit - Revenue c/o 4333
41	Disciplinary Restitution	Arizona State Treasurer	USAS Deposit - Revenue c/o 4519
42	Compassionate Leave	Arizona State Treasurer	USAS Deposit - Revenue c/o 4339
46	Copies – Non-legal	Arizona State Treasurer	USAS Deposit - Revenue c/o 4372
47	Postage – Non-legal	Arizona State Treasurer	USAS Deposit - Reduction of expenditure c/o 7481
48	ID Cards	Arizona State Treasurer	USAS Deposit - Revenue c/o 4449
50	Legal Supplies	A&R fund	Deposit into Institution A & R Fund
51	DUI 67% AATF	Arizona State Treasurer	USAS Deposit - Revenue c/o 4511
54	Transition Fees	Arizona State Treasurer	USAS Deposit – Revenue c/o 4511
55	GED Testing Fees	Arizona State Treasurer	USAS Deposit – Reduction of Expenditure c/o 6271
56	Interstate Compact Fees	Arizona State Treasurer	USAS Deposit – Revenue c/o 4519
58	ITA FEES	AZ State Treasurer	USAS Deposit – Revenue c/o 4339

JULY 11, 2012

**ATTACHMENT G  
DEPARTMENT ORDER 905**

**(CONTRACT BEDS FACILITIES)  
COLLECTION OF INMATE MONIES**

<b>DEDUCTION CODE</b>	<b>TYPE</b>	<b>PAYABLE TO:</b>	<b>ACTION/COMMENTS</b>
21	Room & Board	Arizona State Treasurer	USAS Deposit - Revenue c/o 4333
30	Victims Compensation (PIE program)	AZ Criminal Justice Commission	USAS Deposit - Revenue c/o 4519 Index 80000, Agency JCA
24	Court Ordered Restitution	Arizona State Treasurer	Central Office will process payments & records
32	Court Ordered Dependent Care	Support Payment Clearing House	Central Office will process payments & records
33	Escapee Apprehension Costs	Arizona State Treasurer	USAS Deposit - Revenue c/o 4699
34	Taxation/Risk Management	DOA Risk Management	Mail to Risk Management Attn: Subrogation/Property Liability Claims 100 N. 15th Ave. Ste. #301 Phx. AZ 85007
35	Federal Filing Fees	Arizona State Treasurer	Central Office will process payments & records
36	Utility Charges	Arizona State Treasurer	USAS Deposit - Revenue c/o 4699
37	State Filing Fees	Arizona State Treasurer	Central Office will process payments & records
38	Copies – Legal	Arizona State Treasurer	USAS Deposit - Revenue c/o 4372
39	Postage – Legal	Arizona State Treasurer	USAS Deposit - Reduction of expenditure c/o 4699
40	Medical/Health Charges	Arizona State Treasurer	USAS Deposit - Revenue c/o 4333
41	Disciplinary Restitution	Arizona State Treasurer	USAS Deposit - Revenue c/o 4519
42	Compassionate Leave	Arizona State Treasurer	USAS Deposit - Revenue c/o 4339
46	Copies – Non-legal	Arizona State Treasurer	USAS Deposit - Revenue c/o 4372
47	Postage – Non-legal	Arizona State Treasurer	USAS Deposit - Reduction of expenditure c/o 4699
48	ID Cards	Arizona State Treasurer	USAS Deposit - Revenue c/o 4379
50	Legal Supplies	A&R fund	Deposit into Institution A & R Fund
51	DUI 67% AATF	Arizona State Treasurer	USAS Deposit - Revenue c/o 4511
54	Transition Fees	Arizona State Treasurer	USAS Deposit - Revenue c/o 4511
55	GED Testing Fees	Arizona State Treasurer	USAS Deposit - Revenue c/o 6271
56	Interstate Compact Fees	Arizona State Treasurer	USAS Deposit – Revenue c/o 4519
58	ITA FEES	AZ State Treasurer	USAS Deposit – Revenue C/O 4339

**ATTACHMENT H  
DEPARTMENT ORDER 905**

**INMATE RETENTION MONIES**

<b>Disbursement for:</b>	<b>Make Checks Payable To:</b>
Release Clothing, Clothing (for spouse or minor child/children)	Name of Store
Funeral costs (for immediate family)	Name of Company
Installment Loans (for spouse/legal guardian of minor child/children)	Name of Financial Institution
Insurance (for spouse/legal guardian of minor child/children)	Name of Insurance Company
Legal Costs	Name of Company
Medical (for spouse/legal guardian of minor child/children)	Name of Doctor/Dentist/etc.
Rent/Mortgage (for spouse/legal guardian of minor child/children)	Name of Rental Company/Mortgage Company
Repair Services (for spouse/legal guardian of minor child/children)	Name of Company
Taxes	Name of Government Agency
Utilities (for spouse/legal guardian of minor child/children)	Name of Utility Company