	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: July 01, 2022	POLICY NO.: COR.02.13
		SUPERSEDES (Policy No. & Date): COR.02.13 & 8/10/2012	
SUBJECT: MONETARY DONATIONS TO INMATE TRUST FUND		Page 1 of 3	

1.0 PURPOSE

To provide guidelines and controls for monetary donations to inmate trust funds.

2.0 SCOPE

This policy applies to all Correctional facilities.

3.0 REFERENCES, DEFINITIONS, AND FORMS

.1 References

- a. Department of Public Safety (PSD), Policy & Procedures (P&P), COR.02.12, Inmate Trust Accounts.
- b. Hawaii Revised Statutes (HRS), § 353C-2, Director of Public Safety; Powers and Duties.
- c. HRS, § 353-20, Custody of Moneys; accounts for committed persons, etc.

.2 Definitions

- a. Inmate: For the purposes of this policy, the term inmate applies to sentenced felons, sentenced misdemeanants, probation violators awaiting adjudication of their violation hearings, and detainees.
- b. Inmate Trust Account: An account established to hold funds belonging to the inmate and maintained at a bank under the name of the facility for use by a group of inmates under the trust fund accounting system.

4.0 POLICY

Monetary donations to inmate trust funds shall be processed under principles of good accounting practices and controls that shall not leave the Department open to criticism or questions of honesty and integrity.

5.0 PROCEDURES

.1 Inmate Notification

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All inmates, upon admission to a correctional or detention facility, shall be provided written notification of the conditions under which monetary donations may be made to their trust account.

.2 Cashier's Check Donations

- a. Only cashier's checks made payable to the facility shall be accepted for deposit to an inmate's account. The full name of the inmate recipient must be legibly shown on the cashier's check. The full name and address of the donor must also be represented on the cashier's check and on the return address of the envelope.
- b. Anonymous donations by cashier's check or where partial name and/or partial address of the donor is given shall be processed as follows:
 1. If the envelope or letter within, contains the full name and address of the donor, the cashier's check will be returned in the same envelope it was received;
 2. If the envelope or letter within contains a partial name, a partial address, or no identification as to the sender, the inmate shall be given written notice to supply the full name and address of the donor reference;

The inmate shall not be given any information about the donation such as the amount of the donation, etc. The only information the inmate shall be given is the partial name and/or address of the donation received;

3. If the inmate supplies the full name and address of the alleged donor, the facility shall be responsible for verifying the authenticity of the donor. This shall be accomplished by notifying the alleged donor by mail to supply the proof of claim. When possible, the cashier's check will be returned in the same envelope that it was received;
4. If the inmate does not supply a full name and/or address of the donor within two (2) weeks of notification, the donation shall be considered abandoned, and:

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(a) If there is only a partial name, but full address, the donation will be "Returned to Sender" at the address provided on the original envelope with instruction on cashier's check approval; OR

(b) If the address is only a partial address, the abandoned donation will be reported to the police department as found property. If the police should notify the facility that the check was unclaimed and inquire as to the disposition, they shall be instructed to deposit the check into the State General Fund.


.3 Electronic Donations

- a. Only electronic donations via a contracted facility payment or intake kiosk, contracted telephone Interactive Voice Response system (IVR), contracted on-line web payment portal, and/or contracted Walk-In Retail at certain locations shall be accepted for deposit into an inmate's account.

.4 Restrictions on Donors

The facility shall restrict monetary donors to only those who are approved on the inmates' visitation list.


APPROVAL RECOMMENDED:



Deputy Director for Corrections

6/24/2022
Date

APPROVED:



Director

6/24/2022
Date