



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

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| Policy No. DOC 4.1.4 | Subject: INDIGENT STATUS |
| Chapter 4: FACILITY/PROGRAM SERVICES | Page 1 of 2 and Attachment |
| Section 1: Reception and Orientation | Effective Date: Nov. 29, 1999 |
| Signature: /s/ Mike Ferriter, Director | Revised: 10/18/05; 01/18/06; 12/15/08 |

I. POLICY

The Department of Corrections adult secure care facilities will assist offenders who are unable to provide for their personal hygiene or legal materials.

II. APPLICABILITY

Department and contracted adult secure care facilities.

III. DEFINITIONS

Indigent Status – The status applied to an offender whose previous month’s and current financial activity indicates that he or she has insufficient funds to purchase hygiene or legal supplies from the facility canteen.

IV. DEPARTMENT DIRECTIVES

A. Method of Applying for Indigent Status

1. To request an indigent package, the offender must:
 - a. use the Offender Request to Facility Resident Account Representative Indigent Status Request Form [MS® Office Format](#) [PDF Format](#) to request an indigent package;
 - b. submit the request to the facility resident account representative, or designee, by the second day of the month; and
 - c. apply only once per calendar month.
2. The accounting department will verify the offender’s financial status, and:
 - a. approve the offender’s request for an indigent package; or
 - b. deny the offender’s request if the offender:
 - 1) has received or spent \$15 or more in the previous month; or
 - 2) has \$15 or more on his or her account at the end of the previous month; or
 - 3) has \$15 on his or her account at the time of verification.
3. Upon being approved for indigent status, an offender will receive an indigent package.
4. To continue to receive assistance, the indigent offender must reapply each month.

B. Processing the Request

Subject: INDIGENT STATUS

1. The facility resident account representative must ensure that all offender requests for indigent status are expediently forwarded to the accounting department for verification of offender account activity.
2. The accounting department supervisor, or designee, will review the requests for approval or denial.
3. A list with offender name and number will be provided to the “Inmate Accounts” and to the housing unit staff each month of all offenders on indigent status.
4. The housing unit staff, or designees, will distribute the indigent packages. Package contents may vary depending on security custody levels and each facility’s requirements.

C. Reception Offenders

1. Reception personnel will provide indigent reception offenders with basic hygiene materials appropriate to their gender.
2. Upon leaving the reception unit, offenders may apply for indigent status according to the procedures outlined in Section A of this policy.

V. CLOSING

Questions concerning this policy should be directed to the facility administrator.

VI. REFERENCES

- A. 4-4342; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- B. *DOC Policies 4.4.1, Offender Hygiene, Clothing & Linen Supplies; 3.3.6, Offender Mail*

VII. ATTACHMENT**Related Form:**

Indigent Status Request Form [MS® Office Format](#) [PDF Format](#)