



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 1.2.12 INMATE WELFARE ACCOUNT	
Effective Date:	December 7, 1996	Page 1 of 5 and two Attachments
Revision Date(s):	August 16, 2007, August 22, 2017, October 15, 2019, September 15, 2020	
Reference(s):	DOC Policy 1.2.12	
Signature:	Jim Salmonsens / Interim Warden	
Signature:	Gayle Butler / MCE Administrator	

I. PURPOSE

Montana State Prison will maintain and manage facility accounts to enhance programs and services that directly impact inmates.

II. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Facility Funds – Funds within an inmate welfare account, funds may be reviewed by inmate representatives, and are utilized for the needs of inmates and inmate’s families within a Department-owned or contracted facility.

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.

Inmate Welfare Account (IWF) – the account in the state special revenue fund that is the repository for net proceeds from inmate canteen purchases and inmate telephone use, cash proceeds from the disposition of confiscated contraband, and any public money held for the needs of inmates and not otherwise allocated; also referred to as the Inmate Welfare Fund (IWF)

IWF Representative – Inmates approved by the facility administrator to represent the offender population.

Prison Issues Board (PID) – Administrators and staff from Department and contracted facilities and prisons who meet to discuss and coordinate the policy and operational functions of the facilities.

III. FACILITY FUNDS

A. General Requirements

1. Facility Funds are utilized for the needs of inmates and inmate’s families including, but not limited to the following expenses:
 - a. purchase of facility-based services, supplies or equipment, fixtures for visiting rooms, inmate TV programing, or other inmate activities approved by a facility administrator, or designee,

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- including educational or library materials;
 - b. costs associated with providing assistance for inmates on indigent status in accordance with *DOC Policy 4.1.4 Indigent Status*;
 - c. costs associated with travel expenses for funeral or sick bed visits up to \$400 in accordance with *DOC Policy 3.1.30, Offender Escorted Leave*;
 - d. pay for inmate representatives will be in accordance with *DOC Policy 5.1.1 Inmate Assignments*.
2. Facility funds may not be used to provide services, supplies, or equipment that the Department or facility is obligated to provide for the health, welfare, security of inmates, or the general operation of the facility.
 3. Prior to approving the use of money from the IWF, request for monies must be submitted to the facility administrator or designee on a *Request for IWF Funding* in accordance with *DOC Policy 1.1.12 Inmate Welfare Accounts*.
 4. The facility administrator, or designee, may approve funding requests for less than \$2,499. Expenditures exceeding \$2,499 must be presented to the PIB with a completed *Request for IWF Funding*. The board will approve or deny the request by majority vote.
 5. Each facility administrator, or designee, must submit the *Inmate Welfare Estimated Budget Worksheet* at the spring PIB meeting to outline prospective IWF revenues and expenditures; the Budget should be developed with the input of inmate representatives.

IV. PROCEDURES

A. IWF Representatives

1. The purpose and scope of an IWF Representative is to:
 - a. represent the inmate population at meetings held by the MSP Administrative Management Team to make decisions concerning the expenditure of IWF monies;
 - b. encourage other unit inmates to adhere to rules, maintain clear conduct, cooperate with staff, and prepare for their transition within the facility and back into society; and
 - c. direct inmates to address their individual concerns by sending an OSR form to the appropriate staff member or going through the inmate grievance process.
2. IWF Representative duties and expectations are as follows:
 - a. disseminates correct and accurate information from their meetings/interactions with members of the MSP Administrative Management Team; and
 - b. interact with all staff and inmates in a respectful and considerate manner;
3. IWF Representative qualifications and criteria are as follows:
 - a. a history of good behavior, with a minimum of two years' clear conduct since their last major write-up;
 - b. have demonstrated good oral and written communication skills and the ability to interact well with staff and inmates; and
 - c. be in good standing with his Unit Management Team (UMT) and the MSP Administrative Management Team.
4. The selection of the IWF Representative is as follows:

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- a. when there is an opening for an IWF representative, the MSP Administrative Management Team will contact staff for a suggested replacement; and
 - b. the MSP Administrative Management Team will select two inmates to serve as the representatives for the IWF committee from those who are recommended. The general guidelines for representative are as follows:
 - 1) one will be from general population inmates housed in the low side and one will be from general population inmates housed in the high side; and
 - 2) an inmate housing unit representative (see *MSP Procedure 5.5.104, Inmate Housing Unit Representatives*) may be selected to serve as an IWF Representative, however he will not be allowed to serve in both capacities at the same time.
5. The terms for the IWF Representative are as follows:
- a. each IWF Representative will serve a two-year term. The Management Team may allow consecutive terms, but the total term will not exceed four years;
 - b. if an IWF Representative resigns, transfers to another unit or institution, or is removed from the position for any reason, the MSP Administrative Management Team will contact staff for a suggested replacement;
 - c. the MSP Administrative Management Team may remove an IWF Representative from the position or have his term cancelled if the representative:
 - 1) fails to maintain a good disciplinary record with no major infractions;
 - 2) misuses or abuses the position;
 - 3) engages in any conduct or behavior that is determined to be inappropriate for an IWF Representative;
 - 4) exhibits an inability to interact or work appropriately with others; or
 - 5) engages in written or oral communications that are derogatory, accusatory, inappropriate, or have the potential to affect the security or orderly operation of the facility.
6. The IWF representatives will receive a monetary stipend from the IWF as outlined in *DOC 5.1.1 Inmate Assignments* while they serve in these positions.
7. The supplies of an IWF representative are as follows:
- a. the IWF representatives will use loaner typewriters to prepare and complete the meeting forms; and
 - b. the IWF representatives will be issued typing paper and a portfolio binder that will only be used to keep the paperwork from the process. These items belong to the facility and will be purchased through the Warehouse.
8. IWF representatives will be allowed to keep 2 years of IWF associated paperwork from meetings.

B. IWF Committee Meetings

1. A designated member of the MSP Administrative Management Team will meet as necessary with the two inmate IWF representatives.
2. The designated MSP Administrative Management Team member will schedule the day, time, and location of the meeting, and notify the two inmate IWF representatives.

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3. Staff requesting IWF funds for inmate Special Activities, Family Days, Food Sales, etc. must first complete the required paperwork for the function (within the required timeframes) and then fill out a *Request for IWF Funding form* (attachment A). They must forward the completed form, with a copy of the required paperwork attached, to the designated MSP Administrative Management Team member who will review the form and paperwork for accuracy, proper processing, required timeframes, and required authorization/signatures. The designated MSP Administrative Management Team member will proceed with the forms as follows:
 - a. if the form and required paperwork have been properly processed, the MSP Administrative Management Team member will take to the meeting for scheduled signatures; and
 - b. if the form and required paperwork haven't been properly processed, the MSP Administrative Management Team member will send them back to the staff member who submitted them to correct the deficiencies. Only properly processed requests, submitted within the required timeframes, will be addressed at the IWF committee meetings.
4. The designated member of the MSP Administrative Management Team will use the *Request for IWF Funding forms* (attachment A) to fill in the "Object of Expenditure" section on the *MSP IWF Committee Meeting Expenditures form* (attachment B) that will be addressed at the IWF committee meetings.
5. Discussion at the meeting will be restricted to the funding topics on the form, and the topics must relate to funding issues that affect the entire inmate population.
6. The designated MSP Administrative Management Team member may invite additional staff to attend the meeting.
7. A designated member of the MSP Administrative Management Team will fill in the decision sections on the form and forward copies to the two representatives, the Warden, the Associate Wardens, the Unit Managers/UMT, and other departments. Copies will be sent to the UMT for posting on the unit bulletin board and the education video bulletin board.
8. A designated member of the MSP Administrative Management Team may set up monthly meetings between the high and low IWF representatives, and unit representatives.
9. If a funding topic isn't addressed at the meeting, or requires input from others, it will be tabled and addressed at the next meeting.
10. In the event the designated MSP Administrative Management Team member and the representatives are unable to reach an agreement on a funding issue, the matter will be forwarded to the Warden to make the final decision. When resolved the issue and response will be added to next expenditures form.
11. The designated MSP Administrative Management Team member and representative will establish and maintain a filing system to archive the topics addressed at every IWF committee meeting.

V. CLOSING

Questions concerning this operational procedure should be directed to the Warden, or designee.

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VI. ATTACHMENT

Request for IWF Funding
MSP IWF Committee Meeting Expenditures form

attachment A
attachment B

Request for IWF Funding

Request	_____		
Facility	_____		
Sponsor	_____	Date	_____

Request Description	_____

Amt. Requested \$ _____	Annual \$ _____	
	Monthly \$ _____	
	One Time \$ _____	Total \$ _____

Approved _____	Denied _____	
Inmate Representatives _____ / _____		Date _____
Approved _____	Denied _____	
Warden or designee* _____		Date _____
Accounting Office _____		Date _____

*Staff will forward all IWF requests to the Warden or designee.

MSP IWF COMMITTEE MEETING PROPOSED EXPENDITURES (300204)

11/092014

Present: Staff:

Associate Warden/Designee

Purchasing Agent

Inmate Accounts Representative

Budget Analyst

MCE Representative

Inmates:

Low Side Representative

High Side Representative

Proposed Expenditures:

Bus Tickets:

APPROVED	DENIED	INMATE NAME	ORG	DESTINATION	CODE	AMOUNT	MEALS

Misc. Purchases:

Approved	Denied	Object of Expenditure	Sponsor	Amount

MSP Designee Signature:

Next Meeting