

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: AUG 1 0 2012	POLICY NO.: COR.02.13
		SUPERSEDES (Policy No. & Date): COR.02.13 & 03/09/2010	
	SUBJECT: MONETARY DONATIONS TO INMATE TRUST FUND		Page 1 of 4

1.0 PURPOSE

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

2.0 REFERENCES

- .1 Hawaii Revised Statutes (HRS), Section 353C-2, Director of Public Safety; Powers and Duties.
- .2 HRS, Section 353-20, Custody of Moneys; Accounts for committed persons, etc.
- .3 HRS, Section 353-30, Others by Permission.
- .4 HRS, Section 103-2 General Fund.

3.0 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.

4.0 PROCEDURES

.1 Inmate Notification

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 reference Form PSD 8288 (see attached).

.2 Cash Donations

Facilities that are unable to accept cash donations may waive the following provisions and require all donations to be in the form of a cashier's check.

- a. Cash donations shall only be accepted from donors who present themselves in person at the facility during regular business hours. The donors must provide identification and give their full name and address, which are to be recorded on a receipt. Cash shall not be accepted from anonymous donors

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b. Cash donations sent to an inmate by mail shall not be accepted by the facility but returned to the donor. Cash received by mail shall be processed according to the following provisions:

- 1) If the envelope, or letter within, contains the full name and address of the donor, the cash shall be deposited in the trust fund of the inmate. A check shall then be made payable and returned to the donor. A letter explaining the circumstances to the donor shall be included with the check, reference Form PSD 8289 (see attached).

This procedure is necessary to establish an accounting trail that would preclude the case being lost or any claim that the donor had received it.

- 2) If the envelope or letter within either contains a partial name, a partial address, or no identification as to the sender, the inmate shall be given written notification to supply the full name and address of the donor reference Form PSD 8290 (see attached).

The inmate shall not be given any information about the donation such as the form in which it was received (cash, check, money order, etc.), amount of donation, denomination of bills, postmark date on the envelope, date on the letter, etc. The only information the inmate shall be given is the partial name and/or address (or lack of name and address) of the donor on the envelope or letter.

- 3) If the inmate supplies a full name and address of the actual donor, the facility shall be responsible for verifying the authenticity of the donor. This shall be accomplished by notifying the actual donor by mail to supply proof of claim, reference Form PSD 8291 (see attached). The actual donor shall be responsible for providing the proof that they are the donors as specified in Form PSD 8291.
- 4) If the inmate does not supply a full name and address of the donor within two weeks of notification, the money shall be considered abandoned and reported to the Police Department as found property.

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If the police should call later and notify the facility the money was unclaimed and inquire as to its disposition, they shall be instructed to deposit the money in the State General Fund pursuant to the opinion of the State Attorney General and the provisions of HRS, Section 103-2.

.3 Personal Check and Money Order Donations

- a. Personal checks or money orders sent in the mail to an inmate or presented in person by the donor at the facility's business office shall not be accepted. Mailed personal checks or money orders shall be returned to the sender under the provisions of Section 4.2.b.1 of this policy.
- b. Anonymous donations by check or money order where only a partial name and address of the sender is given shall be processed in accordance with the provisions of Sections 4.2.b.2, 4.2.b.3, and 4.2.b.4, of this policy.

.4 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.
- b. Anonymous donations by cashier's check or where only a partial name and address of the donor is given shall be processed in accordance with the provisions of Sections 4.2.b.2, 4.2.b.3, and 4.2.b.4, of this policy.

.5 Restrictions on Donors

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

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5.0 SCOPE

This policy shall apply to all correctional institutions of the Department.

APPROVAL RECOMMENDED:

Joseph Muesaka-Hirota
Deputy Director for Corrections

8/16/2012
Date

APPROVED:

Neil Suli
Director

8/16/12
Date

September 11, 2012

TO: (Inmate's Name)

FROM: Business Office

SUBJECT: RECEIPT OF MONETARY DONATION TO YOUR ACCOUNT AT THIS FACILITY

We recently received a monetary donation in the mail addressed to you. That money cannot be deposited to your account for your use because the donor did not supply their full name and address. Departmental policy requires all donors to fully identify themselves.

At the bottom of this form we have shown all the information we have about the receipt of this money. We are asking your cooperation in returning this money to the person that sent it to you so that they can send it in an acceptable form and you will have use of these funds.

Please give us the complete name and address of the person that sent you this money within two weeks.

If you do not wish to supply this information, the money shall be considered abandoned and turned over to the Police Department as found property. The money shall be disposed of in accordance with provisions of Section 52D, Hawaii Revised Statutes. In this circumstance, you may notify the donor that they may claim the money at the Police Department; address:

Name of Sender (as shown, if any)

Address (as shown, if any)

TO BE COMPLETED BY INMATE/WARD

Complete Name of Donor:

Complete Address of Donor:

Facility Name & Address

March 6, 2010

Dear Benefactor:

Inmate _____ has given us your name and address as the donor of some money sent for their personal use. The money has not been deposited to the inmate's account because your letter did not provide sufficient information as to your identity. The Department requires the full name and address of all donors of money to an inmate. The money is being held at this facility's Business Office until you can prove that you are the donor. Only in this way can the money be made available for use by the inmate.

The following is the information that this facility will accept as proof that you are the donor:

- Actual or approximate date of postmark on the envelope addressed to the inmate.
- Actual or approximate date on the letter to the inmate.
- Form in which the donation was made; i.e., cash, personal check, money order, etc.
- If the donation was in the form of cash: the amount and type of denomination; i.e., \$5 bills, \$10 bills, \$20 bills.
- If the donation was in the form of a personal check, money order or cashier's check: the amount, date on check, and check number.

In order for this money to be made available to the inmate, you must present yourself in person at this facility's Business Office between the hours of _____ and provide the above proof as to you being the donor. If it is not possible for you to come to this facility, you may mail the Business Office the necessary information to prove your claim and you will be informed by mail how the money may properly be deposited to the account of the inmate.

If you do not respond to this notice within two weeks, the money shall be considered abandoned.

Sincerely,

Administrator