


Yukon Corrections: Adult Custody Policy Manual

Section:	A Authority and Administration	Effective Date:	January 11, 2010
Number:	A 2 Administration		
Item:	A 2.2 Inmate Trust Accounts		
Director, Corrections:		Revised:	May 29, 2020

STATEMENT OF POLICY

This policy relates to the establishment and maintenance of inmate trust accounts and the management of inmate funds transactions.

AUTHORITIES

Financial Administration Act

Corrections Act 2009: sections 28.01-28.06, 34

Corrections Regulations: section 11(3)

DEFINITIONS

Trust account: refers to a formal record of money transactions maintained within an accounting system. This is not a regular bank account.

Canteen: an operation within the correctional centre, which provides inmates the opportunity to purchase approved items for sale and is managed in accordance with general accepted business practices.

Money: refers to all cash, guaranteed cheques (government cheques) and money orders received from persons admitted to the correctional centre, from visitors and by mail.

PROVISIONS

Authorization

1. The Person In Charge must designate a person to be responsible for the financial management functions including the management of inmate trust accounts.
2. The Finance Officer is responsible for ensuring an Inmate Trust Account is established and maintained for each inmate who has or will receive money while incarcerated.

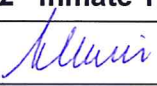
Finance responsibilities

3. The Finance Officer is responsible for ensuring a petty cash fund is maintained for the disbursement of Inmate Trust Account money.
4. The Finance Officer will notify inmates in advance of any holidays which may affect the established finance schedule.

Receipt and processing of inmate money

5. A cash receipt will be provided for all monies accepted and received by WCC.

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6. ~~Personal and third-party cheques will not be processed.~~
7. Foreign monies received will not be processed. Foreign money will be kept secure and returned to the inmate upon their release or transfer out of the correctional centre.
8. Any staff member receiving money for an inmate is responsible for ensuring a cash receipt is completed and a copy of the receipt is given to the inmate.
9. Any discrepancies in money receipt will be brought to the attention of the Person In Charge immediately.
10. All approved monies will be credited to the inmate's trust account.
11. The account balance of individual inmate trust accounts shall not exceed the prescribed limit unless authorized by the Person In Charge.


Inmate cash transfers

12. An inmate wishing to transfer money from the correctional centre must complete and personally submit a *Financial Request* form (G 2.2) to a correctional officer.
13. All approved cash transfers will be processed once per week. Any exceptions to the established process must be authorized by the Person in Charge.
14. Transfers not claimed within the prescribed time will be credited back to the inmate's trust account.
15. Inmates may not transfer any monies to another inmate's trust account without the written approval of the Person In Charge.

Inmate pay

16. The Person In Charge will determine the wage or compensation for inmates participating in work programs.
17. Inmates will only be paid for participation in work programs and will only be paid for work performed.
18. Inmate pay will be processed and credited into each inmate trust account.
19. The Work Program supervisors will provide the Finance Officer with a list detailing the names of the inmates, work assignments, attendance and pay for each day of the previous week.
20. The Finance Officer is responsible for processing the inmate pay.
21. The Finance Officer will bring any discrepancies concerning inmate pay to the attention of the Deputy Superintendent of Programs.

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22. Changes to pay procedures must be authorized by the Person In Charge.

Canteen

23. The total amount of canteen purchases, plus special orders, may not exceed the inmate's available trust account balance.

Recoveries

24. The inmate's trust account will be debited based on an approved schedule until the full amount is recovered.

Inmate release

- 25. Sentenced inmates' trust account money and valuables will be made available on the date of their release.
- 26. Trust Account money and valuables will be available for pick up the same business day by inmates released from court during business hours.
- 27. Inmates released from court after business hours will have their trust account money and valuables available to them by the end of the next business day.
- 28. An inmate's trust account will be deactivated and an account statement will be printed upon their release from custody.
- 29. Unclaimed inmate monies will be credited back to their trust account.

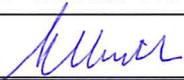
Discrepancies

- 30. Any discrepancies or policy breaches will be reported immediately to the Finance Officer who will notify the Person In Charge.
- 31. The Person In Charge will review the situation and determine if a formal investigation is required.
- 32. All formal investigations concerning inmate monies will be completed by a person designated by the Person In Charge.

RELATED POLICIES & DIRECTIVES

- A 2 2 1P Inmate Wage Scale
- C 2 Inmate Programs
- C 3 Inmate Health Care
- D 1.8 Inmate Effects on Admission and Discharge
- G 2.2 Financial Request

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HISTORY