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Offender Banking System

The Offender Banking System (OBS) is a computerized system that encompasses Offender Trust Accounts, Canteen Operations, and Restitution Accounting. All

operations of these three areas, the system's contract management, and system's security are covered by this policy.

Use of the OBS will be governed by the OBS User's Guide (Guide). Activities, processes and transactions conducted in the OBS system will be in compliance with this policy. Employees will follow the instructions and procedures detailed in the Guide for system use and business process management. Appropriate references to the Guide are found in this policy; however, employees are responsible for compliance with the Guide, even if there are omissions in this policy. The Guide will be posted on the Oklahoma Department of Corrections (DOC) public website where the public and authorized users of the system may access it for reference. OBS personnel will notify OBS system users of revisions and/or updates as necessary.

I. Trust Fund

A. Offender Accounts (2-CO-1B-05, 4-4044, 4-ACRS-7D-17)

Trust fund accounts are established for each offender entered into the Offender Management System (OMS) through an automated process in the OBS. Account balances are maintained and tracked using the Offender Banking System (OBS) trust fund module. The following definitions apply to offender accounts in the OBS system:

1. Offender Available Balance

Offender Available Balance is those funds in the OBS for their personal use while incarcerated.

2. Mandatory Savings Accounts

Twenty percent (20%) of all offender income will be apportioned to an offender mandatory savings account per O.S. 57 § 549. Offenders serving a sentence of life without the possibility of parole shall be exempt from the 20% mandatory savings rule starting November 1, 2014. These savings will be payable to the offender upon normal discharge. Funds from this account may be used to pay fees and/or court costs associated with filing a civil or criminal action. This may be done either by submitting an in forma pauperis' action as defined by federal and state statute, or by receiving written documentation from the court clerk showing the amount required to file the case. If written documentation from a court clerk is provided, a staff member will call the court clerk's office to verify fees. The staff member will sign and print their name and the date on the court clerk's documentation. Court clerk documentation may be in the form of a letter or any other official form that can be verified by staff

3. Interest Bearing Savings Account (IBSA) (4-4046)

A voluntary savings account is an account which allows an offender to earn interest based on specific account transfers. IBSA accounts will be available to offenders based on statutory authority (O.S 57 § 549, 7).

- a. Staff will keep all IBSA account information confidential and will only disclose information regarding IBSA balances to the offender and authorized staff. Those staff authorized to have IBSA account information are: internal/external auditors, office of Inspector General agents, trust fund officers, business managers, procedures officers, investigators, chief of security, deputy wardens, wardens, comptroller of offender banking services, administrator of offender banking system, chief financial officer, chief administrator of Business Services, division managers, associate directors, and director.
 - b. Offenders will use an IBSA Account Request form for all IBSA account deposits and withdrawals. Deposits into the interest-bearing savings account will only be allowed when an offender's available balance is one hundred dollars (\$100.00) or greater. The offender may transfer any amount in their available balance so long as a minimum of \$100.00 is left in their available balance after the transfer. Transfers to the IBSA may be made once a month or more frequently is approved by local staff.
 - c. Offenders may only transfer funds from their IBSA to their available balance once every 90 days. Money so transferred will be subject to existing system obligations.
 - d. Interest will be credited to the offender's IBSA once per month. Actual interest posting may vary from month to month but will be based upon Office of the State Treasurer (OST) cash management process earnings and the offender's average daily account balance.
4. Offenders do not have the right to or control of any interest earned on their available balance or mandatory savings trust account. Any interest remitted to the agency from the OST from such balances will be paid to the Crime Victims Compensation Fund as defined by statute (O.S. 21 §142.18).

B. Internal Controls (4-4045)

1. OBS Deposits

- a. Reoccurring deposits or funds sent from the offender's family and friends will normally be sent through JPay or Access

Secured Deposits. DOC will accept payments to an offender sent directly to the facility where the offender is housed on an exception basis. The exceptions are as follows:

- (1) Inheritances, royalty checks, and pension checks.
 - (2) Private sector payroll checks.
 - (3) Facilities may continue to accept any government payment up to four (4) months to allow the governmental agency the time to change the offender's mailing address to either JPay or Access Secured Deposits.
 - (4) Transfer checks from county jails and private prisons.
- b. Outside deposits into the OBS system (as allowed in Section I. B. 1. item a. of this procedure) may only be made by electronic funds transfer or money order/cashier's check. Other types of non-personal checks will also be accepted in accordance with DOC policy and procedure as long as they meet the requirements for an exception to JPay or Access Corrections deposits. Personal checks and cash will not be accepted.
- (1) When business payroll checks are reversed by a bank, facilities will redeem the bad payroll check using Express Check or petty cash funds and, if possible, reverse the offender's OBS deposit and seek reimbursement from the business entity or offender, as appropriate.
 - (2) If the offender has discharged or does not have sufficient funds after the deposit reversal is done, the account will have a negative balance and an offender obligation will be created in OBS.
- c. Deposits to an offender's account made through an electronic funds transfer process will only be allowed when appropriate sender information is provided with the fund transfer.
- d. Funds received through the mail from outside sources (as allowed in Section B.1. item a. of this procedure) must be received in the form of a cashier's check, business check, or money order.
- (1) Personal checks, cash or gift cards sent via the mail will be returned to the sender at the offender's

expense per [OP-030117](#) entitled "Correspondence, Publications, and Audio/Video Media Guidelines."

- (a) Funds must include the offenders name and DOC#.
 - (b) Funds will only be posted to the offender's account if the name and DOC number on the money order/cashiers check match the name and DOC# in OBS. Otherwise, it will be returned to the sender at the offender's expense.
- (2) All authorized funds received for offenders through the mail will be processed by the mailroom staff by one of the two following options:
- (a) Option 1 (preferred due to the ability to investigate money order/cashier's check after deposit is made)
 - i. The mailroom staff will make two copies of all money orders received each day.
 - ii. The mailroom staff will run two calculator tapes of the total of all money orders daily.
 - iii. The mailroom staff will forward a copy of the money orders plus one calculator tape to the trust fund officer.
 - iv. The mailroom staff will forward the money orders themselves to the cashier and retain one calculator tape and one copy of the money orders.

The mailroom staff and the cashier will both sign and date the calculator tapes to verify the funds were all received.
 - (b) Option 2
 - i. The mailroom staff will use and complete a "Mail/Cash Receipts Log" ([DOC 120230A](#), attached) in ink by entering:

- aa. Receiving officer's name and current date.
 - bb. For each financial instrument received, enter offender's DOC number and name, amount of the financial instrument, sender's name and address, and cashier check or money order number.
 - cc. Total amount on the log (obtained by running a calculator tape of all items on the log).
 - ii. Forward the "Mail/Cash Receipts Log" ([DOC 120230A](#)) and all money orders to the Business Office.
 - iii. Both original and copy of the mail log are retained in the Business Office; original in the daily folder in trust fund, and copy with deposit tickets in cashier's office.
 - aa. The mailroom staff will maintain a copy of the document.
- e. All offender funds (as allowed in Section I. B. 1. item a. of this procedure) received in the business office before noon will be receipted and deposited into the agency's 700 Fund the same day and recorded into both the OBS and the state accounting system through the normal OBS/CORE process except as listed in item f. below. Any funds received after noon that are received too late to include with the deposit for the day will be secured in a designated location (4-4033, 4-ACRS-7D-21) and must be posted and deposited with the deposit for the next business or banking day, except as listed in item f. below.
- f. The staff person receiving and recording offender funds into the OBS system at the facility will not be the same person who makes the actual monetary deposit at the local financial institution.
- g. A trust fund officer or their designee will notify the facility head or designee when funds are received in excess of \$500 dollars with the exception of private sector payroll checks.

- (1) These funds will be posted to the offender's OBS account using the fund source type of "Hold for 15 days" to allow time for investigation and potential return to the original sender. When funds are returned to an original sender, it will be at the offender's expense.
 - (2) Funds received that are from verified sales of property, legal inheritance, immediate family, and others deemed valid will be accepted upon completion of investigation and confirmation.
 - (3) If funds are held for more than three days, the offender will be notified in writing. If the investigation is not completed within 15 days, the offender will be afforded a hearing with the facility head or designee and an additional hold may be placed on the funds in OBS until a hearing decision is made.
- h. Settlement award proceeds received at the facility will be forwarded to central office for deposit into the offender's OBS account. When deposited into OBS, these funds will be immediately encumbered for up to 180 days to allow time for the General Counsel's office to define an offender obligation distribution plan in accordance with state law. Once released for debt plan distribution, any remaining funds will first be distributed to the offender's mandatory savings (20 percent) with any remainder credited to the offender's available balance through normal outside source income processes. Offenders serving a sentence of life without the possibility of parole shall be exempt from the 20% mandatory savings rule starting November 1, 2014.
2. OBS Disbursements (4-4027, 4-4045, 4-ACRS-7D-22)
- (Revision-01 11/29/2014) A ["Request for Disbursement"](#) form must be signed by the offender and approved by a staff member designated by the facility head for offender initiated disbursements. Offender initiated disbursements should be approved unless there is evidence or reason to believe the disbursement is associated with an illegal, prohibited, or deceptive act. The trust fund officer and cashier will sign the disbursement verifying that the action was completed and approved. Any disbursement over \$500 dollars must be verified by the business manager, chief of security, deputy warden, or facility head. Verification will be evidenced by a written statement on or attached to the disbursement that the offender was personally met with and is aware of the disbursement and still wants to send the funds.

- a. All disbursements from OBS accounts will be by printed voucher signed by two authorized signatures or through electronic funds transfer. Under no circumstances will trust fund officers, cashiers, unit managers, or case managers be one of the authorized signatures for any check written against an OBS account. Business managers and accountants are authorized to be one of the two signatures but cannot sign together on one check.
 - (1) The business manager and accountant cannot sign the printed voucher if they have signed as the cashier or trust fund officer on the "Request for Disbursement" form.
- b. Any requests for disbursements that involve financial transactions between offenders require facility head or designee approval. Such transactions will normally be restricted to immediate family members and require verification through the offender field files. (4-4047, 4-ACRS-7D-30)
- c. Since the OBS system prints checks based upon withdrawal data entered into the system, with an electronic record of the staff person entering the withdrawal, local procedures do not need to restrict who can actually initiate the system print check action.
- d. Disbursements may not be made from statutory savings except:
 - (1) To pay filing fees to a court clerk for filing a state or federal court case; or
 - (2) Upon discharge. If the offender still owes the agency any money (copays, institutional debt, program fees, etc.) at discharge, those amounts can be deducted from the combined account. The offender should still discharge with \$50 after the \$3 debit card fee, therefore, if total debt exceeds this amount the remaining should be set up as a future obligation in the event the offender is re-incarcerated.

All funds held by DOC will be paid to the offender when discharged except as noted in item (2) above. If an offender receives funds after discharge, these funds will either be added to the discharge card or a check mailed to the offender after it is verified that these funds have cleared our bank.

3. Community Cash Draws

- a. A community level request/authorization form will be signed by the offender and approved by a staff member designated by the facility head/district supervisor for offender initiated disbursements.

4. OBS Checks

- a. All disbursement checks from the OBS system will be printed using only approved blank check stock on a printer that uses MICR toner cartridges.
- b. All check stock will be locked in a secure location when not in use.
- c. Blank check stock is issued to a facility by central office Finance and Accounting.
- d. Facility financial staff will keep a list of all check stock numbers issued to their facility and account for their usage daily. Check stock tracking will separately identify OBS and Express Check system use.
- e. All OBS checks require two Office of the State Treasurer (OST) approved signatures.
 - (1) The chief administrator of Business Services and facility wardens/district supervisors are jointly responsible for ensuring only appropriate staff has check signature authority.
 - (2) The facility head/district supervisor will submit the names of those authorized to sign OBS checks to the chief administrator of Business Services. Trust fund officers, cashiers, unit managers or case managers are not eligible to sign OBS checks.
 - (3) At the facility level, at least one signature must be someone other than the business manager or accountant.

5. Outside Bank Accounts

- a. Offenders are not authorized to make deposits to or initiate withdrawals directly from any financial institution.
 - (1) Business Office personnel may not initiate business transactions of any kind for an offender. Any

assistance required by an offender on outside financial matters should be conducted by a case manager or unit manager. Any funds that might be received by the offender will be sent through Access or JPay. Reporting of this activity is governed by local management.

- b. Offenders are not authorized to have a private bank account with an ODOC staff signature on the account. All outside bank accounts formerly authorized by policy will be closed and the money transferred to OBS if the offender is to maintain control of those funds.
 - c. Any Certificate of Deposit (CD) owned by offenders may be kept as long as the offender does not have possession of the CD document. Any previously issued offender held CD will not be renewed directly by any offender action upon maturity without specific approval of the director. Matured CD's will be closed out and their proceeds deposited into OBS with the option of the offender immediately transferring those funds to an IBSA account.
 - d. Offenders owning a private bank account before incarceration do not have to close their bank account as long as they surrender signature authority on the account and/or understand they cannot deposit to nor withdraw from the account.
 - (1) When an offender elects to transfer their signature authority over an external bank account to a person not employed by DOC, any costs incurred or documents required are the responsibility of the offender and not the agency.
 - (2) An offender may receive money remittances from an external bank account as long as the offender has transferred his/her signature authority and cannot initiate or direct the remittance.
6. State Treasurer and Office of State Finance Month-end Reconciliation
- a. The OBS deposits and warrant register will be reconciled monthly to the 700 fund by the 20th day of the following month unless extraordinary circumstances exist. If circumstances prevent OBS/700 Fund reconciliation by the 20th day of the following month, those circumstances will be documented, reviewed and approved by the chief administrator of Business Services.

- b. Monthly OBS/700 Fund reconciliation will be performed by the Budget and Accounting Unit.
- c. The Budget and Accounting Unit will provide a list of warrants which are void by statute on a monthly basis to the filed units to void in OBS and return funds to the offender's account.

7. System Security

- a. Staff will not allow other users to log into the OBS system under their user name and password. Any computer on which OBS software is installed will be logged off or system locked by the user when that person is not physically present and able to monitor the equipment.
- b. OBS software will not be installed on non- agency owned and operated computers, copied to flash drives, CD's, electronic files or any other media.
- c. The OBS secure website will only be accessed by approved probation and parole staff. The information technology unit will maintain a list of those approved staff and their OBS system login identification and password.
- d. The chief administrator of Business Services or designee will approve all new users added to the system, and where appropriate, establish system access rights.
- e. The chief administrator of Business Services or designee will be notified by an employee's immediate supervisor when an employee is no longer employed by DOC or no longer requires access to OBS in conjunction with their work responsibilities so that their access to the system may be restricted or removed.

C. Offender Pay Programs

1. Institution Incentive Pay Program

- a. Offender pay will be calculated and paid in accordance with [OP-060107](#) entitled "Systems of Incarceration."
- b. Offender pay will be credited electronically by OBS through an overnight system process at the end of each month to all eligible offenders in OBS.

- (1) Privilege level offender pay computation in OBS will be based on data recorded in the Offender Management System (OMS).
 - (2) If an offender's pay rate changes during the month, the offender pay rate used in OBS for that month's pay calculation will be the level rate of the offender as recorded in OMS at end of the month.
- c. Trust fund officers must verify offender pay information in OBS before month-end OBS payroll processing.
- d. Offenders should not be paid offender gang pay in the same month that they receive OCI, Agri-services, or Construction Maintenance pay.
- (1) If an offender's OCI/Agri-services pay received during the same calendar month is less than the level derived gang pay, the facility may pay the offender the amount that would bring them up to their level pay as a manual payroll correction.
- e. Offender payroll will be certified no later than the fifth working day of the following month.
- f. The offender incentive pay program is designed to encourage good behavior and work practices while incarcerated. When an offender discharges before month end, incentive pay is not required to be paid for the last month of incarcerated status. When OCI/Agri-services payroll is uploaded into the OBS system and the offender has already discharged, it is within the authority of OCI/Agri-Services/Construction Maintenance program to reverse the incentive pay entry.
- g. If an offender failed to receive their correct incentive pay because OMS had an incorrect privilege level when payroll was figured, unit staff may initiate a request to pay the offender the difference between the correct level pay and level they were coded in OMS. OBS automated incentive payroll payments will not be reduced due to incorrect OMS privilege level data.
- (1) The Business Office will not pay the additional funds without a completed request form from unit staff which has been verified by records staff.
 - (2) If an offender did not receive the correct amount of pay because an offender received a misconduct that

was later reversed, dismissed, or expunged, the business office will pay the amount that the offender would have received had the misconduct never been issued.

2. OCI/Agri-Services Pay
 - a. Offenders working for OCI or Agri-Services will be batch paid in OBS within five working days of the ending pay cycle.
 - b. Any incentive adjustments/corrections will be made by OCI/Agri-Services staff.
 - c. Certified payroll invoices will be forwarded to OCI/Agri-Services Business Manager or designee by facility business staff during the normal month end payroll certification process.
 - d. Prison Industry Enhancement (PIE) programs payroll payments by OCI are covered under work release/PIE program.
3. Construction/Maintenance
 - a. Construction/maintenance paid offenders will be paid within five working days of the ending pay cycle based upon their computed pay rate by the facility trust fund officer
 - b. Any adjustments/corrections will be made by construction/maintenance personnel providing the information to the facility trust fund officer.
 - c. Certified payroll invoices will be paid by facility Business Office staff using a purchase order and funding provided by construction/maintenance.
4. Work Release and PIE Private Sector Pay
 - a. Work release and PIE payroll will be posted to the offender's account with the income type of "private sector pay."
 - b. Business managers or accountants may make the determination whether or not the offender can have immediate access to private sector pay. If an offender's work release or PIE company payroll check has ever had a check returned, the check may be posted with a fund source of "Hold for 7 days" or "Hold for 15 days" to ensure the check clears.

- (1) The hold delay should correspond to the amount of time needed for the bank to notify the Business Office of a returned check.
 - (2) The hold may be released early at the business manager's or accountant's discretion when the check has cleared or has had time to clear.
- c. Program support fees are the lesser of 50% of the offender's net private sector wages (defined as gross pay less taxes and employer paid child support) or the number of applied payroll days times the average annual community based per diem rate as defined by the agency's cost of incarceration.
- d. Work release and PIE pay is subject to a 20% mandatory savings system transfer, except for offenders serving life without chance of parole.
- e. If it is suspected that an offender has contacted a work release employer and had them cancel a payroll check that has been deposited into OBS with program support fee reductions already taken; the facility business office will notify their district supervisor of the offender's suspected action. District supervisors are responsible for follow-up and corrective action.
- f. If an offender's account has been credited with a private sector payroll deposit and that deposit is subsequently reversed in the State of Oklahoma's Financial and Information System known as CORE system due to insufficient funds or cancelled check, the trust fund officer will (if possible) reverse the offender's account crediting this deposit. If this is not possible due to the offender's trust account having an insufficient fund balance or the offender is currently in "released status" at time of notification, the facility cashier will redeem the returned private sector payroll check using Express Check or petty cash resources and notify the agency's general counsel and the district supervisor/facility head and/or PIE program manager of the returned employer payroll check. When Express Check or petty cash is used to redeem a returned private sector employer payroll check, the payroll debt (and all associated costs) are then debts owed to the agency by the private sector employer or the offender as appropriate. Once the offender's account is reversed, an obligation for Program Support fees can be set up. If program support fees are still due at the time of the offender's discharge, their savings can be used to fulfill the debt (see Section I.B.2.d. item (2) of this procedure).

(1) If a private sector employer has more than two returned employer paychecks within a six month timeframe, the district supervisor/facility head will evaluate whether that employer should be prohibited from further employment of agency offenders.

(2) All private sector payroll checks from any employer with a history of three or more returned payroll checks will have a 15 day hold placed on all offender payroll private sector payroll deposits in OBS until the check is confirmed as a negotiable financial instrument through the state accounting system. Offenders will be notified of this mandatory employer payroll check hold when the check is received by the Business Office.

g. If a GPS offender is sanctioned to a CCC or CWC facility, that offender will be charged program support.

D. Seasonal Bonus

1. The ODOC System Canteen Board may authorize a seasonal bonus for distribution to offenders. Seasonal bonuses will be funded from the 205 Fund and, when paid, are not subject to any system automatic deductions.

E. Indigent Offenders

1. To be considered indigent, an offender cannot have had an available balance of more than \$10.50, must not have spent more than \$10.50 or greater for any non-debt obligation within a rolling 30 day window or any combination of spending and available balance that is equal to or greater than \$10.50.

2. Indigent status is computed nightly in OBS. Indigent status reports will be distributed to appropriate facility staff no less than once a week.

3. If a deposit is made into an offender's account which would immediately disqualify the offender from being considered indigent, business staff are authorized to disregard the offender from the most current indigent status report. For record purposes a red line will be drawn through the offender's name.

F. Private Prison Held Offenders

1. Trust fund officers will transfer only available balance funds to a private prison for the offender's use within five working days of the transfer.

2. Mandatory savings and IBSA program money will be retained and managed by the agency while the offender is in the custody of a private prison.
3. Private prisons will be given a list of current offender obligations at time of transfer. Private prisons will remit to outside entities the appropriate offender owed monthly remittances.
4. Obligations owed to the agency by an offender while in the custody of a private prison will be held in abeyance until the offender returns to an ODOC operated facility. Upon the offender's transfer back to a DOC operated facility, the private prison will provide a list of all obligation payments made on behalf of the offender by the private prison while in their custody. The receiving facility trust fund officer will update OBS for those private prisons remitted payments.

G. Contract County Jail Held Offenders

1. Host facilities are responsible for the payment of incentive pay for those offenders held in a contract county jail bed in accordance with [OP-060107](#) entitled "Systems of Incarceration." Exceptions to the payment of incentive pay to contract jail housed offenders must be approved by the associate director of Field Operations.
2. County jails will be billed for offender incentive payroll cost when their per diem rate includes those costs. The administrator of Private Prison and Jail Administration is responsible for host facility notification when the county jail contract per diem rate does not include offender incentive pay costs.
3. All offender funds from outside sources will be first deposited into OBS before being disbursed to a contract county jail provider for an offender's use.

H. Offender Discharge or Parole

1. Upon discharge or parole, an offender's account will be consolidated, and a discharge card and/or voucher(s) prepared based on the offender's combined balances in their mandatory savings, IBSA and draw accounts less any outstanding agency debts (see Section I. A. 2. item d. of this procedure). Discharge cards are to be used as our primary means of giving an offender discharge money. At no time will a discharge card be mailed.
 - a. Offenders with \$2,500 and less in their OBS account will receive a discharge card with all of their funds on the card unless they have a detainer.

- (1) Offenders will receive a copy of the receipt from JPay for the discharge card indicating the funds added to the card. The business office will keep a copy of the discharge card receipt signed by the offender to indicate having received the discharge card. A disbursement may be used if a receipt cannot be printed.
 - b. Offenders with over \$2,500 will receive a discharge card with \$500. The remainder of their OBS account will be put on a voucher.
 - (1) Offenders will receive a copy of the receipt from JPay for the discharge card indicating the funds added to the card. The business office will keep a copy of the discharge card receipt signed by the offender to indicate having received the discharge card. A disbursement may be used if a receipt cannot be printed.
 - (2) All vouchers will require disbursements that will be signed by the offender. If the offender is not able to sign because of death, released from court, or other valid reasons, then documentation must be kept with the disbursement indicating an approval.
 - c. Discharge cards will not be sent through the mail. If at any time an offender is not present at discharge (a court release, medical discharge while offender is in hospital, etc.), a voucher will be prepared and mailed to the offender
2. If an offender housed in a facility and released from custody does not have a total of \$53 (\$50 required from state law + \$3 discharge card activation fee) from the consolidation of their mandatory savings, available balance and/or IBSA savings accounts and will receive a discharge card; then the amount necessary to bring the offender up to \$53 will be added to the offender's discharge card under Issue Release Allowance. The amount of funds to bring the offender up to \$53 is known as "gate money." The discharging facility will furnish, at no cost to the offender; any necessary discharge clothing and a railroad or bus ticket within the contiguous United States. The railroad or bus ticket will be to the stop nearest to the residence location provided on the "Pre-release Checklist, [OP-060901, Attachment A](#). If no address of residence is provided the ticket will be to the county the offender was sentenced in.
 - a. Offenders who are on pre-release supervision programs such as Electronic Monitoring Program (EMP), Global

Positioning System (GPS), Pre-Parole Conditional Supervision (PPCS), or are being released into the custody of another law enforcement outside the State of Oklahoma or immigration agency are not eligible for the supplemental Express Check or petty cash payment.

- b. For offenders with a sentence of 120 days or less or on the delayed sentencing program, the supplemental Express Check or petty cash is at the discretion of the facility head or designee.
 - c. Finance & Accounting will issue an express check for the total amount of gate money given to offenders when the JPay release card invoice is paid. Facilities will not issue an express check for gate money when issuing discharge cards.
 - d. If unforeseen events prevent a discharge card from being used, a discharge checks and/or Express Check may be used.
3. Offenders discharging to the custody of other law enforcement agencies are not eligible for the supplemental Express Check or petty cash payment. A voucher will be used to disburse the offender's trust funds.
- a. If the offender is ordered to appear before a court or their probation and parole officer, the travel arrangements must be to that or an adjacent location.
 - b. If the offender is discharging from a private prison, the private prison will be reimbursed by the agency from administrative Express Check or petty cash sources for necessary clothing and transportation costs.

I. Offender Deaths

1. [OP-030120](#) entitled "Offender Property" provides, upon death of an offender, the person listed on the "Designation for Disposition of Property" form ([DOC 030120B](#)) be provided a written inventory of the deceased offender's money and personal property by certified mail (O.S. 57 § 530.2). If money is not paid to a designated beneficiary within one year, it will be transferred to "Whereabouts Unknown" (WUNK) in OBS.
2. The deceased offender's designated unit manager, deputy warden or the warden's designee will ensure all beneficiary notification requirements of [OP-030120](#) are met.

3. In the event the offender's designee declines to accept the offender's remains and DOC pays for the cremation, the cost will be deducted from any balance, including mandatory savings, due to the offender's designee (O.S. 57§ 530.2).
4. Upon notification that an account distribution to a beneficiary is appropriate, the deceased offender's account will be consolidated and distributed by voucher. If the funds have been transferred to WUNK by a facility, a distribution from WUNK of those offender funds will be paid to the beneficiary by central office staff upon proper facility notification.

J. Offender Escapes

1. Upon an offender escape, the offender's OBS account will be frozen.
2. If a claim is made within one year by an offender who is subsequently incarcerated in another jurisdiction, the facility/unit head, from which the offender escaped, will authorize the release any funds held in the claimant's draw and IBSA accounts.
3. If the offender remains on escape status for a period of 12 months or greater, the offender's funds will be considered as 'unclaimed' and transferred to WUNK for appropriate aging and eventual distribution to the Treasurer's Unclaimed Property Division.
4. Before transferring any funds to WUNK, facility staff will print an Offender Statement Report and retain that report in the offender's case file. If the offender is re-incarcerated, the offender will be refunded the money to his account from WUNK unless the money has been transferred to the Oklahoma State Treasurers (OST) Unclaimed Property Division, then they will have to make claim to the OST. The copy of the Offender Statement Report will be used to determine the amount that goes into Available Balance and the amount for Mandatory Savings.
5. If an offender is re-incarcerated after his/her money has been transferred to the OST, those funds will only be returned to the offender through a request to the OST Unclaimed Property Division.
6. Any funds returned to a re-incarcerated offender's account that originate from the OST Unclaimed Property Division will, upon deposit into OBS, be immediately transferred to the offender's mandatory saving's balance.

K. Unclaimed Funds

1. Any offender funds remaining in an OBS trust fund account after an offender has discharged and after all reasonable attempts to reunite the offender with his/her trust fund money have proven fruitless; the money will be transferred to WUNK. Timing for this transfer is left up to the best judgment of the central office staff person monitoring these funds. However, in no case will this period exceed twelve months from time of discharge.
2. After one year in the WUNK account, unclaimed funds will be transferred to the State Treasurer's Unclaimed Property Division in accordance with state law. www.ok.gov/treasurer/Unclaimed_Property/

L. Offender Clubs/Charitable Activities/Group Accounts

1. Offender clubs and charitable activities, when authorized by the facility head may conduct limited fundraising activities to generate additional revenues. The funds donated or raised through authorized fund raisers will be kept in a 'virtual offender' OBS account.
 - a. Each facility club will have its own OBS account for accountability purposes.
 - b. External bank accounts will not be used for offender club, group account and charitable funding raising activities.
 - c. (Revision-03 01/21/2016) The division managers shall approve a request from the facility heads to allow for one food sale per quarter. These food sales may be from outside vendors. The cost of the outside food will be marked up 30% for the fund-raiser. At a minimum, 15% of all profits will be donated to a non-profit charity. The remaining funds will be spent on offender welfare and recreation projects that will benefit the general population yard."
 - (1) Offender clubs will accept disbursements from offenders wanting to purchase items from the club.
 - (2) Once the disbursements are processed by the trust fund officer, a copy of the disbursement form will be returned to the club as evidence the transaction has cleared.
 - (3) When the club receives the cleared disbursement from the trust fund officer, the offender will receive their goods along with the canceled disbursement.
 - (4) Offender clubs may not sell items directly to staff or for cash.

- (5) Canteens may not sell items for clubs.
2. Club account names in OBS are generic and limited by design. Institutions are to request additional club accounts only when needed. It is suggested that clubs use the names in OBS system instead of creating abstract names that do not match with existing OBS group names or describe the nature of the account.
 3. Offenders are allowed to donate to clubs by disbursement.
 4. Clubs may make disbursements with the offender disbursement form signed by a club officer (offender) and the club sponsor (staff). Clubs may make purchases from the canteen using a request signed by a club officer and the sponsor.
 5. Offender organizations at institutions may not sell at any items in visiting rooms or during visitation. Offender organizations at community may sell items approved by the district supervisor in visiting rooms or during visitation.
- II. Canteen (4-4032, 4-4042)
- A. Canteen Boards
1. System Canteen Board
 - a. State statute requires that a System Canteen Board be established with a System Canteen Board of Directors (Board) for all canteen services operated within DOC. All members of the System Canteen Board will be appointed by the director. Canteen operations are composed of all correctional facility canteens, offender telephone systems, and offender electronic mail systems and are collectively called the "Canteen System."
 - b. Members of the Board consist of the director, associate director of Field Operations, chief administrator of Business Services, division manager Community Corrections and division manager of Health Services and chief administrator of Program Services.
 - c. All canteen operations are under the control of the System Canteen Board. Canteen operations will be pursuant to written guidelines established by the Board, agency policy and the Guide.
 - d. The System Canteen Board will meet at least quarterly to review canteen operations, profits and budgetary activity.

Annually, at its June meeting, the Board will review and approve the annual operating budget for the canteen system and the Offender and Employee Welfare and Canteen System Support Revolving Fund. Ad hoc meetings can be scheduled at any time by the director.

- e. Facility special project expenditures from the 205 Fund are only authorized based upon specific approval action of the System Canteen Board and will be documented in meeting minutes.
- f. When an emergency special project request is made, an email vote can be solicited.

2. Facility Canteen Boards

- a. Each institution with a canteen will maintain a facility Canteen Board. Facility Canteen Boards assist the facility head or designee in the oversight of the day-to-day canteen system and management of the facility's 205 Fund, according to the guidelines set by the agency's System Canteen Board.
- b. The members of facility canteen boards consist of the facility head and at least two additional members appointed by the facility head. A business office representative will provide the facility Canteen Board with the facility 205 budget, but cannot be a member.
- c. The facility Canteen Board will meet at least quarterly with documentation of any approved board action. Annually, at its June meeting, the board will review and approve the annual operating budget for the facility canteen system and the facility Offender and Employee Welfare and Canteen System Support Revolving Fund. It is the responsibility of the facility canteen board to review and authorize those items offered for resale through that facility's canteen and to review local canteen operations with emphasis on canteen inventory management practices.
- d. Local facility Canteen Boards will review monthly all OBS system inventory adjustments to ensure canteen inventory losses are kept at to minimum. When concerns arise as to the size and scope of a canteen's monthly inventory adjustments, the facility Canteen Board will consider and implement appropriate canteen operational changes to address the situation.

B. Profits

Each facility will operate their canteen in a manner consistent with good security practices, while maximizing profit and minimizing costs for offender purchases.

1. Profits from the agency canteen system are transferred periodically to and annually budgeted within the Department of Corrections Offender and Employee Welfare and Canteen System Support Revolving Fund (205 Fund).
2. When a revenue failure has been declared by the state, the Canteen Board may authorize a redirection of canteen system profits to continue operations that directly support staff and offenders. Examples of this would be offender healthcare and staff payroll. Funds will be budgeted as Fund 205 in the designated areas approved for use.
3. All monies accruing to the credit of the 205 Fund are budgeted and expended by DOC and the System Canteen Board of Directors for the benefit of offenders of the various institutions and personnel of the agency and to support canteen system operations according to written agency policy and welfare budget limitations.
4. Canteen merchandise and services are exempt, by statute, from the Central Purchasing Act.
5. All revenues from canteen operations, offender telephone system services, and offender electronic mail system operations will be used exclusively for the benefit of the offenders of the various institutions and personnel of the agency as determined by the System Canteen Board, unless redirected under item 2. above.

C. Standards for Canteen Services

1. (Revision-02 04/24/2015) Offenders may spend up to \$140 before sales taxes per week in the canteen. A maximum of \$140 in goods is authorized in possession.
 - a. OBS can only manage the agency's offender maximum spending limit. Any other offender purchase restrictions will be managed by the facility itself.
2. Offenders may only make canteen purchases from their available balance. Exemptions from the weekly maximum spending limit are made by the agency for category items that appear on [OP-030120](#) entitled "Offender Property." Offenders may buy these items without the purchase counting against their canteen purchase limit.

3. Operating Standards

a. All food items must be pre-packaged.

(1) No food product will be sold past its expiration date.

(a) Food items that expire and cannot be returned to the vendor will be inventory adjusted off of the inventory using the adjustment type of "Spoilage."

(b) After items are inventory adjusted off, they will be immediately disposed of in front of a staff witness in a manner that would discourage offenders from taking the items. An example would be to open a package and pour the contents over trash.

(2) Food items without an expiration date will be considered expired one year after purchase.

(a) The item activity report in OBS can be used to investigate when a product was purchased.

(3) Canteen supervisors are responsible for ensuring food items are not sold as expired.

b. Canteens may sell:

(1) Prepackaged food and drink items;

(2) Clothing as authorized by [OP-030120](#) entitled "Offender Property";

(3) Property as authorized by [OP-030120](#);

(4) Craft supplies as approved by local canteen boards;

(5) Writing supplies;

(6) Batteries;

(7) Personal hygiene item;

(8) Over the counter medicines as authorized by [OP-140130](#) entitled "Pharmacy Operations" which must be purchased from the contract vendor; and

- (9) Electronic cables and cable connectors which do not require battery/electricity, must be under 6' and must not be a separate device that is not listed in [OP-030120](#) entitled "Offender Property."
- c. Offenders working in a facility canteen may not access the canteen computer, cash register, directly hand item(s) sold to an offender customer, and/or participate in any record keeping or determination of any canteen inventory purchase decision.
- d. The OBS system uses the "item markup" approach for sales price. All canteen item markups will be based on their item category as defined in the OBS User's Guide and approved by the System Canteen Board.
 - (1) Inventory in the OBS system is valued at "average moving cost (AMC)" which values all items to be sold. The AMC product pricing system ensures common pricing for any given item at all agency canteens at time of sale.
 - (a) Inventory management is based on a UPC/EAN/PLU code.
 - (b) Canteens that wish to add UPC/EAN/PLU codes may make their request to DOC Administration using the methods described in the OBS Users Guide.
 - (c) Products may not be approved for sale in DOC Canteens at the discretion of the OBS Comptroller.
- e. Canteens may not take returns on any sold items except resalable clothing.
 - (1) Returns on electronic items sold through the canteen are not allowed. The canteen system is not responsible for manufacturers' warranties. Unit staff may assist offenders with product returns provided the offender has the receipt for purchase and a copy of the manufacturer's warranty registration. Shipping or postage for returns will be at the offender's expense.
 - (2) No food item may be returned after the offender takes the food item from the canteen. An exception to this rule is allowed if a canteen has inadvertently sold a

food item that is out-of-date or for some other reason determined as unfit for human consumption at the time of the sale. Canteens have the option of replacing the item or reversing the sale.

4. Canteen Restriction

Offenders may be assigned a canteen restriction as an allowable sanction for misconduct under [OP-060125](#) entitled "Department Offender Disciplinary Procedures." [OP-060125](#) states that under canteen restriction an offender may only buy hygiene items as listed in [OP-030501](#) entitled "Personal Hygiene and Appearance Code." An offender must also be allowed access to writing supplies. There is not a dollar amount limit, but a limit to the items an offender can purchase. Specifically, an offender may purchase the following items each week:

- a. 1 bar of soap
- b. 1 shampoo
- c. 1 toothbrush or denture brush
- d. 1 toothpaste or denture cleaner
- e. 1 package toilet paper
- f. 1 package razors
- g. Sanitary napkins/tampons (females)
- h. 1 deodorant
- i. 1 comb
- j. 1 package of paper, notebook or 1 card
- k. 1 ink pen or pencil
- l. 5 stamps
- m. 5 envelopes (if not sold separately, 1 box)

5. Canteen Inventory

- a. Canteens will conduct a 100% inventory of all items once a month.

(1) The inventory will be conducted at a consistent time each month, e.g., the second Tuesday of each month or the last day of the month is acceptable.

b. When entering and classifying a canteen inventory adjustment, the following standards will be used.

(1) Inventory Correction

This will be used when the problem is known but uncorrectable due to system restrictions.

(a) This will not be used when product is discovered missing and the reason for the product loss is not known.

(b) This will be used if a vendor gives credit for salable items that will be added to the inventory.

(2) Shrinkage

This is used when the reason for an inventory adjustment is not known.

(a) If it is discovered that the items on the shelf are a different quantity than the quantity shown on the system inventory, unless a clerical error is confirmed, use this adjustment type.

(b) The adjustments from the monthly inventory and any other inventories and spot checks will normally be entered here.

(3) Spoilage

Spoilage adjustments occur when inventory becomes unsalable due to damage, breakage or item exceeds "sale by date" or "expiration date".

(4) Disposable Items

This is used for inventory consumed as a point of sale (POS) supply. These are items purchased by the canteen with a purchase order (PO) but given to the customer at no charge to execute a sale (example: sacks, spoons for ice cream, etc.).

(5) Vendor Return

“Vendor Return” is used as an inventory adjustment when inventory is received out of date, damaged, or actual count is short from the vendor and the vendor has given an “on-invoice credit.” When a vendor return is recorded as an inventory adjustment, there should be an offsetting account payable “discount/credit” adjustment on an inventory receiving document.

6. Hobby, Art, and Craft Sales

a. Hobby, art and craft items sold through the facility canteen are subject to a markup established by the System Canteen Board along with the appropriate state, county and city sales taxes.

(1) Sale of these items will only occur after a buyer and offender have agreed upon a cash price for the item purchased inclusive of the markup and appropriate sales taxes.

b. Canteens can only accept cash (staff), money orders and cashier checks for sales. Personal checks will not be accepted.

c. Standards for Offender Hobby, Art, and Craft Sales

(1) Offenders making hobby, art and craft items may send up to a total of six gifts per year to persons on their authorized visitation list without the item being sold through the canteen system.

(2) Employees and the public may purchase offender hobby, art and craft items through the facility's canteen according to local procedures.

(3) Upon offender transfer all offender art and craft supplies, incomplete items, and finished goods will be transferred or disposed of in accordance with [OP-030120](#) entitled “Offender Property.”

7. Staff Sales

a. Canteens are authorized to sell canteen items to agency staff.

b. All items purchased must be paid for with cash, money order, or cashier's check at the time of purchase.

- c. Cash sales require daily deposit of canteen cash receipts into the 700 Fund using normal CORE deposit procedures and will be reconciled daily with the cashiers daily deposit slip.

8. Institutional Purchases

- a. Institutions are authorized to make canteen purchases for special events.

- (1) Mandatory purchasing rules apply.

- (2) Mandatory SW contract items may be purchased from the canteen if the mandatory vendor does not carry the product or if the quantity needed is less than the quantity sold by the mandatory vendor. For instance, if only 3 items are needed and the smallest quantity sold on the mandatory contract is 12 and the remaining 9 would reasonably expire before use.

- (a) Purchase cannot be made from the canteen only because the mandatory SW vendor does not carry the desired brand.

- (b) Contact will be made with the Contracts and Acquisitions Unit prior to purchase to determine legitimacy.

- (c) Documentation must be supplied that the vendor would not sell partial cases.

- b. When institutional sales are recorded in OBS, reimbursement from the institution to the OBS system is required within 45 calendar days of purchase.

- c. Facilities will execute a direct purchase order (P.O.) in CORE for the institutional sale. The direct P.O. will be approved and dated prior to the date of purchase.

9. Canteen Vendors

- a. Agency canteens will only purchase items for resale from an Office of State Finance (OSF) registered vendor.

- (1) Instructions on how to assist a vendor with becoming registered will be in the OBS User's Guide.

10. Payment of Canteen Vendor Invoices

- a. Payments will be made by the facility through OBS. Facilities will ensure that invoices are paid within 30 days of inventory receipt.

11. Computation and Payment of Canteen Sales Taxes

- a. Central Office will utilize the Oklahoma Tax Commission (OTC) "Quick Tax" electronic filing system for reporting canteen sales.
- b. Reporting and remitting of monthly canteen sales tax collections will be accomplished no later than the 20th day of the following sales month.

12. Canteen Change Fund

- a. Each canteen is allocated a change fund. This fund is to make change necessary from cash sales. Each week, the person who supervises the canteen or designee will count the change fund to ensure the funds are accounted for. At no time will the designee be a person who works in the canteen. Any discrepancies will be reported and appropriate steps will be taken to ensure shortages do not reoccur. The comptroller of Offender Banking Services will be notified of shortages.

13. Canteen Audits (4-4043)

Canteen operations will be included in the agency fiscal audits as required by [OP-120101](#) entitled "Fiscal Management Responsibilities."

III. Restitution Accounting (4-APPFS-3D-25)

The OBS system incorporates multiple functions that support offender restitution obligation management and the collection of statutory fees from offenders who are under the supervision of field probation and parole staff.

A. Receipt of Offender Field Collections

1. There are three payment options for both fees and restitution available to all offenders while they are required to make monthly visits to a probation & parole officer:
 - a. Mail; when mailing payments, only a money order or cashier's check will be accepted. Each payment will be mailed in an envelope provided by the probation officer and will be preaddressed to the Oklahoma DOC Fee Payment Processing lockbox. The supervising officer is responsible for making sure each offender understands the instructions

provided on the envelope and knows their correct DOC number. After payments have been received at the lockbox, an electronic file containing the information regarding those payments is transmitted the next day to Restitution Accounting for application to the offenders' account.

- b. Online or by phone; both these types of payments can be made 7 days per week, 24 hours per day by credit or debit card at the web address or phone number listed on the payment envelope.
- c. No payments can be accepted through any of the methods until the next day after the offender's information is added to both the Offender management System and the Offender Banking System.
- d. Payments will not be allowed to be left with the officer for mailing. If a payment is left at the probation office, it will be returned to the offender along with the appropriate payment envelope to be stamped and mailed by the offender.
- e. The only payments a DOC probation officer may accept and enter into the Offender Banking System are payments for DNA samples taken from offenders who are not required to be supervised by a DOC probation officer. Restitution Accounting will be contacted for the assignment of an "Unsupervised DOC#". These payments will be attached to a copy of the OBS Restitution/Fee receipt and forwarded to the Restitution Accounting office.
- f. After an offender is released from active supervision, he/she will continue to make payments for any obligation due by cashier's check or money order only. These payments will be mailed along with a stamped self-addressed envelope to: Department of Corrections, Restitution Accounting, P.O. Box 11400, Oklahoma City, Oklahoma 73136. No receipt will be returned unless a stamped, self-addressed envelope is included with the payment.

2. Field Collection Web Page Data Entry

Probation and parole officers and field staff using the OBS website page for receipt of client payments will follow specific procedures as outlined in the OBS User's Guide.

3. Transmittal of Client Obligation Information by Probation and Parole Offices

Establishing a new client in the OBS accounting system requires

the supervising probation and parole office to notify restitution accounting of all restitution obligations and fees owed by the client and the client's expected monthly payment schedule. This information, when received, will be entered into OBS by restitution accounting staff before any collection is credited to a client's account.

4. Victim(s) Restitution

The ODOC is responsible for monitoring and administration of client restitution of those clients under its direct supervision and to ensure restitution payments are forwarded to the victim and that service assignments are properly performed.

a. Waiver of Restitution

A valid need for modification of restitution is a legal issue which will be addressed through the offender's attorney.

b. Probation Offenders

When restitution is ordered, it will be collected as outlined in the sentencing documents.

c. Parole Offenders

When restitution is required as a condition of parole as indicated on the parole certificate, the supervising officer will contact the appropriate district attorney's office to obtain the court documents regarding the amount of restitution owed, name of victim, and current address of the victim(s). A monthly payment schedule will be established so that the offender may complete ordered restitution payments by the expiration of parole supervision. The supervising officer will forward this information and copies of the court documents to the Restitution Accounting office.

5. Restitution Order Modification

If the amount of restitution or the identity of the victim cannot be established, a special report will be forwarded to the district supervisor for forwarding to the Pardon and Parole Board for a modification of the condition. A monthly payment schedule will be established so that the offender may complete ordered restitution payments by the expiration of parole supervision.

6. Processing Fee

A \$1.00 processing fee will be collected for each money order processed as a payment toward restitution.

7. Supervision Fee

Offenders under the supervision of the agency will pay a supervision fee of forty dollars (\$40.00) per month unless expressly waived, all or in part, due to financial hardship. Only one monthly supervision fee will be collected from each offender under supervision. In the event of multiple convictions, the supervision fee to be collected will be based on the longest sentence of all cases.

8. New Conviction While Under Supervision

If an offender receives a new conviction while under supervision without a revocation on the original case, the officer will continue to receipt the fee to the original case as long as the new case expires on the same date or later than the original case. In the event the supervision will expire on the original sentence with time remaining on the new conviction, fees will then be receipted to the new conviction's CRF number on the next month's payment.

9. Community Supervision

Any offender sentenced to a community sentence pursuant to the Oklahoma Community Sentencing Act is required to pay a supervision fee if under the supervision of the agency. Fees for supervision services performed by agencies other than DOC will be paid directly to that agency.

10. Court Ordered Supervision

When the court orders supervision by the agency or the district attorney requires the agency to supervise any person pursuant to a deferred prosecution agreement, the person will be required to pay a supervision fee unless the fee would impose an unnecessary hardship on the person.

11. Parole Supervision

Statute requires the Pardon and Parole Board to require a supervision fee be paid by the parolee as a condition of parole.

12. Interstate Compact Agreement Offenders

When probation or parole supervision is transferred to Oklahoma through the Interstate Compact Agreement, a supervision fee will be required to be paid by the offender to the Department of Corrections.

13. Reduction/Waiver of Supervision Fees

a. Hardship Waiver

Supervision fees may be reduced or waived for a 90 day period by DOC any time during the course of supervision if a legitimate hardship is verified. The reduction in fees will be reviewed every 90 days to confirm the hardship still exists. If the hardship has been determined to be permanent, the fee may be waived for the duration of supervision. When the supervising officer is provided with evidence that a hardship exists, a case conference will be held with the immediate supervisor.

b. Incentive Waiver

Supervision fees may be reduced or waived for a specified time as an incentive awarded to the offender. An incentive fee waiver or reduction will not exceed \$100.00 for each six month time period.

c. Approval of Fee Reductions and Waivers

If a recommendation is made by a supervising officer to reduce or waive a supervision fee, the approval action of the fee reduction or fee waiver will be entered into the OBS system by the appropriate district supervisor's office.

b. Interstate-Out Fee Collection

In the event that an Oklahoma offender is being supervised by another state, Oklahoma supervision fees will not be collected. If the offender is delinquent before transferring to another state, the delinquency must be resolved before transfer either by payment or waiver.

e. Supervision Fee Refunds

A memorandum, approved by the district supervisor or designee, will be sent to restitution accounting stating the reason for the refund. The request will be processed within 30 days and paid out of the 200 Fund.

14. Other Fee Collections.

a. DNA Fees

Persons subject to DNA testing who are not received at the Lexington Assessment and Reception Center (LARC) or Mable Bassett Reception Center (MBCC) will be required to pay a fee of Fifteen Dollars (\$15.00).

b. GPS Fees

Any offender sentenced to the GPS Electronic Monitoring Program is required to pay a monitoring fee to the supervising authority (DOC or private agency), not to exceed three hundred dollars (\$300.00) per month.

c. EMP Fees

Any offender who participates in the electronically monitored home detention program is required to pay a monitoring fee, not to exceed three hundred dollars (\$300.00) a month.

d. Pre-Sentencing Investigation Fees

When the court orders offenders to pay a pre-sentence investigation fee, the agency will collect not less than five dollars (\$5.00) or more than two hundred fifty dollars (\$250.00) for the pre-sentence investigation. In hardship cases, the court will set the amount of the fee and establish a payment schedule.

e. Offenders without an official state issued birth certificate will be charged the amount of the birth certificate fee for obtaining a copy of the birth certificate.

IV. Community Sentencing

The Oklahoma Community Sentencing Act requires the collection of supervision fees, administrative fees, and if assessed by the court, program reimbursement costs, restitution, and fines from the offender. The supervision fee will not be collected by a private vendor.

A. Restitution Collections by Private Providers

When restitution is ordered by the court to be paid through the agency and is collected by a private provider, the restitution payment will be recorded on the same offender receipt as the Community Sentencing Administration Fee and remitted to restitution and accounting at the ODOC Administration Building: (P.O. 11400, Oklahoma City, OK 73136 Attn: Restitution/Accounting) for payment to the victim. Restitution payments collected by private providers will include a \$1.00 collection fee for each money order associated with the restitution payment as defined by statute.

B. Community Sentencing Administration Fee

Offenders participating in a local community sentencing system will pay an administrative fee not to exceed twenty dollars (\$20.00) per month. Administrative fees, when collected by private company providers will be recorded in a Department of Correction receipt book and forward to the agency's Restitution Accounting unit. These fees will be transferred monthly to the agency's 210 Fund through the OBS system for distribution to the various community planning councils.

C. Community Sentencing Supervision Fee Collections by Private Providers

The Oklahoma Community Sentencing Act requires the collection of supervision fees, administrative fees, and if assessed by the court, program reimbursement costs, restitution, and fines from the offender.

D. Community Sentencing Receipt Books

Receipt books will be issued by the Community Sentencing Division to the Community Sentencing Planning Councils for their distribution to private company providers to receipt collected funds. They will be returned to the Community Sentencing Division (when used by the Planning Councils) for audit purposes. Receipt books issued will be kept in a secure location at all times with appropriate fiscal controls.

1. Receipt Information

Each cashier's check or money order submitted will receive a receipt attached to it. The information on the receipt will be printed legibly, see OBS User's Guide for specific instructions and information required.

V. Other General Services

As approved by the director there may be other general services provided for sale on behalf of the offenders and/or staff in addition to regular canteen items. Instructions controlling the provision and sale of these additional general services will be issued at the time these services are offered for sale. The instructions may or may not be made a part of this procedure or the OBS user guide depending on the circumstances surrounding the provision of the service. Regardless the appropriate staff will be expected to follow these instructions. Cost of service, if any, of such approved general services also requires the director's approval.

VI. OBS Contract

The contract between the vendor and the agency grants the right to use the OBS software to manage trust accounts, restitution and commissary operations of all

offenders residing at facilities managed and operated by the DOC. There is no limit on the number of machines or users that can access the OBS software. Private providers will not be granted direct access to the OBS system.

VII. System Security

OBS system users will adhere to all Information Management policy and procedures for employees accessing the OBS system through state facilities as defined by [OP-021001](#) entitled "Department of Corrections OneNet/Internet Standards" and [OP-020701](#) entitled "Control and Use of Networks and Computers."

VIII. References

OP-020701 entitled "Control and Use of Networks and Computers"

OP-021001 entitled "Department of Corrections OneNet/Internet Standards"

OP-030117 entitled "Correspondence, Publications, and Audio/Video Media Guidelines"

OP-030120 entitled "Offender Property"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Department Offender Disciplinary Procedures"

OP-120101 entitled "Fiscal Management Responsibilities"

OP-140130 entitled "Pharmacy Operations"

28 U.S.C. §19

28 U.S.C. §1911

O.S. 7 § 73

O.S. 12 §1171.2

O.S. 22 § 982A

O.S. 22 § 988.9

O.S. 22 § 991a

O.S. 22 § 991d

O.S. 22 § 998.1

O.S. 22 § 998.9, B

O.S. 28 §151

O.S. 57 § 530.2

O.S. 57 § 513

O.S. 57 § 537

O.S. 57 § 549

O.S. 57 § 566.1

O.S. 60 § 657

O.S. 60 § 661

O.S. 62 § 34.72

O.S. 62 § 263

O.S. 68 §1357.34

O.S. 68 §1361.2

O.S. 85 § 22.3b

IX. Action

The chief administrator of Business Services is responsible for compliance with this procedure.

The chief administrator of Business Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120230 entitled "Offender Banking System" dated August 22, 2013

Distribution: Policy and Operations Manual
Departmental Website

Referenced FormsTitleLocation[DOC 030120B](#)

"Designation of Disposition of Property"

[OP-030120](#)[DOC 120230A](#)

"Mail/Cash Receipts Log"

Attached

Referenced AttachmentsTitleLocation[Attachment A](#)

"Pre-Release Checklist"

[OP-060901](#)[Website Attachment](#)

"Request for Disbursement"

[Offender Banking System](#)