COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE May 8, 2019	EFFECTIVE DATE May 8, 2019	NO. 038-19
SUBJECT: GENERAL ORDER COMMISSARY, TELEPHONE AND JAIL ENHANCEMENT TRUST FUND ACCOUNTS		DISTRIBUTION Jail Bureau Personnel	AMENDS
REFERENCE: Part 7016 of Title 9 of the Official Compilation of Codes, Rules & Regulations of the State of New York (9NYCRR Part 7016)			RESCINDS 038-09

Purpose: To establish and define policy and procedure for the receipt and expenditure of commission monies earned through the operation of the Commissary, Inmate Telephone System and Social Security Incentive Program Payment Program.

Policy: The Monroe County Sheriff's Office (MCSO) has established two distinct trust fund accounts for inmate generated commissions and a third trust fund account for incentive payments from the Social Security Administration. The T99 Jail Commissary Fund 9618 account is for the receipt of commissary commissions and for those expenditures deemed appropriate for the purposes of inmate welfare and rehabilitation. The T99 Jail Commissary- Phone Fund 9620 account is for the receipt of inmate telephone commissions and for those expenditures deemed appropriate for other jail related purposes. The T64 Jail Enhancement Fund 9602 account is for the receipt of incentive payments from the Social Security Administration. This general order will describe the procedure required to purchase items and services using the Commissary and Telephone commissions and the Jail Enhancement Account funds.

I. Commissary (Fund 9618) Trust Fund Account Procedure

A. Commissions resulting from commissary sales shall be deposited into the separate T99 trust fund account set up by the budget office of the MCSO.

B. The commissions held in the Commissary T99 trust fund account shall be utilized only for purposes of inmate welfare and rehabilitation.

C. All expenditure requests from the Commissary T99 trust fund account will be reviewed and approved by the Jail Superintendent. The Jail Superintendent will then forward the approved expenditure requests to the Undersheriff for approval. Approved requests will be forwarded to the Sheriff's budget office where it will be processed according to Monroe County purchasing procedures.

D. The Commissary T99 trust fund account must be maintained in a manner that will fully substantiate all purchases and expenditures. The County of Monroe Controller's Office is responsible for the maintenance of all financial records related to this account.

E. A periodic audit must be conducted by the office of the county auditor, county treasurer or other county officer in a similar capacity in accordance with the New York State Commission of Corrections Minimum Standard Part 7016(d).

II. Telephone (Fund 9620) Trust Fund Account Procedure

A. Commissions resulting from inmate collect telephones shall be deposited into the separate T99 Jail Commissary – Phone trust fund account set up by the budget office of the Monroe County Sheriff.

B. The commissions held in the Telephone T99 trust fund account shall be utilized to further inmate rehabilitation or welfare, or which otherwise improve operations at the Jail/Correctional Facility, deemed appropriate by the Jail Superintendent with approval of the Sheriff.

C. All expenditure requests from the Telephone T99 trust fund account will be reviewed and approved by Jail Superintendent. The Jail Superintendent will then forward approved expenditure requests to the Undersheriff for approval. It will be then forwarded to the Office of Sheriff's budget office where it will be processed according to Monroe County purchasing procedures.

D. The Telephone T99 trust fund account must be maintained in a manner that will fully substantiate all purchases and expenditures. The County of Monroe Controller's Office is responsible for the maintenance of all financial records related to this account.

III. Social Security Incentive Program (Fund 9602) Trust Fund Account Procedures

A. Incentive payments resulting from the Social Security Incentive Program shall be deposited into the separate T64 Jail Enhancement Trust Fund Account set up by the budget office of the Monroe County Office of the Sheriff.

B. The funds held in the T64 Jail Enhancement Trust Fund Account shall be utilized to further inmate rehabilitation or welfare or which otherwise improves operations at the Jail/Correctional Facility, deemed appropriate by the Jail Superintendent with approval of the Sheriff.

C. All expenditures from the T64 Jail Enhancement Trust Fund Account will be reviewed and approved by the Jail Superintendent. The Jail Superintendent will then forward approved expenditures requests to the Undersheriff for approval. It will be then forwarded to the Office of Sheriff's budget office where it will be processed according to Monroe County Purchasing procedures.

D. The T64 Jail Enhancement Trust Fund Account must be maintained in a manner that will fully substantiate all purchases and expenditures. The County of Monroe's Controller's Office is responsible for the maintenance of all financial records related to this account.

IV. Trust Fund Account Expenditures and Purchases

The following list of trust fund expenditures by revenue source is a guideline for each of the trust fund accounts. The lists however are not all inclusive.

A. T99 Commissary (Fund 9618) expenditures and purchases shall be utilized to further inmate rehabilitation or welfare. Expenditures and purchases shall include but not be limited to:

- Books and publications for programs (education, rehabilitation, religious, and chemical dependency)
- Contracts for inmate programs
- Equipment for inmate programs
- Inmate recreation supplies
- Inmate recreation and television repair

- Supplies for inmate programs
- Training workshops for inmate program staff
- TTY equipment

B. T99 Telephone (Fund 9620). Expenditures and purchases shall benefit inmate rehabilitation or welfare, or otherwise improve operations at the Jail/Correctional Facility, as deemed appropriate by the Jail Superintendent with approval from the Sheriff. The expenditures or purchase shall include but not be limited to:

- Barber supplies, equipment, and maintenance
- Building maintenance, vacuums, water coolers, buffers
- Computers for program staff
- Computer supplies – commissary, program staff
- Construction – renovations to program and recreation areas
- Copying expense for program staff
- Equipment repair, law library, programs, recreation areas
- Furniture, program area's, inmate housing, program staff areas
- Inmate recreation supplies, television purchase and repair
- Law library supplies
- Parks program, vehicle maintenance, equipment and supplies
- Professional organization memberships
- Program contracts, (education, religious, chemical dependency, and rehabilitation)
- Property bags
- Radios for program staff
- Rehabilitation and inmate padlocks
- Salaries for rehabilitation counselors
- Supplies, education, religious, chemical dependency
- Supplies for inmates' babies
- Tailor shop, equipment and supplies
- Washer purchase and repair
- Wheel chair purchase and repair

C. T64 Jail Enhancement Fund 9602 expenditures and purchases shall benefit inmate rehabilitation or welfare, or otherwise improve operations at the Jail/Correctional Facility, as deemed appropriate by the Jail Superintendent with approval from the Sheriff.

By Order of the Sheriff,

Todd K. Baxter