



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY**  
FACILITY/SPANISH MANUALS

REVISION DATE  
6/6/24

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**POLICY**

TITLE  
**TRUST ACCOUNTS FOR  
INCARCERATED INDIVIDUALS**

**REVIEW/REVISION HISTORY:**

Effective: 12/8/93	Revised: 12/1/10
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**SUMMARY OF REVISION/REVIEW:**


Major changes to include updated information, removal of repetitive language, and reorganization of content. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

5/21/24  
\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 7.68](#); [RCW 9.94A.760](#); [RCW 9.94A.780](#); [RCW 10.82.090](#); [RCW 51.32.080](#); [RCW 63.42.030](#); [RCW 72.09](#); [RCW 72.11](#); [RCW 72.65](#); [WAC 137-36-040](#); DOC 420.110 Escorted Leaves and Furloughs; DOC 440.000 Personal Property for Incarcerated Individuals; DOC 620.200 Death of Incarcerated Individuals; [25 U.S.C. § 16](#); [28 U.S.C. § 1915](#); [42 U.S.C. § 1983](#); [Reentry Center Handbook](#)

## POLICY:

- I. The Department has established procedures for trust account operations for individuals in Prisons and Reentry Centers (e.g., received from another state, state agency, county, tribal, or federal jurisdiction) to ensure accountability in alignment with laws, policies, and procedures published by the Washington State Office of Financial Management.

## DIRECTIVE:

- I. General Requirements
  - A. All funds of incarcerated individuals will be consolidated into one account by facility/region in a non-interest-bearing checking account in a local bank.
    1. Business Services employees will prepare bank account reconciliations monthly and post a signed copy on the Business Services SharePoint site.
  - B. Funds held in trust for individuals will be documented, tracked, and maintained in the Trust Accounting System (TAS).
  - C. An individual's account will be divided up into subaccounts per Attachment 3.
  - D. An individual may not send funds to or receive funds from other individuals under the Department's jurisdiction, including those under community supervision, and/or another individual's family or friends.
- II. Deposits
  - A. Funds received for deposit must be drawn on a U.S. financial institution and must be deposited to an individual's trust account in total.
    1. International currency or wires (e.g., Canadian) will not be processed and any funds/items received will be returned to the sender at the individual's expense. Individuals will be notified using DOC 06-080 Deposit Rejection Notice.
    2. Funds will be deposited into a subaccount designated by the sender.

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a. If the sender does not specify a subaccount for the deposit, it will be posted to the spendable subaccount.

B. Payments made electronically by a third party for escorted leaves/funeral/deathbed visit expenses will be passed through the savings subaccount to the Department for reimbursement and are exempt from mandatory deductions.

C. Individuals can only return education, medical, postage, or commissary subaccount funds.

1. Funds deposited may only be returned to the original sender.

2. The individual will submit a kite and/or withdrawal request on DOC 06-074 Check Request or 06-075 Request to Transfer Funds to their case manager within 14 days of the receipt of funds.

a. The 14 days may be extended with approval from the Trust Accounting Manager.

3. The case manager will forward the request to the Business Office for approval.

D. Tribal distributions (i.e., deposits) are only accepted and processed at Headquarters.

### III. Deposits to Multiple Individuals


A. One person may only deposit to more than one individual's trust account, or to any other account maintained by an approved vendor (e.g., media account), with prior approval from the Superintendent/designee on DOC 06-014 Multiple Incarcerated Individual Funding Request.

1. If funds are not previously approved, deposits to trust accounts will be placed on hold and the individuals will be notified on DOC 06-080 Deposit Rejection Notice of their right to request review.

a. The review request must be submitted in writing within 10 days of notification to the Superintendent/designee(s), who may:

1) Allow some or all of the funds be returned to the sender at the receiving individual's expense.

2) Release the funds to one or more of the individuals.

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- 3) Declare some or all of the funds as contraband for deposit to the Incarcerated Individual Betterment Fund.
  - b. At the Superintendent/designee's discretion, the sender may be contacted by an employee, provided the individual has been informed of the right to request review.
    - 1) The sender has no rights concerning the disposition of the funds and the Superintendent/designee will make the final decision regarding disposition.
  - c. The Superintendent/designee will forward the completed rejection notice to the Business Office.
2. If deposits are made to multiple accounts maintained by an approved vendor without prior Superintendent/designee approval, the Department may suspend/terminate the sender's ability to access those accounts.
3. The individual is responsible for informing the sender of deposit restrictions.

#### IV. Deductions from Deposits

- A. Deductions from deposits will be processed per Attachment 1.
  1. An individual's spendable subaccount balance will not be reduced to less than the indigence level per RCW 72.09.015.

#### V. Withdrawals/Access to Funds

- A. Individuals will complete DOC 06-074 Check Request or 06-075 Request to Transfer Funds to request withdrawals from their accounts.
  1. To request access to mandatory savings, an individual must submit a completed DOC 06-071 Mandatory Savings Account Access to the assigned case manager.
- B. Withdrawals in process from an individual's account may reduce the spendable subaccount balance below the indigence standard and/or to zero.
- C. When out to trial, an individual may request funds from the spendable subaccount balance be transferred to the county jail.

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- D. If a withdrawal check remains uncashed after 180 days, the funds will be returned to the subaccount from which it was drawn or transferred to the Community Services Revolving Fund (CSRF) as unclaimed property.

#### VI. Stop Payment/Reissue Check


- A. Individuals will use DOC 06-077 Request to Reissue/Cancel Check to request a stop payment be issued or a check cancelled.
1. If a stop payment is not issued, a check must be outstanding for at least one month before it will be cancelled and reissued upon request.
    - a. Business Services employees will verify the check has not cleared before cancelling it. A hold will be placed on the funds for 2 business days after the cancellation and then a check will be reissued in the same amount to the same payee.

#### VII. Reentry Centers


- A. Except gift cards and financial aid pay cards, all funds (e.g., paycheck, student aid, gifts, tax returns) receipted on behalf of an individual residing in a Reentry Center will be posted to the individual's trust account in TAS.
1. Deposits will be reported to the appropriate Business Office for posting using DOC 06-072 Reentry Center Transmittal of Funds.
  2. With Reentry Center Manager (RCM) approval, an individual's final paycheck may be withheld from TAS if the individual has reentry and/or emergency expenses and has repaid any CSRF loan in full.
- B. Room and board charges for Reentry Centers are set by the Secretary at the average cost to house an individual and will be withdrawn daily unless waived by the RCM to accommodate an individual's inability to work or their participation in an educational/vocational activity.
- C. CSRF loans are available per Attachment 3 to supplement an individual's trust account for seeking employment or purchasing work-related clothes/equipment.
- D. More information for an individual's financial activity in a Reentry Center can be found in the Reentry Center Handbook.

#### VIII. Contracts and Outside Accounts

- A. Individuals have the right to:

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1. Maintain their lawful financial and/or business interests held outside of total/partial confinement if safety/security is not compromised. Individuals may:
    - a. Sign documentation related to their outside financial/business interests.
    - b. Request funds from an outside account be forwarded to their trust account.
    - c. Request payments to creditors when sufficient funds are available to cover the request and postage.
    - d. Not withdraw money from their trust account to establish or deposit to outside accounts, investments, or certificates of deposit.
      - 1) Individuals may establish a checking/savings account up to 30 days before release from total/partial confinement when assisted by a Reentry Navigator.
        - a) The amount authorized will be the minimum required by the financial institution to open an account and will not exceed \$50.00.
    - e. Not use credit cards while in total/partial confinement.
  2. Enter into a lawful contract while in total/partial confinement. The Department is not obligated to honor or comply with any individual's contract.
- B. Individuals are not allowed to profit from their crime(s) per RCW 7.68.200-340.
1. Property, including any right or interest, acquired by an individual convicted of a crime is subject to seizure and forfeiture.
    - a. Property includes, but is not limited to the acquisition of any property or money paid for work/service or contract interest in any reenactment, depiction, or account of the crime in:
      - 1) A movie
      - 2) A book, magazine/newspaper article, or other publication
      - 3) An audio recording
      - 4) A radio or television presentation
      - 5) Live entertainment

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- 6) Any expression of the individual's thoughts, feelings, opinion, or emotions regarding the crime

**IX. Transfer to Community/Release**

- A. All deductions will apply per RCW 72.09.480 upon transfer to the Community Parenting Alternative/Graduated Reentry Program or release to the community.
- B. The individual will receive a minimum of \$100.00 from the individual's trust balance, provided the funds are available.
  1. The remaining subaccount balances will be used when the savings/ Reentry Center savings subaccount combined are less than \$100.00.
  2. Before release, the Business Office will ensure additional deposits have not posted to the individual's account after release funds are drawn.
- C. At the discretion of the Superintendent/RCM or designee, a maximum of \$50.00 may be placed on hold to cover costs not yet received by the Business Office, provided the individual has at least \$100.00 of funds upon release.
- D. Debt owed to the Department will be collected and calculated after deductions required by statute are withdrawn from subaccounts.
  1. The savings and Reentry Center savings subaccounts are only subject to debt collection when an individual's combined subaccount balance is \$5.00 or less.
- E. Remaining balances from funds held or deposits posted to an individual's trust account after release will be applied to outstanding Department debt before mailing the remaining funds to the release address no later than 30 days after release.

**X. Unclaimed Property**

- A. Accounts/funds of individuals who are on escape status, or whose address is unknown, will be forwarded to Business Services. Any remaining debt owed to the Department will be paid, the account will be closed, and the balance of funds will be deposited to the CSRF as unclaimed property.
  1. Within 5 years of deposit to the CSRF, an individual may request funds held in the CSRF be returned by completing DOC 09-012 Request for Unclaimed Property.

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- B. Property of deceased individuals will be handled per DOC 620.200 Death of Incarcerated Individuals.
  1. All deductions will apply when funds are released to any person authorized as the successor.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Indigent. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

- Deductions (Attachment 1)
- Life Expectancy Table (Attachment 2)
- Subaccounts (Attachment 3)

**DOC FORMS:**

- DOC 06-014 Multiple Incarcerated Individual Funding Request
- DOC 06-070 Mandatory Savings Account Exemption
- DOC 06-071 Mandatory Savings Account Access
- DOC 06-072 Reentry Center Transmittal of Trust Funds
- DOC 06-073 Request for Advance and Promissory Note
- DOC 06-074 Check Request
- DOC 06-075 Request to Transfer Funds
- DOC 06-076 Education Subaccount Withdrawal Request
- DOC 06-077 Request to Reissue/Cancel Check
- DOC 06-080 Deposit Rejection Notice
- DOC 07-011 Request for Information Regarding Tribal Deposits
- DOC 09-012 Request for Unclaimed Property