



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER MANUAL

REVISION DATE
6/2/20

PAGE NUMBER
1 of 6

NUMBER
DOC 200.200

POLICY

TITLE
INCARCERATED INDIVIDUAL BETTERMENT FUND

REVIEW/REVISION HISTORY:

- Effective: 11/7/85 DOC 210.050
- Revised: 2/24/92
- Revised: 7/1/92
- Revised: 3/15/96 DOC 200.200
- Revised: 8/7/96
- Revised: 8/6/99
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- Revised: 6/13/05
- Revised: 11/19/06
- Revised: 1/10/08
- Reviewed: 1/7/09
- Revised: 9/8/10
- Revised: 8/19/11
- Revised: 9/16/13
- Revised: 7/1/16
- Revised: 6/2/20

SUMMARY OF REVISION/REVIEW:

Major changes to include title and terminology updated throughout.


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

4/30/20

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 43.88.195](#); [RCW 72.09.095](#); [RCW 72.09.470](#); [RCW 74.18.230](#); [WAC 67-35-160](#); [WAC 137-36-040](#); [DOC 200.050 Purchasing](#); [DOC 200.190 Vending Machines](#); [DOC 210.060 Donations](#); [DOC 540.200 Movie/Video Selection](#); [Office of Financial Management State Administrative and Accounting Manual](#)

POLICY:

- I. The Department has established an Incarcerated Individual Betterment Fund per RCW 43.88.195. Assets of the betterment fund will be used solely for incarcerated individual betterment activities that enhance the security and orderly operation of a facility by reducing idleness, encouraging positive development of family and community ties, and authorized expenses for incarcerated individuals.

DIRECTIVE:

- I. General Requirements
 - A. The betterment fund will be maintained per the Office of Financial Management State Administrative and Accounting Manual (SAAM).
 - B. Revenue and expenditures will be documented and measured for tracking financial status and determining budgets.
 1. Two Statewide Family Council members with relevant experience (e.g., budget, finance, accounting) will be invited to attend and provide input during the review process for the agency budget.
 2. The betterment fund financial status will be publicly reviewed quarterly.
 - C. Unspent budgeted funds from the previous fiscal year will revert back into the betterment fund balance.
 - D. The Secretary will review and approve the final budget for the betterment fund each fiscal year.
 - E. The betterment fund financial report will be updated and submitted quarterly for posting on the Department's website.
- II. Source of Revenue/Funds
 - A. Authorized revenue for the betterment fund are:



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1. Commissions received as the result of the Incarcerated Individual Technology Services Contract,
2. Contracted visit room vending machine commissions,
3. Donations per DOC 210.060 Donations,
4. Interest earned on the betterment fund,
5. Recycling,
6. Proceeds from coin-operated lockers when the lockers were purchased by the betterment fund
7. Contraband funds per WAC 137-36-040, and
8. Surplus property proceeds when the original funding was provided from the betterment fund.

B. Funds will not be authorized as betterment fund revenue from:

1. Recoveries of expenditures (e.g., recreation fees, refunds of returned purchases, photo coupon sales),
2. Revenue generating activity items that are accounted for in an enterprise fund (e.g., car washes, hobby craft sales), or
3. Revenue generated from vending machines not accessible to incarcerated individuals (e.g., in administrative offices) per DOC 200.190 Vending Machines.

C. If The Local Business Advisor will send a request to the Betterment Fund Administrator to make a determination when considering other funds.

III. Expenditures

A. All purchases made from the Incarcerated Individual Betterment Fund will comply with requirements and purchasing authorities, including procurement through the Department of Enterprise Services when required per DOC 200.050 Purchasing.

B. Authorized expenditures from the betterment fund includes:

1. Betterment supplies and equipment,
2. Extended Family Visit (EFV) Program expenses (e.g., furniture, kitchen supplies),
3. Non-cultural, family-centered activities and/or events or programs that encourage stronger family relations,



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4. Law Library books, subscriptions, and salaries and benefits for employees working in the law library.
5. Recreation and hobby expenses, including:
 - a. Supplies (e.g., board games, sports balls),
 - b. Awards and prizes up to \$1.00 in value per individual per fiscal year,
 - c. Repairs to recreational equipment (e.g., reupholstering weight bench, refinishing pool table),
 - d. Staffing, only as authorized in the fiscal year spending plan, and
 - e. Small, common use hobby craft tools, which are not individually owned or individual raw material supplies.
6. Up to \$5.00 in purchases per individual per fiscal year for cultural activities/events, as part of facility unrestricted funding.
 - a. Facilities may spend up to an additional \$2.00 per individual per fiscal year to enhance holiday meals served in the dining room.
7. Television system expenses, including:
 - a. Cable/satellite television service (e.g., monthly cable fees).
 - b. Televisions for dayrooms or for rent as part of a rental program, if available.
 - c. Public performance licenses to allow public viewing of non-educational/self-help videos at Reception Diagnostic Centers per DOC 540.200 Movie/Video Selection.
8. Earned Incentive Program awards (e.g., hygiene/food items), if applicable,
9. Unit ancillary expenses (e.g., housewares, barbershop supplies, Work/Training Release furniture), for dayrooms,
10. Visit room supplies for children (e.g., games, books, furniture, wall art) in common areas,
11. Approved, infrequent special enhancement projects (e.g., EFV units, gym floor refinishing), and

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12. Other expenses listed in the approved spending plan.
- C. Funds from the betterment fund will not be used for:
1. Expenses on behalf of any individual or group, to the exclusion of the majority of the population, except for approved family-centered programs/events,
 2. Tort claims,
 3. Magazine/newspaper subscriptions, except newspapers for a Work/ Training Release or Reception Diagnostic Center,
 4. Newsletters,
 5. League, tournament, or referee fees,
 6. Hobby craft supplies used or owned by incarcerated individuals,
 7. Employee salary expenses, except those identified in the approved spending plan,
 8. Regular adult use furniture for visit areas,
 9. Typewriters and related supplies used by incarcerated individuals,
 10. Incarcerated worker's wages, legal services, or copies/supplies for the Law Library,
 11. Non-educational/self-help video/film rentals for Reception Diagnostic Centers,
 12. Holiday packages/gifts, including posting money to incarcerated individual accounts,
 13. Loans,
 14. Monetary awards for an earned incentive program, or
 15. Purchases of premium movie channels (e.g., Home Box Office (HBO), Showtime).
- D. Superintendents and the Work Release Administrator may consider requests made by incarcerated individuals for the spending of funds.

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1. Requests may not be authorized unless they are identified in the approved spending plan. Management decisions regarding the betterment fund are final.

IV. Crime Victims Compensation Fund

- A. Each month, the Betterment Fund Administrator will transfer 25 percent of all revenue received to the Crime Victims' Compensation Fund per RCW 72.09.095.

V. Audit Requirements

- A. Betterment fund subaccounts are subject to internal audit. The Audit Director will determine the nature, timing, and scope of these audits per SAAM 20.40 and internal procedures.
- B. The betterment fund is subject to audit by the Washington State Auditor's Office.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None