

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

**CHAPTER 1 - ADMINISTRATIVE**  
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DATE  
05-12-97

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**INMATE WELFARE FUND**

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**POLICY**

The Sheriff is authorized by law to establish, maintain and operate a Commissary Store within the County Jail. Profits generated from the operation are to benefit the inmates and shall be deposited into the Inmate Welfare Account (#885, #886).

**PROCEDURE**

All Inmate Welfare money is deposited into the account through the Auditor/Controller's Office of the County of Marin. The money is credited to the account through the following sources.

1. Commissary proceeds
2. Telephone profits
3. Confiscated contraband money
4. Donations
5. Interest earned on deposited money within the account
6. Direction of court orders, i.e. fines for jail overcrowding.
7. Property Lockers, in Jail Lobby.

The Inmate Welfare Fund money is used primarily for the benefit, recreation, education and welfare of inmates in-custody at the Marin County Jail, but not be used to pay required expenses of confining inmates, such as inmate meals, clothing, housing or medical services. Recreational and educational programs and supplies may be funded by monies from the account. All inmate welfare issue items are purchased from the welfare account. These items include, but are not limited to, toothbrushes, toothpaste, combs, envelopes, and pencils. Inmate requests and suggestions regarding the allocation of funds will be solicited from inmate representatives during Inmate Council meetings. All suggestions are reviewed by the Ops. Lieutenant and conveyed to the Captain.

Biennial audits of the funds will be completed externally by the County Auditor/Controller's Office or an independent public accounting firm. An itemized report will be posted in the jail in an area accessible to all inmates and to the public. The Sheriff's Business Office will maintain an inventory and record for the Inmate Welfare Account, which includes the processing of all receipts and disbursements from the fund.

RELATED STANDARDS:  
Title 15, Article 4, Section 1043  
Penal Code Section 4025  
Chapter 7, Section 9

DATE REVISED  
08-03-94

By order of

DANIEL PAYNE  
BUREAU COMMANDER