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<b>Section-12 Fiscal Management</b>	<b>OP-120701</b>	<b>Page: 1</b>	<b>Effective Date: 10/30/2018</b>
<b>Employee and Inmate Welfare Fund</b>	<b>ACA Standards: 2-CO-1B-14, 4-4044</b>		
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## Employee and Inmate Welfare Fund

The Canteen System Board of Directors, on or about the June meeting, will annually review and approve the Employee and Inmate Welfare Budget as submitted by the chief financial officer. This budget will specify the amounts given to each unit receiving funds.

For the purpose of this procedure, the term “Board” will be used when referring to the Canteen System Board of Directors. The term “facility” will apply to institutions and community corrections centers. The term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

### I. Employee and Inmate Welfare Budget

#### A. Budget Requirements

The Employee and Inmate Welfare Budget (welfare budget) will consist of the following:

1. Indigent supplies (i.e., postage, hygiene, etc.);
2. Supplies and equipment that contribute to the health and welfare of inmates;
3. Supplies and equipment that contribute to the health and welfare of staff;
4. Supplies, equipment and services that contribute to the reduction of inmate idleness and staff stress; and
5. Special projects as submitted quarterly by all facilities/units for review by the Board during regular quarterly meetings.

- B. As long as the unit stays within the welfare budgeted amounts that have been approved by the Board, use of the funds only require an approval from the facility/unit head and business manager/business services coordinator/comptroller for actual procurement and payment. Additionally, the facility/unit business manager/comptroller has the authority to procure items and products from various account codes but must stay within the approved budget amount. Acquisitions must be in compliance with [OP-120103](#) entitled "Acquisitions and Dispositions" and the Central Purchasing Act (74 O.S. § 85.1).
- C. Expenditure requests that fall outside approved welfare budgeted amounts will be routed to, and approved by, a simple majority of Board members on an exception/emergency basis.
- D. The welfare budget will be funded by canteen profits, telephone commissions, inmate email system, vending machine profits and other sources as approved by the chief financial officer.
- E. Facility/unit welfare budgets approved by the Board will have an expenditure authority for only the fiscal year for which they are approved. Unexpended funds at the end of the fiscal year will not be carried over into the next fiscal year.
- F. Welfare budgets will not be used for those expenditures that would be deemed operational in nature.

## II. Expenditures for Inmate and Staff Welfare Budgets

### A. Examples of Expenditures (for inmates)

Examples of appropriate facility inmate welfare budget expenditures are, but are not limited to:

1. Cable and direct TV (If a facility/unit cannot receive a minimum of 10 channels from an antenna, the location may pay only for the same quantity and types of channels equal to or comparable to those institutions that use an antenna system. Premium channels are prohibited);
2. TV supplies and equipment that allows the off-air and any purchased channels to be broadcast to inmates. (e.g., amplifiers, signal splitters, cable, etc.);
3. Birth certificates for indigent inmates;
4. Garden equipment: hoes, rakes, etc. (hand tools, no powered equipment);

5. Garden seeds, plants, fertilizer and related items;
6. Ice machines placed outside of food service, parts & repairs;
7. Housing unit/records copy machine rental;
8. Law library copy machine rental;
9. Material for special education;
10. Porta-Coolers, parts and repairs;
11. Microwaves, parts and repairs;
12. Building materials for repair and improvement of recreation areas;
13. Safety supplies: safety glasses, work gloves, etc. (required for inmates' arts & crafts projects);
14. Inmate licenses fees: electrical, plumbing, etc.;
15. Leisure library equipment and materials;
16. Seasonal bonus;
17. Barber and beauty shop supplies;
18. Irons and ironing boards;
19. Sports recreation equipment;
20. Inmate washers and dryers, parts, repairs & rentals;
21. Law library equipment and material;
22. Food for special occasions (to include but not limited to holidays, sporting events, rewards for good results in inspections, and other occasions in which a special meal is provided);
23. Prizes for special occasions;
24. Maintenance & repair of equipment in the facility laundry;
25. Inmate ID's and supplies;
26. Hand sanitizer;
27. Indigent postage (budgeted for each facility under their own 20500 fund);

28. Indigent supplies (budgeted for each facility under their own 20500 fund); and
29. Staff notary and licenses fees.

B. Examples of Expenditures (for staff)

Examples of appropriate facility staff welfare expenditures are, but are not limited to:

1. Water (only if facility/unit has no potable water or if the Department of Environmental Quality has determined the local water to be undrinkable);
2. Water equipment rental (consistent with the conditions on the expenditure for water);
3. Microwaves;
4. Refrigerators;
5. Staff ice machines;
6. Fitness equipment;
7. Food and non-alcoholic beverages required due to shakedown, escapes or facility emergencies;
8. Paper goods for employee break areas;
9. Table covers, skirts, etc.;
10. Staff training aids;
11. Staff appreciation items in compliance with employee recognition statutes;
12. ADA compliant or personal need items that contribute to the health and welfare of employees; and
13. Hand sanitizer.

C. Examples of Prohibited Expenditures (for staff)

1. Food and paper goods for staff events;
2. Catering services for staff events;
3. Rental of physical space for staff events; and

4. Coffee and coffee supplies.
5. Hot chocolate or other drinks, except as allowed in Section II. B. item 7. above.

D. Examples of Expenditures (for the Offender Banking System (OBS) and Canteen Support)

1. Repairs to canteen equipment or building.
2. Equipment necessary for the operation of the canteen (i.e., freezers, shelving, refrigerators, office equipment, computers, printers, scanners, etc.).
3. Office supplies necessary for the operation of OBS or canteen.

E. Examples of Agency Welfare and Recreation Expenditures (inmate and staff)

Examples of appropriate agency inmate and staff welfare expenditures are, but are not limited to:

1. Inmate welfare expenditures similar to those defined in item A. above;
2. Staff welfare expenditures similar to those defined in item B. above;
3. Reimbursable legal settlements/expenditures;
4. Reimbursable emergency payments as recommended by the chief financial officer and approved by the director of Business Services;
5. Equipment and accounting software to support canteen and offender banking services; and
6. Board approved special projects.

III. References

OP-120103 entitled "Acquisitions and Dispositions"

Central Purchasing Act (74 O.S. § 85.1).

IV. Action

The director of Business Services is responsible for compliance with this procedure and for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120701 entitled "Employee and Inmate Welfare Fund" dated April 27, 2017

Distribution: Policy and Operations Manual  
Agency Website