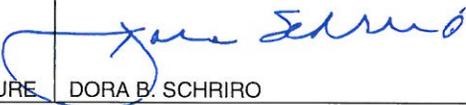




THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



## DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE <b>06/01/12</b>		*TERMINATION DATE / /	<b>RIKERS ISLAND CENTRAL CASHIER (RICC)</b>		
CLASSIFICATION # <b>1506</b>	SUPERSEDES <b>See below</b>	DATED <b>05/23/11</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION <b>A</b>	PAGE 1 OF 1 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER  MICHAEL HOURIHANE, CHIEF OF DEPARTMENT    SIGNATURE			AUTHORIZED BY THE COMMISSIONER  DORA B. SCHIRO    SIGNATURE		

## REVISION NOTICE

- A. Directive #1506, entitled RIKERS ISLAND CENTRAL CASHIER (RICC), dated 05/23/11, is hereby amended as follows:

Remove original page 10 dated 05/23/11 and replace with new page 10 dated 06/01/12.

- B. All other provisions of Directive #1506 remain in full force and effect.

	EFFECTIVE DATE <b>06/01/12</b>	SUBJECT <b>RIKERS ISLAND CENTRAL CASHIER (RICC)</b>		
	CLASSIFICATION # <b>1506</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 10 OF 24 PAGES	

#### IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

##### H. Transfers

##### 1. To/From Other DOC Institutions

- a. When inmates are transferred to other DOC facilities, funds in the inmate's IFCOM account are available for immediate use by the inmate.
- b. If the transfer is to a facility on Rikers Island, the actual funds do not need to be forwarded.
- c. If the transfer is to or from a borough facility, the actual funds must be forwarded from the sending facility to the receiving facility in the following manner:
  - i. On the first business day of each week, the designated Cashier will use IFCOM to display that facility's payables to other DOC facilities which were automatically created as a result of inmate transfers during the previous week, and to issue checks in payment of the payables.
  - ii. On a weekly basis, checks from other DOC facilities in payment of the receivables, which were automatically created as a result of inmate transfers during the previous week, are received. The check stub itemizes each individual inmate's funds, which make up the total amount of the check. A Cashier will use IFCOM to record the receipt of each check.

##### 2. To/From Non-DOC Institutions

- a. When an inmate is transferred from a non-DOC agency, any funds belonging to that inmate are delivered to the RICC in the form of a check from the transferring agency. A designated Cashier will use IFCOM to post the receipt of the funds to the inmate's account on a daily basis.
- b. When an inmate is transferred to a non-DOC agency, the facility's General Office shall generate a transfer list that shall be delivered to the Control Room supervisor. The Control Room supervisor shall ensure the list is placed in the Control Room safe for pickup by a Cashier assigned to the RICC. **Additionally, the Office of Custody Management will supply a listing of all transfers to non-DOC agencies which have been arranged by their office, to the RICC one (1) business day after the transfer.** A designated Cashier will use IFCOM to issue a check to the non-DOC agency for the total amount of funds belonging to inmates who are being transferred to that agency. The check stub itemizes the amount belonging to each inmate.