



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 05/23/11		*TERMINATION DATE / /		RIKERS ISLAND CENTRAL CASHIER (RICC)	
CLASSIFICATION # 1506	SUPERSEDES	DATED	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 LARRY W. DAVIS SR., CHIEF OF DEPARTMENT SIGNATURE			 DORA B. SCHRIRO SIGNATURE		

I. PURPOSE

It is the policy of the Department of Correction (DOC) to establish and maintain an effective system of Inmate Cash Fund accounts with standard operating procedures for the receipt, disbursement and accounting of Inmate Cash Funds in all facilities of the Department. The cash funds of those inmates assigned to Rikers Island facilities will be maintained in one central account.

II. POLICY



The personal cash funds of inmates confined in various facilities on Rikers Island will be combined and deposited into one Inmate Cash Fund Account. This fund shall be held in trust and will consist only of the personal cash funds of inmates. The balance of this fund shall, at all times, equal the total of the individual inmate accounts on deposit. Under no circumstances will inmates be permitted access to personal cash funds or Inmate Cash Fund records of other inmates. All cash, negotiable checks, inmate cash fund checks, money orders, inmate and visitor cash receipt books, commissary disbursement sheets and bank statements shall be properly safeguarded at all times and kept in a secured place as determined by the Commanding Officer of the Special Operations Division.

III. DEFINITIONS

A. Terms

Bank Reconciliation: The monthly process wherein a bank statement is compared to the Inmate Financial Commissary Management System (IFCOM) check register to ensure that both sets of records are identical.

Book and Case Number (B&C): A ten (10) digit identification number assigned by the Department to an inmate at the time of admission.

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III. DEFINITIONS (cont.)

Cash Drawer: A till containing a preset dollar amount with which a Cashier must begin and end each day's activity.

Cashier Tour: Any period of time in which a Cashier conducts Departmental financial transactions involving the receipt or disbursement of inmate funds.

Rikers Island Central Cashier (RICC): Located within the Central Visit House and staffed 24 hours a day, 7 days a week; will process all inmate cash fund activities for inmates housed on Rikers Island.

End of Day Reconciliation: The process by which the RICC Supervisor reconciles each Cashier Tour closed during the past twenty-four (24) hours as a whole and calculates the appropriate Imprest Fund reimbursement check (if any), bank deposit, overages or shortages. Entries are made on the IFCOM End of Day Reconciliation screen.

End of Tour Report: A report generated via the IFCOM system by each Cashier who utilizes the system to receive or disburse funds.



IFCOM: The Inmate Financial Commissary Management System; The central computerized tracking system for all inmate account balances and inter-facility payables and receivables, installed and utilized in all DOC facilities.

IFCOM Check Register: The running report kept by IFCOM of all checks issued and all deposits made. The Ending Balance on the IFCOM Check Register should equal the closing bank statement balance (with appropriate adjustments for any transactions not appearing on one document or the other if they are issued as of different dates).

Inmate Cash Fund: Funds held in trust for an inmate in the custody of the Department.

Inmate Imprest Fund: Cash on hand derived from inmate cash funds.

Manual Cash Receipt Book (Attachment C): A book of pre-numbered triplicate receipts utilized in various areas (Mail Receipt Book, Visit Receipt Book, New Admission Receipt Book) when an officer receives funds for deposit to an inmate's account or when a Cashier receives money for deposit to an inmate's account and the IFCOM system is unavailable to provide a computer-generated receipt.

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III. DEFINITIONS (cont.)

Police Property: Inmate accounts with a positive balance remaining unclaimed for 120 days that on the 121st day are forwarded to the Police Property Payable and ultimately to the Police Department's Police Property Clerk's Office.

Trial Balance: An accounting report, which subtotals all the assets (cash on hand, cash in the bank, and receivables) and liabilities (money owed to facilities, the City of New York Department of Finance (DOF) or inmates). Assets and liabilities should always balance, indicating that the inmate fund is in balance.

B. Individuals/Offices

Cashier's Office Manager: The individual identified by the Fund Custodian whose responsibility it is to oversee the daily financial operation of the Rikers Island Central Cashier.

Cashier: Any civilian employee of the Department assigned to the RICC, who is authorized by the Fund Custodian to perform Cashier functions in connection with the receipt, disbursement or maintenance of the Inmate Cash Fund, and has been issued an IFCOM User ID and Password.

Office of the Assistant Commissioner of Contracts & Financial Services: The office responsible for the establishment of policies and procedures as they relate to facility financial operations.



Fund Custodian: The Commanding Officer of the Special Operations Division is the legal custodian of the Rikers Island Central Cashier's inmate fund.

RICC Supervisor: The civilian employee of the Department who is authorized to oversee the day-to-day Cashier functions.

Facility Banking Operations Unit: The Financial Services Division unit responsible for training new and existing staff on the system's operation, and for maintaining and reviewing the day-to-day functioning of the system.

Information Technology: The office responsible for maintenance and operation of computer-related IFCOM equipment and software installed at the various facilities and at the Rikers Island Central Cashier.

Trial Balance Unit: The Financial Services Division Unit responsible for monitoring facility submissions of Trial Balances to Financial Services.

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III. DEFINITIONS (cont.)

Money Transfer Agents: Official term used to describe licensed companies authorized to accept payments for deposit into inmate accounts via the telephone, internet, walk-in locations or kiosks.



IV. PROCEDURES FOR RECEIPT OF FUNDS

A. New Admissions

1. Upon admission to a facility, all inmates shall be required to surrender all money in their possession to the Intake Officer. On any currency in the denomination of twenty dollars (\$20.00) or above, the Intake Officer will write the inmate's Book and Case number, in blue or black ink, in the white margin on the reverse, upper right side of the bill.
2. The Intake Officer will prepare a manual receipt (in triplicate) utilizing the New Admissions Receipt Book (Inmate Cash Receipt). The original copy (white) shall be given to the inmate, the second copy (yellow) shall accompany the funds and the third copy (pink) shall remain in the book. At the end of his/her tour the Intake Officer shall tally all funds collected during the tour on the reverse side of the last page of the receipt book utilized that tour, noting the individual receipt numbers, dollar amounts, aggregate total, date, tour, officer's name, shield number and signature.

NOTE: The outside front cover of the receipt book shall have a start date (date and tour first receipt was utilized) and an end date (date and tour last receipt was utilized). An entry shall be made in the Intake Area Logbook at the beginning of each tour noting the opening receipt number and a logbook entry shall be made at the close of each tour noting the closing receipt number. Entries shall be made for every tour, whether or not funds are collected.

3. The officer shall place all funds and receipts into an envelope marked "New Admission Funds" and affix his/her name, shield number, signature, facility, date, tour and total dollar amount on the outside of the unsealed envelope. The officer shall deliver the unsealed envelope to the Intake supervisor who will verify all receipts and funds and affix his/her name, shield number and signature below the officer's signature.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

4. The Intake supervisor shall deliver the unsealed envelope to the Control Room supervisor who shall verify all receipts and funds contained in the envelope, affix his/her name, shield number and signature below that of the Intake supervisor, seal the envelope and place it in the Control Room safe for pick up by a cashier assigned to RICC. The Control Room supervisor shall make an entry in the Control Room logbook noting the nature of the deposit (New Admission Funds), indicating the receipt numbers and total dollar amount of each New Admission envelope deposited.
5. At a designated time, on a daily basis, a Cashier assigned to the RICC will retrieve all new admission envelopes from the facility's Control Room safe and make an entry in the Control Room Logbook, noting the nature of the pick up (New Admission Funds), receipt numbers, dollar amount of each new admission envelope retrieved and total dollar amount of all New Admission Funds envelopes retrieved. The cashier shall transport the envelope(s) to the RICC for posting to the inmates' accounts via the IFCOM system.

B. Confiscated Inmate Funds (Contraband)

Funds found on an inmate at any time following New Admission procedures (i.e.; during a search) shall be considered contraband. The Department shall confiscate these contraband funds, and make them payable to the "City of New York Department of Finance". This transaction shall be accomplished as follows:

1. Upon confiscation of funds by the officer, the officer shall prepare a Report and Notice of Infraction (Form #6500A) and notify the area supervisor who shall take possession of the funds from the officer, conduct an investigation and serve the inmate with the infraction.
2. The area supervisor shall place the confiscated funds, along with a copy of the infraction, into an envelope marked "Confiscated Funds" and affix his/her name, shield number, signature, facility, date and total dollar amount on the outside of the envelope. The area supervisor shall deliver the unsealed envelope to the Control Room supervisor who shall verify all funds contained in the envelope, affix his/her name, shield number and signature below that of the area supervisor, seal the envelope and place it in the Control Room safe for pick up by a cashier assigned to RICC. The Control Room supervisor shall make an entry in the Control Room logbook, noting the nature of the deposit (Confiscated Funds); the name and Book and Case/Sentence number of the inmate from whom the funds were confiscated; name rank and shield number of the Member of Service who found the contraband and the dollar amount.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)



3. At a designated time, on a daily basis, a Cashier assigned to the RICC will retrieve all confiscated funds envelopes from the facility's Control Room safe and make an entry in the Control Room logbook noting the nature of the pick up (Confiscated Funds), dollar amount of each "Confiscated Funds" envelope retrieved and the total dollar amount of all "Confiscated Funds" envelopes retrieved. The cashier shall transport the envelope(s) to the RICC for posting to the Confiscated Funds account.
4. The funds shall be posted to the Confiscated Funds Account set up specifically for this purpose within the IFCOM system. The funds shall be immediately directed to a payable account where they shall be held until a check is generated by the facility on the last business day of each month and forwarded to the Budget Division for deposit into the appropriate revenue account.

NOTE: If the confiscation involves a criminal offense and the District Attorney requires the currency as evidence, the currency will be vouchered by the arresting Member of Service instead of it being forwarded to the Rikers Island Central Cashier for posting.

C. Funds Discovered in Common Areas (Contraband)

Funds found in common areas (i.e., during a search) shall be considered contraband. The Department shall collect these funds, and make them payable to the "City of New York Department of Finance". This confiscation transaction shall be accomplished as follows:

1. Upon the collection of these funds, the officer shall complete an Unusual Incident Report and shall surrender the funds to the search supervisor, who shall place the funds, along with a copy of the Unusual Incident Report, in an envelope marked "Common Area Contraband" and affix his/her name, shield number, signature, facility, date and total dollar amount on the outside of the envelope. The search supervisor shall deliver the unsealed envelope to the Control Room supervisor who shall verify all funds contained in the envelope, affix his/her name, shield number and signature below that of the search supervisor, seal the envelope and place it in the Control Room safe for pick up by a cashier assigned to RICC. The Control Room supervisor shall make an entry in the Control Room logbook, noting the nature of the deposit (Common Area Contraband); the area wherein the contraband was found; name, rank and shield number of the Member of Service who found the contraband and the dollar amount.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

2. At a designated time, on a daily basis, a Cashier assigned to the RICC will retrieve all common area contraband envelopes from the facility's Control Room safe and make an entry in the Control Room logbook noting the nature of the pick up (Common Area Contraband), dollar amount of each "Common Area Contraband" envelope retrieved and the total dollar amount of all "Common Area Contraband" envelopes retrieved. The cashier shall transport the envelope(s) to the RICC for posting to the Contraband account.
3. The funds shall be posted to the Contraband Account set up specifically for this purpose within the IFCOM system. The funds shall be immediately directed to a payable account (Contraband) where they shall be held until a check is generated by the facility and forwarded to the Budget Division for deposit into the appropriate revenue account.

D. Mail



1. All mail sent to inmates shall be opened by the mailroom officer in the presence of the inmate to whom it is addressed, in accordance with Directive #4001R-B, entitled, INMATE CORRESPONDENCE, unless pursuant to a lawful search warrant or the Warden's written order articulating a reasonable basis to believe that the correspondence threatens the safety or security of the facility, another person, or the public.
2. When correspondence addressed to an inmate contains funds to be deposited to his/her account, the Mailroom Officer will prepare a manual receipt (in triplicate) utilizing the Mail Money Receipt Book (Inmate Cash Receipt). The original copy (white) shall be given to the inmate, the second copy (yellow) shall accompany the funds and the third copy (pink) shall remain in the book. At the end of his/her tour the Mailroom Officer shall tally all funds collected during the tour on the reverse side of the last page of the receipt book utilized that tour, noting the individual receipt numbers, dollar amounts, aggregate total, date, tour, officer's name, shield number and signature.

NOTE: The outside front cover of the receipt book shall have a start date (date and tour first receipt was utilized) and an end date (date and tour last receipt was utilized). An entry shall be made in the Area Logbook at the beginning of each tour noting the opening receipt number and a logbook entry shall be made at the close of each tour noting the closing receipt number. Entries shall be made for every tour, whether or not funds are collected.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

3. The officer shall place all funds and receipts into an envelope marked "Mail Money Funds" and affix his/her name, shield number, signature, facility, date, tour and total dollar amount on the outside of the unsealed envelope and deliver the unsealed envelope to the Control Room supervisor. The Control Room supervisor shall verify all receipts and funds contained in the envelope, affix his/her name, shield number and signature below that of the officer, seal the envelope and place it in the Control Room safe for pick up by a cashier assigned to RICC. The Control Room supervisor shall make an entry in the Control Room logbook noting the nature of the deposit (Mail Money Funds), indicating the receipt numbers and total dollar amount.
4. Acceptable forms of tender by mail for deposit into the Inmate Cash Fund Account are money orders and cashier/bank checks only. United States currency, whether cash or coin, is no longer accepted by mail for deposit into the Inmate Cash Fund Account. (see Attachment I)
5. Inmate correspondence found to contain cash will result in the cash being posted to the inmate's account and held in escrow until the inmate is discharged, with the following exceptions:
 - a. Used to pay outstanding restitutions, fines or mandatory surcharges
 - b. Used for Self-Bail; and/or
 - c. Send to an appropriate third party (original sender, family member).
6. On any currency in the denomination of twenty dollars (\$20.00) or above, the mailroom officer will write the inmate's Book and Case number, in blue or black ink, in the white margin on the reverse, upper right side of the bill.
7. At a designated time, on a daily basis, a Cashier assigned to the RICC will retrieve all mail money envelopes from the facility's Control Room safe and make an entry in the Control Room Logbook, noting the nature of the pick up (Mail Money funds), receipt numbers, dollar amount of each mail money envelope retrieved and total dollar amount for all mail money envelopes retrieved. The cashier shall transport the envelope(s) to the RICC for posting to the inmates' accounts via the IFCOM system.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

E. Visits



All monies received from visitors for deposit to an inmate's account shall be received by a staff member designated as a Cashier. On any currency in the denomination of twenty dollars (\$20.00) or above, the Cashier will write the inmate's Book and Case number, in blue or black ink, in the white margin on the reverse, upper right side of the bill. The Cashier receiving the money will enter the amount in the IFCOM system and give the visitor the machine-printed receipt.

F. Money Transfer Agents

1. Anyone wishing to leave funds for deposit in an inmate's account may do so through the use of Money Transfer Agents. Funds can be left in the form of cash or through the use of a credit or debit card via the telephone, Internet, kiosks or walk-in locations. Each money transfer agent's contact information and rates can be found at the RICC and the borough facilities as well as on the Department's website, www.nyc.gov/boldest.
2. Each morning the Money Transfer Agent(s) will fax to the RICC a report detailing the previous day's transactions (inmate's name, dollar amount deposited, senders name) and the amount of funds that were automatically posted to the inmate's account via the IFCOM system. The Money Transfer Agent(s) will also notify the RICC of the dollar amount scheduled for deposit in the RICC's Inmate Cash Fund Account. The RICC Supervisor will use this information and compare it to the End of Day Reconciliation to confirm that all collected funds have been properly deposited.

G. Manual System

1. In the event that the IFCOM system is unavailable for use when receiving funds, a manual receipt will be issued to the inmate or visitor for the funds received.
2. When the IFCOM system becomes available, a record of the receipt in IFCOM will be generated and attached to both the computer-generated receipt and a copy of the handwritten receipt previously prepared to the End of Tour Report. The RICC Supervisor shall ensure that the facility obtains and maintains adequate physical security safeguards restricting access to areas where bail funds and forms are stored and processed.

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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. 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.

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IV. PROCEDURES FOR RECEIPT OF FUNDS (cont.)

For inmates who have no account balances, the Cashier will print a copy of the IFCOM screen showing the zero balance and attach it to the check. Checks will be processed and forwarded at least once a week.

V. INMATE INCENTIVE WAGE PAYROLL

The Commanding Officer of each Rikers Island facility shall ensure that the facility weekly inmate payroll is hand delivered to RICC each Tuesday, by noon. The facility Commanding Officer is responsible for ensuring that the entire week's payroll has been collected, properly completed and verified prior to delivery to RICC. There will be only one payroll delivery per facility, per week. Any payroll not delivered by the scheduled time shall become part of the next week's payroll.

NOTE: See Directive #4014R-A, INMATE INCENTIVE PAY PLAN, for further details and instructions regarding Inmate Wage Payrolls.

VI. DISBURSEMENTS



A. Discharged Inmates

All disbursements (funds, Metrocards and inmate property not previously delivered) to discharged inmates on Rikers Island will be done at the RICC with the exception of those inmates not normally discharged through the Samuel Perry Control Building but transported to an off-island site and discharged (i.e., EMTC and RMSC inmates).

1. Funds



NOTE: The maximum cash disbursement at the RICC will be \$100.00. Anyone with more than \$100.00 in his or her inmate fund account will have the remaining balance in their inmate fund account disbursed in the form of a check.

- a. Upon discharge from a Rikers Island facility the inmate will approach one (1) of six (6) Cashier windows located at the RICC and request disbursement of all available funds in their inmate fund account.

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VI. DISBURSEMENTS (cont.)

- b. The RICC Cashier shall prepare the appropriate pre-numbered "Disbursements To Discharged Inmates" form on the day of the discharge as follows: for detention inmates Form #86A (Attachment A) is prepared in duplicate; and for sentence inmates Form #86B (Attachment B) is prepared in triplicate.
- c. The disbursement sheet will show the Book and Case number, name of the inmate, the final balance, property receipt number(s) and Metrocard issuance.
- d. Before final payment is made, the inmate will be required to acknowledge receipt of payment by signing his/her name in the "Receipt Acknowledged" column of each copy of the disbursement sheet. The employee who made the final payment shall sign his/her name, title and shield/ID number in the "Paid By" column of each copy of the sheet as the paying agent.
- e. The Cashier will use IFCOM to record the disbursement of the inmate's funds, and print and verify the accuracy of a receipt before the actual disbursement is made.
- f. All cash disbursements to inmates upon discharge shall be made from an Imprest Fund.
- g. The disbursement sheet(s) will be totaled reflecting the amount shown in the "Final Account Balance" column. An adding machine tape of the procedure will be generated and attached to the respective disbursement sheets. A copy of the disbursement sheet(s) will be forwarded to FSD for review on a daily basis.
- h. An inmate who, for any reason, is discharged without collecting the full amount of his/her account balance may subsequently request payment at the RICC or any borough facility Cashier's Office of any New York City Department of Correction facility, up to 120 days following discharge. The IFCOM system will automatically create a receivable account at the facility that disbursed the money, and a payable account at the facility from which the inmate was discharged, so that the paying facility is reimbursed for the funds issued to the inmate.



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VI. DISBURSEMENTS (cont.)

- i. For those inmates not discharged through the Samuel Perry Control Building but discharged to an off-island site (i.e., from EMTC or RMSC), the RICC will prepare individual discharge packets containing inmates' account balances or a Metrocard (indigent discharged inmates) upon receipt of a discharge list from the facility. The packets will be completed and ready for pickup by the facility, as needed, at a designated time each day for distribution by the Intake Officer.
2. Metrocards
 - a. Discharged inmates who have an inmate account balance of less than two (2) times the current NYC Transit fare (Indigent Discharged Inmates) will be issued a Metrocard equivalent to three (3) times the current NYC transit fare.
 - b. Discharged inmates who have an inmate account balance of more than two (2) times the current NYC Transit fare may request to purchase a Metrocard and have that amount deducted from their inmate account balance.
 - c. Metrocard replenishment shall be requested from the Financial Services Division when the RICC Metrocard on-hand balance reaches 25% of its established allotment. (see Attachment H)
 3. Inmate Property

Every effort shall be made at the housing facility to return all property to inmates at the time of discharge. Discharged inmates not able to receive their property at the time of discharge will pick up their property from the RICC after calling and scheduling a pickup date and time. Property left at Borough facilities must be retrieved from the Borough Facility.

 - a. Discharged inmates unable to receive their property from their housing facility at the time of discharge will call 311 and; after supplying the required information; will be given a date and time to pick up their property from the RICC.
 - b. Each morning each Rikers Island facility will run a pick list from the IFCOM system advising what inmate property is to be pulled for transfer to the RICC.

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VI. DISBURSEMENTS (cont.)

- c. The facility property room clerk will pull and transfer the property via the IFCOM system from their facility to the RICC.
- d. On a daily basis the property courier will retrieve all property from on-island facilities scheduled for transfer to the RICC and transport it to the RICC for distribution.
- e. Upon receipt of transferred property the RICC Cashier will accept the property into the RICC via the IFCOM property screen.
- f. On the scheduled pick up date the discharged inmate will approach any one of six Cashier windows located at the RICC and advise that he/she is there to pickup their property.
- g. The RICC Cashier will request identification to confirm identity. If he/she does not have identification, proper pedigree procedures shall be followed.
- h. Once identity has been established, the RICC Cashier will retrieve the property from the property area and return all property to the inmate.
- i. The RICC Cashier will enter the transaction into the IFCOM system advising that the property has been picked up.

NOTE: Refer to departmental Rule & Regulation #7.35.060 for further details and instructions regarding the handling of inmate property as a result of an inmate death.

B. Withdrawals Requested by Inmates

1. Inmates shall be permitted to make withdrawals from personal cash funds to anyone they desire, except the following:
 - a. Other inmates;
 - b. Department employees;
 - c. Volunteers or civilian employees of another agency working in any Departmental facility;
 - d. Employees of a private contractor working in any Departmental facility, or



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VI. DISBURSEMENTS (cont.)

- e. Organizations or individuals that may be prohibited by Departmental regulations.
2. An inmate who desires to make a withdrawal from his/her account will request such withdrawal by submitting a completed "Inmate Request For Withdrawal Of Funds" form (Attachment D), which can be obtained from facility Counseling Services staff. The request must be signed by the Counseling Unit area supervisor and forwarded to the Deputy Warden for Administration for approval and signature. If the inmate desires payment to be made by mail, it must be indicated on the "Inmate Request For Withdrawal of Funds" form (Attachment D), the cost of which will be the responsibility of the inmate. The inmate shall also indicate the name of the payee, address, relationship, and amount of payment to be made, and reason for the request.
 3. Upon approval, the completed form shall be placed in the housing facility's Control Room Safe for pick up by a Cashier assigned to the RICC.
 4. Once the request has been received, the RICC Cashier will check the inmate's account to determine whether there are sufficient funds credited.
 5. If no funds are available or funds are insufficient to cover the amount of payment requested, the Cashier will so indicate on the "Inmate Request For Withdrawal Of Funds" form. This form shall be returned to the facility for notification to the inmate of the above information. The form will then be filed in the Inmate's Record Envelope.
 6. Payments generated through "Inmate Request For Withdrawal Of Funds" forms will be made by IFCOM check only. The RICC Cashier will use IFCOM to issue a check and debit the inmate's account. Requests will be processed and checks forwarded on a weekly basis.



VII. INMATE IMPREST FUND

- A. All cash disbursements from the Inmate Cash Fund, as may be required, shall be made from an Imprest Fund to be established and maintained in accordance with the procedure prescribed herein. The Inmate Cash Fund consists entirely of money belonging to inmates, and is held in trust for them. It cannot be utilized for any purpose other than expenditures requested or incurred by the inmate, or fees imposed by a government agency.

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VII. INMATE IMPREST FUND (cont.)

- B. The Imprest Fund shall be accounted for as a separate fund. A permanent daily record of all disbursements, as well as all cash received for reimbursement of the fund will be maintained. The Imprest Fund is to be counted each morning and made whole by the RICC Supervisor.
- C. All cash, government checks (with the exception of Supplemental Security Income (SSI) checks) and money orders received during the day shall be deposited intact, in the name of the Inmate Cash Fund, at the depository bank no later than the next banking day. Deposits will be made daily. Bank deposit slips shall be prepared in duplicate, listing all cash and checks to be deposited. The duplicate copy, when properly validated by the bank, will be retained in a file, together with the monthly bank statements.
- D. All deposits will be picked up daily by an armored courier service and transported to the RICC's banking institution. Cash is immediately made available to the inmate, while government checks are held for one (1) business day and money orders for five (5) business days before being made available to the inmate.
- E. Cash receipts shall be kept separate from cash on hand, in the Imprest Fund.
- F. All disbursements, except where cash is required, shall be made by bank check by an authorized Cashier. The checks will be numbered in ascending order, in unbroken sequence and no check number will be duplicated.
- G. Voided or spoiled checks will not be destroyed. They will be rendered non-negotiable by the word "Void" written across the face of the check and by entering them in IFCOM as void. The checks will be retained on file for a period of seven (7) years.
- H. Two (2) signatures will be required on every check. Signatories must be uniformed staff members of the rank of Assistant Deputy Warden or above.
- I. Checks will not be made payable to "Cash" or "Bearer", shall not be signed in advance of printing, and will not contain any indication that the payee was, or is, an inmate. Prior to the signing of any check, the authorized signatory shall determine the validity of the voucher for which the check is intended for payment. All vouchers and supporting documents shall be stamped "Paid" when the check is drawn and returned with the monthly bank statement
- j. The RICC Supervisor or RICC Manager will place a Stop Payment Order with the bank on any check that has been outstanding for more than ninety (90) days, and use IFCOM to record the Stop Payment.



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VII. INMATE IMPREST FUND (cont.)

- K. After 120 days, any unclaimed funds in an inmate's account will be turned over to the New York City Police Property Clerk (see section XIV, A).
- L. The balance of cash in the bank as shown on the IFCOM Accounts Payable Check Register Report will be reconciled monthly with the balance as shown on the monthly bank statement.
- M. In accordance with Comptrollers Directive #11, "Cash Accountability and Control" dated February 24, 1986, persons drawing or signing the checks are prohibited from reconciling the monthly bank statement.

VIII. OPEN TOUR/CASH DRAWER

- A. Every Cashier working at the RICC will have a personal cash drawer consisting of a preset dollar amount of \$400.00.
- B. At the start of a tour, the RICC Cashier will access the Open Cashier Tour Screen
 - 1. If the RICC Cashier took in more cash than given out, the Cashier will be instructed to relinquish any amount in excess of the preset amount to the RICC Supervisor for deposit into the inmate fund account.
 - 2. If the RICC Cashier cash drawer amount is less than the preset amount the Cashier will receive replenishment from the RICC Supervisor until their cash drawer amount equals the preset amount.
- C. The RICC Supervisor will approve the RICC Cashier Open Tour via the IFCOM System.
- D. The RICC Cashier will receive a screen message confirming that their tour is open.

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IX. END OF TOUR REPORT



- A. At the completion of each tour, the RICC Cashier will use IFCOM to run a preliminary End Of Tour Report (see Attachment E) itemizing all receipts, disbursements and replenishments and verify that the total calculated by IFCOM matches the amount of cash on hand.
- B. If the totals match, the Cashier will have the End of Tour Report reviewed and approved by the RICC Supervisor authorized to do so, who will enter his/her User ID on the IFCOM screen. IFCOM will print a final End of Tour Report. The Cashier and the RICC Supervisor approving the tour will both sign the report and it will be submitted to the RICC Supervisor along with the money received. If the RICC Supervisor who is authorized to approve the tour is not available, the RICC Cashier will bypass the approval request window and print the report. The RICC Supervisor will subsequently approve the tour when closing out the day's transactions work (see section XI entitled DAILY STATUS OF INMATE CASH FUNDS).

X. END OF TOUR DISCREPANCIES

- A. If the totals on an End of Tour Report do not match the money on hand, the Cashier will re-check the preliminary End of Tour Report against the funds collected in an attempt to find the discrepancy. If, after exhausting all possibilities, the discrepancy still cannot be accounted for, the Cashier will report the discrepancy to the RICC Supervisor who in turn will also research the discrepancy. If, after exhausting all possibilities, the RICC Supervisor cannot resolve the discrepancy the RICC Manager will report the discrepancy according to the following guidelines:

Amount of discrepancy:	Report to:
\$.01 - \$599.99	Fund Custodian
\$600.00 +	Fund Custodian and Central Operations Desk (COD)

- B. The Cashier will record the probable reason for the discrepancy in IFCOM, have the tour approved, run a final End of Tour Report and submit it as described in the END OF TOUR REPORT.
- C. The Fund Custodian shall report all discrepancies to Financial Services as part of the monthly Trial Balance and Bank Reconciliation.



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X. END OF TOUR DISCREPANCIES (cont.)

- D. Reconciliation of discrepancies in the Inmate Cash Fund Account will be handled according to guidelines set forth in the Department's Write Off procedures, Directive #1505, entitled, Write-Off for Facility Based Controlled Accounts With Financial Activity.

XI. DAILY STATUS OF INMATE CASH FUNDS

- A. Each morning, the RICC Supervisor will collect an End of Tour Report (Attachment E) from each Cashier who used IFCOM to record receipts or disbursements during the previous day, along with all monies collected.
- B. The "previous day" includes all tours closed since the employee's last End of Tour Report, plus any receipts or disbursements prior to the previous mid-night, even if the tour was still open after mid-night.
- C. The RICC Supervisor will use IFCOM to display the End of Day Reconciliation on the screen, verify the total receipts and disbursements against the individual Cashier reports and verify the scheduled bank deposit, as computed by IFCOM. The bank deposit will consist of all checks and all cash in excess of any amount needed to reimburse the Cashier's cash drawers and the Imprest Fund. (see Attachment J)
- D. On any day in which there are insufficient cash receipts to fully reimburse the Imprest Fund, the RICC Supervisor will use IFCOM to issue a check, for the amount needed to reimburse the Imprest fund, payable to the RICC, and place the check in the Imprest Fund box. The following day, when cash receipts are sufficient to cover the check, the RICC Supervisor will add the check to the bank deposit and replace the money in the Imprest Fund with cash.
- E. The RICC Supervisor will use the IFCOM End of Day Reconciliation screen to enter the appropriate cash and check amounts, if any, to be deposited and the amount of the Imprest Reimbursement check, if any, to be printed for that day. When the deposit amount entered differs from the scheduled deposit amount computed by IFCOM the RICC Supervisor, after exhausting all efforts to account for the difference, will provide a reason for the difference in the field indicated on the IFCOM screen before saving the End of Day Reconciliation and printing a report.
- F. The RICC Supervisor will print the End of Day Report, sign it and submit it to the RICC Manager for signature.

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XI. DAILY STATUS OF INMATE CASH FUNDS (cont.)

- G. The signed report will be attached to the related End of Tour Reports and filed chronologically. The report will remain on file for a period of seven (7) years plus the current fiscal year.
- H. A copy of the signed report, along with the corresponding deposit slip, must be faxed to Financial Services Division, Facility Banking Operations Unit, for review.

XII. BANK RECONCILIATION



The RICC Manager will use the IFCOM Accounts Payable Check Register Report to reconcile the inmate account with the monthly bank statement. A signed copy of the reconciliation (which includes an IFCOM Check Register, an IFCOM Un-cleared Check Report, a copy of the bank statement and a reconciliation cover sheet [all reconciliations must be signed by the Fund Custodian]) will be sent to Financial Services, Attention: Facility Banking Operations Unit, by the 25th day of the following month for review and compliance with the Comptroller's Directive #11, "Cash Accountability and Control." During the course of the reconciliation, the RICC Manager will examine the endorsements on each check. (see Attachment K)

XIII. TRIAL BALANCE

- A. On the last day of each month, the RICC Manager will use the IFCOM system to run the facility's monthly Trial Balance Report (Attachment F).
- B. A signed copy of the Trial Balance, along with a written explanation for any variances, must be submitted to Financial Services, Attention: Facility Banking Operations Unit, by the 15th day of the following month.

Note: All Trial Balances must be signed by the preparer and the Facility Commanding Officer or, in his/her absence, his/her designee, who will be of a uniform rank no lower than Deputy Warden.

- C. Financial Services will review all Trial Balance reports for compliance with Comptroller's Directives and submit a monthly report to the Deputy Chief of Administration, all Supervising Wardens, Internal Audit/Inventory Control and the Legal Division outlining each facility's trial balance information and submission rate.

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XIV. UNCLAIMED MONIES IN INMATE CASH FUND



- A. The IFCOM system will automatically debit all inmate accounts with a positive balance remaining unclaimed for over 120 days after IFCOM has been notified of the inmates discharge. When debiting the inmates account, IFCOM will automatically create a Payable to the Police Property Clerk.
- B. The RICC Supervisor or RICC Manager will use IFCOM to issue a check for the total amount (if applicable), payable to the Police Property Clerk, along with two (2) preliminary reports, one (1) alphabetical by inmate name and one (1) chronological by discharge date, and a final report itemizing the individual inmates' balances which make up the total amount payable.
- C. The RICC Supervisor or RICC Manager will print a copy of the IFCOM View/Print Inmate Transaction screen for the first and last inmate found on each page of the final Police Property Payable Report.
- D. The final Police Property Payable Report (Attachment G) will be attached to the check, along with the Police Property Invoice Form, and forwarded to the Police Property Clerk's Office in accordance with the Police Property Clerk's procedures in the RICC's borough.
- E. Copies of the preliminary reports and the final report, along with the inmates' histories printed from the View/Print Inmate Transaction screen, the copy of the check and the signed receipt from the Police Property Clerk, will be filed in date order and retained for seven (7) years plus the current fiscal year.

XV. SAFEKEEPING OF RECORDS

All Inmate and Manual Cash Receipt Books, cash control books, money transfer sheets, disbursement sheets, withdrawal requests, End of Tour and End of Day Reports, check registers, Police Property transmittal reports and bank statements shall be accounted for, kept and properly safeguarded at the RICC for a period of seven (7) years, after which they may be archived.

All unused pre-numbered books, receipts, checks, disbursement and other forms will also be safeguarded at the RICC in the same manner.

Any missing documentation shall be reported as delineated in Directive #5000R-A, entitled REPORTING UNUSUAL INCIDENTS.

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XVI. SAFEKEEPING OF FUNDS

Because of the unique nature of the RICC, the RICC Manager shall develop internal operating procedures for the safekeeping of inmate funds, which may include cash, money orders, etc. for each location where funds are collected and disbursed.

XVII. CONTROL PROCEDURES

The Commanding Officer of the Special Operations Division shall personally inspect the operations of the RICC Inmate Cash Fund at least once per month, to ensure compliance with the procedures prescribed herein, and shall take necessary steps to maintain proper control of Inmate Cash Fund activities within the RICC.



XVIII. PAYABLES

- A. On the first business day of each week, the designated RICC Cashier will use IFCOM to issue checks for the RICC's outstanding payables.
- B. In the event that the RICC's bank balance is insufficient to pay all the outstanding payables, the designated RICC Cashier will pay as many as possible in the following order of priority, beginning with priority number one, each account payable week:
 1. Surcharges;
 2. Commissary;
 3. Telephone;
 4. Transfers to other DOC facilities;
 5. Restitution; and
 6. Police Property.
- C. The designated RICC Cashier will detach and file each check stub, and mail the check(s) to the appropriate payees at their established addresses.

XIX. CHANGE OF INMATE CASH FUND CUSTODIAN

In the event of a change in the Commanding Officer of the Special Operations Division, who is the Fund Custodian of the RICC, the outgoing and incoming Commanding Officer of the Special Operations Division will each have the following responsibilities for transferring the duties of the Fund Custodian of the Inmate Cash Fund.

- A. Outgoing Custodian: Shall verify that the most recent month's bank statement has been reconciled, and sign a copy of the reconciliation.

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XIX. CHANGE OF INMATE CASH FUND CUSTODIAN (cont.)

- B. Incoming Custodian: Shall obtain and complete the necessary signature cards to accept immediate responsibility for transactions on the Inmate Cash Fund account.
- C. Both Incoming and Outgoing Custodians: Shall count the money in the Imprest Fund, verify that the total amount of outstanding receivables, when collected, will make the funds whole, and document their verification on paper.

XX. REFERENCES (In the event a referenced document is superseded, the superseding document shall apply.)

- A. Directive #4001R-B, INMATE CORRESPONDENCE, dated 03/16/09
- B. Directive #4013RR, RESTITUTION FOR THE INTENTIONAL DAMAGE OR DESTRUCTION OF CITY PROPERTY, dated 05/20/91 (as amended)



NOTE: The provisions of this Directive are to be followed when debiting an inmate's account due to assessed penalties relating to damaged or destroyed City Property.

- C. Directive #4014R-A, INMATE INCENTIVE PAY PLAN, dated 04/11/07
- D. Directive #5000R-A, REPORTING UNUSUAL INCIDENTS, dated 11/19/04, as amended
- E. Directive #1505, WRITE-OFFS FOR FACILITY BASED CONTROLLED ACCOUNTS WITH FINANCIAL ACTIVITY, dated 10/06/00

NOTE: For procedures related to the use of the IFCOM system, see the IFCOM Cashier User Manual. Any questions regarding this Directive or the Comptroller's Directives should be directed to the Financial Services Division.

XXI. ATTACHMENTS

- A. Disbursements To Discharged Inmates (Detention Institution), Form #86A.
- B. Disbursements To Discharged Inmates (Sentence Institution), Form #86B.
- C. Manual Cash Receipt Book Sample Page (Mail Money Receipt).

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XXI. ATTACHMENTS (cont.)

- D. Inmate Request for Withdrawal of Funds.
- E. End of Tour Report
- F. Trial Balance Report
- G. Police Property Payable Report
- H. Metrocard Reconciliation Form
- I. Teletype Order 5676-0, dated 12/22/98, Forms of Inmate Account Deposits Acceptable in Lieu of U.S. Currency
- J. Daily Statement of Inmate Funds
- K. Reconciliation – Inmate Fund Account

XXII. SUPERSEDES

Any other Directive, Operations Order, Teletype, Memorandum, etc, that may be in conflict with the policies and procedures outlined herein.

XXIII. SPECIAL INSTRUCTIONS

- A. Within ten (10) calendar days of the effective date of this order, all Commanding Officers shall implement a Command Level Order incorporating the policy and provisions outlined herein.
- B. All facility managers and supervisors shall ensure strict enforcement of the policy, guidelines and procedures noted herein.

Money Receipt **Nº 264816**
..... Date
..... Comm. No.
.....
..... \$
..... Title
.....
Department of Correction City of New York

Mail Money Receipt **Nº 264811**
Institution Date
For Acc't of Comm. No.
Rec'd from
Address
The Sum of \$
Rec'd by Title
Money Order No.
90-B - (10-71) 200 Bks. Department of Correction City of New York

Money Receipt **Nº 264817**
..... Date
..... Comm. No.
.....
..... \$
..... Title
.....
Department of Correction City of New York

Mail Money Receipt **Nº 264812**
Institution Date
For Acc't of Comm. No.
Rec'd from
Address
The Sum of \$
Rec'd by Title
Money Order No.
90-B - (10-71) 200 Bks. Department of Correction City of New York

Money Receipt **Nº 264818**
..... Date
..... Comm. No.
.....
..... \$
..... Title
.....
Department of Correction City of New York

Mail Money Receipt **Nº 264813**
Institution Date
For Acc't of Comm. No.
Rec'd from
Address
The Sum of \$
Rec'd by Title
Money Order No.
90-B - (10-71) 200 Bks. Department of Correction City of New York

Money Receipt **Nº 264819**
..... Date
..... Comm. No.
.....
..... \$
..... Title
.....
.....

Mail Money Receipt **Nº 264814**
Institution Date
For Acc't of Comm. No.
Rec'd from
Address
The Sum of \$
Rec'd by Title
Money Order No.



CORRECTION DEPARTMENT
CITY OF NEW YORK



INMATE REQUEST FOR WITHDRAWAL OF FUNDS

Form: WRI-1
Eff.: 06/01/12
Ref: Dir. 1500 R-A
Ref: Dir. 1506

COUNSELING UNIT

FACILITY

DATE

WITHDRAWAL # _____ CHECK # _____

I, _____ / _____ / _____
Inmate's Name Book & Case # Housing Area

respectfully request the following amount be withdrawn from my account and issued to the following person:

Amount to be forwarded: \$ _____ Payee: _____

The reason for this request is: _____

Inmate's signature: _____ Employee's verification: _____

Area Supervisor's Approval: _____ Date: _____

To be obtained personally by Cashier, seven days a week, 9 a.m. to 6 p.m.

PROPER PHOTO ID & PROOF OF ADDRESS REQUIRED

Type of ID presented: _____

To be mailed to: (Must be accompanied by a stamped, address envelope)

Last Name First Name

Address City State Zip Code

SIGNATURE DEPUTY WARDEN FOR ADMINISTRATION

SIGNATURE DEPUTY WARDEN FOR SECURITY

Check one: APPROVED () DISAPPROVED ()

Check one: APPROVED () DISAPPROVED ()

I, _____ have received the above funds from the New York City Department of Correction.

Inmate Designee Name (Print)

Inmate/Designee Signature Date

Witness Name (Print)

Witness Signature Date

ATTACHMENT #11

The City of New York
Department of Correction

07/20/07 18:45
RICC

Tour Statement of Inmate Cash Funds

Institution RICC

as of 07/20/07 18:44

```

=====
Previous Cash Drawer Closing Balance      400.00
Cash Drawer Refill Amount
-----
Opening Cash Drawer Balance              400.00
Replenishment Amount
=====

```

Item No.	Receipts (Cash)				
1182501051	JPAY NY000564	7/20	4410707420	MILLER, JERMAINE	20.00
1182501055	JPAY NY000564	7/20	2410710669	CAMACHO, ALBERT	37.00
1182501058	JPAY NY000564	7/20	2410710954	DUPEROY, BENEDIC	57.00
1182501063	JPAY NY000564	7/20	4410708024	BRANNON, DARREN	27.00
1182501071	JPAY NY000564	7/20	2100700787	PENA, ABDOL	130.00
1182501073	JPAY NY000564	7/20	2410710522	HOPETON, JACK	20.00
1182501075	JPAY NY000564	7/20	2100700768	PADILLA, ELARIEL	22.00
1182501077	JPAY NY000564	7/20	2410711004	QUINONES, ERIC	17.00
1182501083	JPAY NY000564	7/20	3490712962	WESTRY, MELVIN	25.00
1182501087	JPAY NY000565	7/20	4410708270	FRANCIS, KAMAR	100.00
1182501088	JPAY NY000565	7/20	4410705399	FIELDS, FELIX	17.00
1182501090	JPAY NY000565	7/20	3000700421	MORALES, WILLIAM	60.00
1182501092	JPAY NY000566	7/20	6000700462	SALDIVAR, JUDITH	25.00
1182501095	JPAY NY000566	7/20	4410708355	WILLIAMS, KAISHA	20.00
1182501099	JPAY NY000566	7/20	2100700713	COCHEEKARAN, BAS	20.00
1182503201	JPAY NY000566	7/20	4410706420	WINGFIELD, RASHA	21.00
TOTAL CASH RECEIPTS					618.00

Item No.	Receipts (Non Cash)				
TOTAL NON-CASH RECEIPTS					
TOTAL ALL RECEIPTS					618.00

Item No.	Disbursements (Cash)				
TOTAL CASH DISBURSEMENTS					

Item No.	Disbursements (Non Cash)				
TOTAL NON-CASH DISBURSEMENTS					

03/15/2006 11:15

ATTACHMENT "G"

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION
FACILITY TRIAL BALANCE
FACILITY: RICC
AS OF:

ASSETS

RECEIVABLES
PAYROLL
TRANSFERS FROM OTHER INSTITUTIONS
OTHER
TOTAL RECEIVABLES

SHORTAGES

CASH
BANK BALANCE
ON HAND
TOTAL CASH

TOTAL ASSETS

LIABILITIES

INMATE ACCOUNT BALANCES

ADJUSTMENTS

OVERAGES

PAYABLES
TELEPHONE
TEL. SURCHARGE
TELEPHONE CPM
COMMISSARY
RESTITUTIONS
POLICE PROPERTY
TRANSFERS TO OTHER INSTITUTIONS
METROCARD
CONFISCATED
CONTRABAND
HAIRCUT/HAIRSTYLE
OTHER
TOTAL PAYABLES

TOTAL LIABILITIES

ATTACHMENT "H"

07/31/08 12:31 The City of New York Department of Correction
Police Property Payable

Page : 1

Final Report for check number: 62318 91 Items

Issue Date	BAC	Name	Discharge Date	Amount Paid
07/02/08	1410712631	HARDY, KENNETH	03/03/08	2.17
07/02/08	2410714014	MARTINEZ, SELVIN	03/03/08	10.80
07/02/08	3000800135	RIOS, ELIAS	03/03/08	29.48
07/02/08	3490804100	MORENO, FRANCISCO	03/03/08	59.78
07/02/08	4410800055	MCPHERSON, RAMON	03/03/08	12.42
07/03/08	3000800114	WATERS, JASPER	03/04/08	32.01
07/03/08	3490801227	FERNANDEZ, FELIPE	03/04/08	7.38
07/03/08	3490804008	SANTOS, MARIOUS	03/04/08	23.63
07/03/08	3490804248	AQUINO, JUAN	03/04/08	3.00
07/04/08	3490803555	GARCIA, NEFTALI	03/05/08	4.37
07/04/08	3490804224	CORREA, EMANUEL	03/05/08	3.82
07/04/08	3490710443	HARRIS, ROBERT	03/05/08	4.00
07/05/08	3490804158	SHIDER, MAURICE	03/06/08	21.84
07/05/08	3490804159	CARABALLO, DOMINICK	03/06/08	23.95
07/05/08	3490804344	MERCADO, FRANCISCO	03/06/08	16.00
07/05/08	3490722641	SMITH, EDDIE	03/06/08	23.76
07/05/08	3490803622	ROMAN, DAVID	03/06/08	3.13
07/06/08	3490703329	RODRIGUEZ, HUBERT	03/07/08	39.15
07/06/08	3490723266	AVILA, GILBERTO	03/07/08	1.00
07/06/08	3490803490	GONZALEZ, DIOGENIS	03/07/08	32.93
07/06/08	3490804320	FERRER, ROGELIO	03/07/08	.13
07/06/08	3490804357	GASTON, COLLEY	03/08/08	4.62
07/06/08	3490722218	SHERMAN, RODNEY	03/07/08	1.75
07/08/08	3490718631	JOHNSON, JAMES/DARRE	10/26/07	48.71
07/08/08	3490716381	HEMPHILL, RAYMOND	10/18/07	23.52
07/08/08	3490804613	WELLS, WILLIE	03/09/08	1.55
07/08/08	3490716341	BRITO, VICTOR	10/18/07	10.00
07/08/08	3490719636	BENTLEY, MICHAEL	03/09/08	3.22
07/08/08	3490801115	ROJAS, WILSON	01/16/08	8.96
07/09/08	3490804689	UBILES, JOSE	03/10/08	3.00
07/09/08	3490804441	MILLS, KHALID	03/10/08	5.22
07/09/08	3490804068	JACKSON, JERMAINE	03/10/08	16.52
07/10/08	3490708444	LIVERMORE, OSWALD	05/11/07	61.24
07/10/08	3490804520	FRANCIS, VICTOR	03/11/08	50.03
07/10/08	3490804448	JUNIOR, AMIN	03/11/08	11.89
07/11/08	3100800308	TEJADA, ANGEL	03/12/08	89.77
07/12/08	3490804659	MALDONADO, DANILO	03/13/08	32.48
07/12/08	3490804594	LLANO, HECTOR	03/13/08	78.86
07/12/08	3490804658	CORDERO, JULIO	03/13/08	12.67
07/12/08	3490804857	CRESPO, CARMELO	03/13/08	3.50
07/12/08	3490804830	SLEDGE, CHARLES	03/13/08	6.00

ATTACHMENT "H" (Continued)

07/31/08 12:31

The City of New York Department of Correction
Police Property Payable

Page : 3

Final Report for check number: 62318 91 Items

Issue Date	BAC	Name	Discharge Date	Amount Paid
07/27/08	3490707636	MURRAY, TIMOTHY	03/28/08	7.00
07/27/08	3490805624	JAMES, ROBERT	03/28/08	15.25
07/27/08	3490721124	BREWSTER, EDWARD	03/28/08	13.20
07/30/08	1130701238	HOPE, TARON	03/31/08	44.00
07/30/08	3490805193	FORDE, DWIGHT	03/31/08	7.01
07/30/08	3490805822	PLEASANT, DEREK	03/31/08	13.87
07/30/08	3490805707	KESSLER, PETER	03/31/08	44.83
07/31/08	3490800842	DEESE, JAMES	04/02/08	20.52
07/31/08	3490806001	DIAZ, HECTOR	04/01/08	3.60

Total inmates: 91
Total amount: 1,888.14

600AR

Department of Correction – Intradepartmental Memorandum

Date :
To :
From :
Subject : **METROCARD RECONCILIATION – CARFARE FUND FOR DISCHARGED INMATES
METROCARD RECONCILIATION (INMATE METROCARD FUND)**

Allocation for:

Metrocard Inmate Report reporting period: From _____ To _____

A) Metrocard quantity appropriated: _____

Metrocards remaining on hand: _____

B) Number of Metrocards disbursed: _____

C) Difference: _____

Explanation:

Prepared by: _____ Approved by: _____
Business Manager's Signature & ID/Shield # *Deputy Warden's Signature*

REVIEW DISBURSEMENT SHEETS, METROCARD INMATE REPORT AND METROCARD LOGBOOK DAILY TO AVIOD ANY DELAY IN PROCESSING YOUR METROCARD REQUEST. EXPLANATION IS REQUIRED WHEN A DIFFERENCE IS REPORTED.

- The sum of B and C should equal the total number of Metrocards allocated for the Inmate Metrocard Carfare Fund.
- Number of Metrocards disbursed should equal total entries on the Metrocard Inmate Report.

MCR-07/09

FROM: CHIEF'S ORDERS
TO :
SUBJ: 5676-0

MSG#: 98-00020279
SENT: 12/22/98 02:54 PM PRIORITY: 2

TELETYPE ORDER NO. 5676-0

DATE DECEMBER 22, 1998

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM GARY M. LANIGAN, FIRST DEPUTY COMMISSIONER

SUBJECT FORMS OF INMATE ACCOUNT DEPOSITS ACCEPTABLE IN LIEU OF
U.S. CURRENCY

1. FACILITY CASHIER OFFICES ARE TO BE ADVISED THAT PERSONAL CHECKS (CHECKS DRAWN ON A BUSINESS, CORPORATE OR INDIVIDUAL ACCOUNT) WHETHER CERTIFIED OR NOT SHALL NOT BE ACCEPTED BY THE DEPARTMENT AND THEREFORE SHOULD NOT BE POSTED TO AN INMATES ACCOUNT AT ANY TIME.

2. ACCEPTED FORMS OF NON-CASH TENDER THAT CAN BE POSTED TO AN INMATES ACCOUNT ARE LISTED BELOW. ADDITIONALLY THE APPROPRIATE IFCOM SYSTEM "MONEY TYPE" THAT SHOULD BE USED WHEN POSTING FOLLOWS EACH FORM OF ACCEPTABLE NON-CASH TENDER.

* CASHIER'S OR TELLERS CHECK - ACCEPTABLE IN ANY AMOUNT (IFCOM ENTRY - MO)

* MONEY ORDER (AMERICAN EXPRESS, BANK, FEDERAL EXPRESS, U.S. POSTAL SERVICE, TRAVELERS EXPRESS, WESTERN UNION)- \$1,000 LIMIT (IFCOM ENTRY-MO)

* CHECKS ISSUED BY A DOC FACILITY (IFCOM ENTRY - DC)

* CHECKS ISSUED BY THE VETERANS ADMINISTRATION, UNITED STATES GOVERNMENT, OR NEW YORK GOVERNMENT - \$1,000 LIMIT (IFCOM ENTRY-GC)

3. CASHIER OFFICE STAFF SHOULD CONTACT FINANCIAL SYSTEMS IF THEY ARE NOT SURE A PARTICULAR FORM OF NON-CASH TENDER IS ACCEPTED BY THE DEPARTMENT PRIOR TO POSTING IT TO AN INMATES ACCOUNT.

AUTHORITY:
OFFICE OF THE CHIEF OF DEPARTMENT
HA/RC

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION
DAILY STATEMENT OF INMATE FUND
FACILITY: MDC

FOR PERIOD: 07/28/10 00:00 THROUGH 07/29/10 00:00

STATEMENT OF FACILITY BANK ACCOUNT ACTIVITY

DETAIL OF ACTIVITY

DATE	ACTIVITY	AMOUNT	BALANCE
07/28/10	BEGINNING BANK BALANCE (PREVIOUS ENDING)		74,236.22
07/28/10	DEPOSIT - MDC	5,273.70	79,509.92
07/28/10	0000071661 - MTF3	(550.00)	78,959.92
07/28/10	0000071662 - MTF3	(436.00)	78,523.92
07/28/10	0000071663 - RICC	(662.00)	77,861.92
07/28/10	0000071664 - RICC	(640.00)	77,221.92
07/28/10	0000071665 - RICC	(960.00)	76,261.92
07/28/10	0000071666 - RICC	(762.00)	75,499.92
07/28/10	0000071667 - RICC	(362.53)	75,137.39
07/28/10	0000071668 - RICC	(263.80)	74,873.59
07/28/10	0000071669 - RICC	(333.60)	74,539.99
07/28/10	0000071670 - RICC	(316.60)	74,223.39
07/28/10	0000071671 - RICC	(321.60)	73,901.79
07/28/10	0000071672 - RICC	(637.04)	73,264.75
07/28/10	0000071673 - RICC	(805.90)	72,458.85
07/28/10	0000071674 - RICC	(805.25)	71,653.60
07/28/10	0000071675 - RICC	(1,158.86)	70,494.74
07/28/10	0000071676 - RICC	(741.18)	69,753.56
07/28/10	0000071677 - RICC	(319.00)	69,434.56
07/28/10	0000071678 - RICC	(335.00)	69,099.56
07/28/10	0000071679 - RICC	(390.00)	68,709.56
07/28/10	0000071680 - RICC	(385.00)	68,324.56
07/28/10	0000071681 - RICC	(314.00)	68,010.56
07/28/10	0000071682 - RICC	(694.29)	67,316.27
07/28/10	0000071683 - RICC	(828.32)	66,487.95
07/28/10	0000071684 - RICC	(583.53)	65,904.42
07/28/10	0000071685 - RICC	(398.41)	65,506.01
07/28/10	0000071686 - RICC	(485.00)	65,021.01
07/28/10	0000071687 - MAXWELL, JERMAINE	(138.41)	64,882.60
07/28/10	0000071688 - CLAUDIO, DANIEL	(33.29)	64,849.31
			=====
07/29/10	ENDING BANK BALANCE		64,849.31

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION
DAILY STATEMENT OF INMATE FUND
FACILITY: MDC

FOR PERIOD: 07/28/10 00:00 THROUGH 07/29/10 00:00

SUMMARY OF ACTIVITY

DATE	ACTIVITY	AMOUNT	BALANCE
07/28/10	BEGINNING BANK BALANCE (PREVIOUS ENDING)		74,236.22

THE CITY OF NEW YORK
 DEPARTMENT OF CORRECTION
 DAILY STATEMENT OF INMATE FUND
 FACILITY: MDC
 FOR PERIOD: 07/28/10 00:00 THROUGH 07/29/10 00:00

STATEMENT OF CLOSING CASHIER

DATE	ACTIVITY	AMOUNT	BALANCE
07/29/10	SCHEDULED IMPREST CHECK		
	ENDING ON HAND CASH		7,251.36
	ENDING ON HAND CHECKS		171.40
	IMPREST REIMBURSEMENT CHECK		
	ENDING FUNDS ON HAND INC. DEPOSITS NOT MADE		7,422.76
	IMPREST FUND		2,000.00
07/29/10	SCHEDULED CASH DEPOSIT		5,251.36
	SCHEDULED NON-CASH DEPOSIT		171.40
	TOTAL SCHEDULED DEPOSIT		5,422.76
07/29/10	ACTUAL CASH DEPOSIT		5,251.36
	ACTUAL NON-CASH DEPOSIT		171.40
	TOTAL ACTUAL DEPOSIT		5,422.76
	OVERAGE (SHORTAGE)		

REASON FOR OVERAGE (SHORTAGE)

CK# 897541

CASH# 897542

7/29/10

JONASSAINT, LUCIE - I51951

SIGNATURE

DEPUTY WARDEN ADMINISTRATION OR BUSINESS MANAGER

SIGNATURE

Handwritten signature and date 7/29/10

**RECONCILIATION
INMATE FUND ACCOUNT**

Part 1: Reconciliation Statement

Facility: _____

Statement Period: _____ to _____

Closing balance on Statement: \$ _____

Deposit not on Statement: \$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

\$ _____ Date: _____

Total: \$ _____

Add Total Deposits to Closing Balance: \$ _____

Subtract total checks not cleared (from worksheet): \$ _____

Statement Balance Today: \$ _____

Part 2: Calculate Adjustment Amount

Total Statement Discrepancies (from worksheet): \$ _____

Subtract: Total Register Discrepancies (from worksheet): \$ _____

Adjustment (may be plus or minus): \$ _____

Part 3: Apply Adjustment

Ending Balance on Register: \$ _____

Plus or Minus Adjustment: \$ _____

Adjusted Register Balance
Should be the same as Statement Balance Today: \$ _____

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2011-004729
SENT: 07/25/11 1721 HRS

TELETYPE ORDER NO. HQ -01713-0

DATE JULY 25, 2011

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM LEWIS S. FINKELMAN, FIRST DEPUTY COMMISSIONER

SUBJECT DOCUMENTATION OF NEW ADMISSION/MAIL FUNDS

1. PENDING PROMULGATION OF AMENDMENTS TO DIRECTIVE 1506 OUTLINING ADDITIONAL PROCEDURES FOR DOCUMENTATION OF NEW ADMISSION/MAIL FUNDS, THE FOLLOWING IS EFFECTIVE IMMEDIATELY.

2. ALL RIKERS ISLAND FACILITIES SHALL MAINTAIN A HARD COVER LOG BOOK IN THE CENTRAL CONTROL ROOM TO DOCUMENT AND MAINTAIN A RECORD OF FUNDS (NEW ADMISSION/MAIL FUNDS) RECEIVED AT THE COMMAND ON A DAILY BASIS. THIS LOG BOOK SHALL BE KNOWN AS THE FUNDS DROP/PICK UP LOG BOOK.

3. ALL RIKERS ISLAND FACILITIES SHALL USE RECEIPT BOOKS PROVIDED BY THE RIKERS ISLAND CENTRAL CASHIER (RICC) AND SHALL ISSUE EACH RECEIPT IN SEQUENTIAL ORDER. SEPARATE RECEIPT BOOKS SHALL BE USED FOR INTAKE FUNDS AND FUNDS RECEIVED IN THE MAIL. AN ENTRY SHALL BE MADE IN THE CENTRAL CONTROL ROOM MASTER LOG BOOK AT THE START OF THE MORNING TOUR, AND AT THE END OF THE LAST TOUR OF THE DAY, MARKING THE FIRST AND LAST RECEIPT NUMBERS USED FOR THE DAY IN BOTH RECEIPT BOOKS.

4. RICC SHALL ISSUE EACH FACILITY FOUR RECEIPT BOOKS, TWO FOR INTAKE MONEY AND TWO FOR MAIL FUNDS. THE RECEIPT BOOKS NOT IN USE SHALL BE STORED IN A SECURE LOCATION IN THE TOUR ROOM COMMANDER'S OFFICE. AFTER USING THE LAST RECEIPT FROM THE FIRST BOOK, THE FACILITY SHALL RETURN THE COMPLETED BOOK DURING THE DAYTIME TOUR TO THE RICC AND OBTAIN A NEW BOOK FROM THE DESIGNATED RICC SUPERVISOR.

PROCEDURE FOR FUNDS DROPS:

5. AT THE COMPLETION OF EACH TOUR, MONIES RECEIVED SHALL BE PLACED IN THE SAFE LOCATED IN THE CENTRAL CONTROL ROOM. THE INTAKE SUPERVISOR SHALL ENSURE THAT ALL MONIES RECEIVED FROM NEW ADMISSIONS ARE SECURED IN AN ENVELOPE ALONG WITH A COPY OF THE TOUR'S RECEIPTS. THE SUPERVISOR SHALL COUNT THE MONEY IN THE PRESENCE OF THE OFFICER ASSIGNED TO THE FUNDS/PROPERTY POST IN THE INTAKE AND MATCH THE FUNDS WITH THE CORRESPONDING RECEIPTS PRIOR

TO PLACING THE FUNDS IN THE DESIGNATED ENVELOPE. THE INTAKE SUPERVISOR SHALL ENTER THE BEGINNING AND ENDING RECEIPT NUMBERS AND THE TOTAL OF THE FUNDS COUNTED INTO THE INTAKE A POST LOG BOOK AND THEN THE SUPERVISOR AND THE OFFICER SHALL BOTH SIGN THE LOG BOOK. THE BACK OF THE LAST RECEIPT SHALL INCLUDE A DETAILED ACCOUNT OF THE TOTAL RECEIPTS FOR THE DAY, ALONG WITH THE BEGINNING OF TOUR RECEIPT NUMBER AND THE NUMBER OF THE LAST RECEIPT. THE INTAKE SUPERVISOR SHALL PRINT AND SIGN THE SUPERVISOR'S NAME AND SHIELD NUMBER TO THE LAST RECEIPT ENTRY AFTER MAKING THE ABOVE-REFERENCED NOTATIONS.

6. AFTER VERIFICATION BY THE INTAKE SUPERVISOR, THE INTAKE FUNDS SHALL BE RETURNED TO THE OFFICER ASSIGNED TO THE FUNDS/PROPERTY POST IN THE INTAKE. THE OFFICER WILL IMMEDIATELY DELIVER THE UNSEALED ENVELOPE CONTAINING THE FUNDS TO THE CENTRAL CONTROL ROOM FOR DEPOSIT INTO THE CONTROL ROOM SAFE. THIS ACTIVITY SHALL BE MONITORED BY THE CENTRAL CONTROL ROOM CAPTAIN. THE CONTROL ROOM CAPTAIN SHALL COUNT AND VERIFY THE INTAKE FUNDS AND SEAL THE ENVELOPE. THE CAPTAIN SHALL THEN RECORD THE RECEIPT OF THE ENVELOPE AND CONFIRM THAT THE FOLLOWING IS DOCUMENTED IN THE CENTRAL CONTROL ROOM MASTER LOG BOOK AND THE NEWLY PROMULGATED FUNDS DROP/PICK UP LOG BOOK:

- I. THE AMOUNT OF THE FUNDS;
- II. THE TIME OF THE RECEIPT; AND
- III. THE NAME OF THE OFFICER WHO DEPOSITED THE FUNDS INTO THE SAFE.

UPON DOCUMENTING THE ABOVE, BOTH THE CAPTAIN AND THE OFFICER SHALL SIGN THE FUNDS DROP/PICK UP LOG BOOK ON THE LINE WITH THE NOTATION FOR THE DEPOSIT.

7. THE OFFICER ASSIGNED TO DELIVER THE MAIL SHALL PROVIDE A WRITTEN RECORD IN THE MAIL FUNDS RECEIPT BOOK OF ANY FUNDS RECEIVED DURING THAT TOUR. THIS OFFICER SHALL ALSO BE REQUIRED TO DROP OFF FUNDS RECEIVED IN THE MAIL INTO THE CONTROL ROOM SAFE AT THE END OF HIS/HER TOUR. THE SAME PROCEDURES FOR DOCUMENTING NEW ADMISSION FUNDS SHALL BE FOLLOWED TO DOCUMENT MAIL FUNDS.

8. SOCIAL SECURITY AND PERSONAL CHECKS ARE NOT ACCEPTABLE FORMS OF CURRENCY. SOCIAL SECURITY AND PERSONAL CHECKS RECEIVED VIA THE MAIL SHALL BE IMMEDIATELY RETURNED TO THE SENDER. IF FOR SOME REASON THEY CANNOT BE RETURNED TO THE SENDER, THEY ARE TO BE VOUCHERED AND PLACED IN THE INMATE'S PROPERTY. SOCIAL SECURITY AND PERSONAL CHECKS ARE NOT TO BE FORWARDED TO RICC FOR POSTING.

9. IF IT BECOMES NECESSARY FOR A RECEIPT TO BE VOIDED, THE OFFICER SHALL WRITE THE WORD "VOID" ON THE RECEIPT AND AFFIX THE OFFICER'S SIGNATURE AND SHIELD NUMBER IN BLUE OR BLACK INK. THE ORIGINAL #1 COPY OF THE VOIDED RECEIPT SHALL BE PLACED IN THE APPROPRIATE MAIL FUNDS OR INMATE CASH ENVELOPE DURING THE TOUR IN WHICH THE RECEIPT WAS VOIDED. THE OUTSIDE OF THE ENVELOPE SHALL CONTAIN A LIST OF ALL RECEIPT NUMBERS ENCLOSED INCLUDING ANY VOIDED RECEIPTS.

PROCEDURE FOR FUNDS PICK UP:

10. WHEN THE COURIER/CASHIER FROM THE RICC REPORTS TO THE CENTRAL CONTROL ROOM TO PICK UP NEW ADMISSION/MAIL FUNDS, THE CENTRAL CONTROL CAPTAIN SHALL WITNESS THE ENVELOPE PICK UP. THE DATE, TIME AND NAME OF THE COURIER/CASHIER SHALL BE DOCUMENTED BY THE CENTRAL CONTROL ROOM CAPTAIN IN THE CENTRAL CONTROL ROOM MASTER LOG BOOK AND THE FUNDS DROP/PICK UP LOG BOOK. THE NAMES OF THE CONTROL ROOM SUPERVISOR AND THE ON DUTY TOUR COMMANDER, ALONG WITH THE SIGNATURES OF THE COURIER/CASHIER AND CENTRAL CONTROL ROOM CAPTAIN, SHALL BE INCLUDED IN THE FUNDS DROP/PICK UP LOG BOOK AND CENTRAL CONTROL MASTER LOG BOOK ON THE LINE WITH THE NOTATION FOR THE DROP.

11. THE RICC MAIL PICK UP FORM SHALL BE USED FOR THE PICK UP OF BOTH MAIL FUNDS AND NEW ADMISSION FUNDS. IT SHOULD BE COMPLETELY FILLED OUT BY THE COURIER/CASHIER IN FRONT OF THE CENTRAL CONTROL CAPTAIN, WHO WILL VERIFY THAT ALL RECEIPTS ARE ACCOUNTED FOR AND DOCUMENTED ON THE FORM. BOTH THE COURIER/CASHIER AND CONTROL CAPTAIN WILL PRINT AND SIGN THEIR NAMES ON THIS FORM, AND WRITE THEIR SHIELD NUMBERS ON THE FORM AS WELL. THE COURIER/CASHIER WILL THEN PLACE THE FUNDS INTO A LOCKED BAG.

RICC PROCESSING OF RECEIPTS:

12. THE COURIER/CASHIER WILL DELIVER ALL FUNDS TO A SUPERVISOR AT THE RICC. THE SUPERVISOR WILL ENSURE THAT ALL RECEIPT NUMBERS ARE ACCOUNTED FOR AND ARE IN SEQUENTIAL ORDER. ALL COUNTS OF NEW ADMISSION AND MAIL FUNDS ARE TO BE VERIFIED AND SIGNED OFF BY A SECOND SUPERVISOR.

13. THE BACK OF THE RICC MAIL PICK-UP FORM MUST INDICATE IN THE COLUMN PROVIDED WHETHER THE FUNDS WERE POSTED TO THE INMATES' ACCOUNTS BY A CASHIER AND MUST INDICATE THE DATE AND NAME OF THE CASHIER THAT POSTED THE FUNDS.

14. ALL ORIGINAL FACILITY ENVELOPES PICKED UP BY RICC CONTAINING NEW ADMISSION AND MAIL FUNDS ARE TO BE RETAINED BY RICC AND STAPLED TO THE RICC MAIL PICK UP FORM.

15. ALL NEW ADMISSION AND MAIL FUNDS RECEIPTS PRESENTED FOR POSTING MUST BE COMPLETED ON OFFICIAL DOC RECEIPTS CONTAINED WITHIN PRE-NUMBERED INMATE CASH AND MAIL FUNDS RECEIPT BOOKS. RECEIPTS ARE NOT TO BE HANDWRITTEN ON PAPER IN LIEU OF THE OFFICIAL RECEIPT BOOKS. ANY RECEIPTS SUBMITTED FOR POSTING NOT WRITTEN ON OFFICIAL DOC INMATE CASH/MAIL FUNDS RECEIPTS WILL BE RETURNED TO THE FACILITY BY RICC. THE FUNDS WILL BE STORED IN THE RICC FUNDS ROOM SAFE UNTIL THE ORIGINAL RECEIPTS ARE PROVIDED, WHICH SHALL BE WITHIN 24 HOURS OF THE RETURN OF ANY UNOFFICIAL RECEIPTS. FAILURE TO PROVIDE THE ORIGINAL RECEIPTS WILL RESULT IN OFFICIAL NOTIFICATION TO THE INVESTIGATION DIVISION. COPIES OF ILLEGIBLE RECEIPTS AND RECEIPTS MISSING REQUIRED INFORMATION SUCH AS INMATE NAMES AND BAC NUMBERS WILL ALSO BE RETURNED FOR CORRECTION. ALL ORIGINAL RECEIPTS WILL BE MAINTAINED AT RICC AT ALL TIMES.

16. IN CASES WHERE THE AMOUNT OF FUNDS CONTAINED WITHIN THE NEW ADMISSION/MAIL FUNDS RECEIPT ENVELOPES IS LESS THAN THE AMOUNT OF THE RECEIPTS PROVIDED, RICC WILL MAKE THE APPROPRIATE POSTINGS BASED ON THE RECEIPTS PROVIDED. THE DIRECTOR OF RICC WILL IMMEDIATELY NOTIFY THE FACILITY COMMANDING OFFICER OF THE SHORTAGE, IN WRITING, WITH A COPY TO THE ASSISTANT COMMISSIONER OF CONTRACTS AND FINANCIAL SERVICES AND THAT THE SHORTAGE MUST BE RESOLVED WITHIN 48 HOURS. IF THE SHORTAGE IS NOT RESOLVED WITHIN 48 HOURS, THE DIRECTOR OF RICC WILL NOTIFY THE INSPECTOR GENERAL AND THE INVESTIGATION DIVISION. IF THE ENVELOPES CONTAIN AN OVERAGE (MORE FUNDS ARE PROVIDED THAN RECEIPTS), THE EXCESS FUNDS WILL BE HELD IN THE RICC SAFE AND THE FACILITY COMMANDING OFFICER WILL BE NOTIFIED IN WRITING TO PROVIDE THE MISSING RECEIPT(S) AND/OR AN EXPLANATION AS TO THE DISCREPANCY IN FUNDS WITHIN 48 HOURS. IF THE OVERAGE IS NOT RESOLVED WITHIN 48 HOURS, THE DIRECTOR OF RICC WILL NOTIFY THE INVESTIGATION DIVISION.

17. RICC WILL DOCUMENT IN ITS EXISTING LOG BOOK THE DISPOSITION OF ALL ENVELOPES FOUND TO CONTAIN ERRORS. RICC IS TO ADD THE FOLLOWING COLUMNS TO THEIR EXISTING LOG BOOK (VARIANCE COLUMN, NAME AND DATE OF NOTIFICATION TO FACILITY COLUMN, DISPOSITION COLUMN AND MANAGERS' INITIALS COLUMN FOR THE INITIALS OF THE MANAGER WHO COMPLETED THE DISPOSITION COLUMN IN THE LOG BOOK). IN ADDITION TO THE RICC LOG BOOK USED TO INDICATE ERRORS/DISCREPANCIES, ALL COPIES OF LETTERS, E-MAILS, MEMORANDA AND RELATED RECORDS CONCERNING THESE INSTANCES ARE TO BE MAINTAINED AND FILED SEPARATELY IN A SECURE FILING CABINET WITHIN THE OFFICE OF THE DIRECTOR OF THE RICC FOR IMMEDIATE REVIEW IF NECESSARY.

18. IF AT ANY TIME DURING A FACILITY'S PROCESSING OF INMATE FUNDS OR MAIL FUNDS, ANY RECEIPTS OR FUNDS ARE MISSING, THE EMPLOYEE SHALL IMMEDIATELY NOTIFY THE INSPECTOR GENERAL AND THE INVESTIGATION DIVISION.

19. ALL TOUR COMMANDERS ARE DIRECTED TO ENSURE THAT THE CONTENTS OF THIS TELETYPE ARE STRICTLY ADHERED TO.

20. ALL COMMANDING OFFICERS SHALL ENSURE PERSONNEL ASSIGNED TO OR RESPONSIBLE FOR AREAS AFFECTED BY THIS ORDER ARE PROVIDED WITH A COPY AND ARE FAMILIAR WITH THE CONTENTS OF THIS TELETYPE.



AUTHORITY:
OFFICE OF THE FIRST DEPUTY COMMISSIONER
AB/BJ



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 06/01/12		*TERMINATION DATE / /	RIKERS ISLAND CENTRAL CASHIER (RICC)		
CLASSIFICATION # 1506	SUPERSEDES See below	DATED 05/23/11	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION A	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 06/01/12	SUBJECT RIKERS ISLAND CENTRAL CASHIER (RICC)		
	CLASSIFICATION # 1506			
	DISTRIBUTION A	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.