

Unit Order: 2023-01 COMPLIANCE OF INMATE WELFARE FUND GUIDELINES

PURPOSE OF ORDER:

The purpose of this unit order is to establish Facilities Services Bureau (FSB) policies, procedures, management controls, and compliance documentation regarding the use of the Department's Inmate Welfare Fund (IWF).

SCOPE OF ORDER:

This order shall apply to all FSB personnel that are involved in the procurement and purchasing process, as well as manager approvals.

ORDER:

To ensure compliance with the guidelines described in California Penal Code section 4025 (e) as it pertains to the use or spending of the IWF, FSB has implemented a procedure for its documentation within the unit's expense tracking system (MAXIMO).

This unit order requires the following steps in the procurement process are observed and unpertaken to ensure a purchase requisition (PR) meets the required guidelines.

- When a PR is submitted in MAXIMO by a FSB supervisor, it shall be reviewed by a FSB Manager to assign a funding source.
- If the PR meets the guidelines of the IWF, the Manager shall select "IWF" in MAXIMO and attest the PR meets the guidelines of IWF expenditures pursuant to Penal Code section 4025 (e) to the best of their knowledge. This attestation is a separate window that appears in MAXIMO used solely for this purpose.
- If the funding source of "IWF" is selected for the PR, it shall then be reviewed by both the FSB Budget Manager and the Assistant Director for its compliance to the IWF guidelines.
- Once approved, the PR shall be processed by the FSB procurement staff and submitted into the electronic Countywide Accounting and Purchasing System (eCAPS).
- Once in eCAPS, the PR is processed by personnel from the Department's Fiscal Services Bureau Special Funds unit for Level 1 and Level 2 approvals.

In order to remain diligent with this process, FSB will report all IWF expenditures, including encumbrances, to the Department's Fiscal Services Bureau Special Funds unit on a monthly basis.

If a PR does not meet the guidelines of IWF, another funding source shall be selected by any Manager and the PR shall be processed normally. In the event there is a discrepancy between Managers as to the relevance of a PR meeting IWF guidelines, the Assistant Director shall make the final determination for the PR's funding source.