

(b) The Business Manager shall be responsible for providing an inmate with a receipt for each financial transaction processed.

10A:2-2.2 Group deposits and deductions

(a) Inmate accounts of a correctional facility may be maintained in a group depository in an insured commercial bank or savings institution so long as the total fund on deposit does not exceed an amount insured by the F.D.I.C. or F.S.L.I.C.

(b) Interest accruing on inmate accounts shall be transferred on a periodic basis, at least once annually, to the Inmate Welfare Fund.

(c) Accurate records of each inmate's account and spendable balance shall be maintained.

(d) Deductions of funds either earned or unearned from inmate accounts shall be made by the Business Manager to pay court ordered penalty assessments, restitution, fines, or other revenue obligations as permitted by N.J.S.A. 30:4-91.4, N.J.S.A. 2C:43-3.1, N.J.S.A. 2C:46-1, N.J.S.A. 2C:46-4, or N.J.S.A. 30:4-92.

(e) Pursuant to N.J.S.A. 2C:46-1, deductions from inmate accounts shall be made by the Business Manager to pay a transaction fee not to exceed \$1.00 on each occasion a payment or installment payment is made by an inmate who committed an offense on or after February 1, 1993. The transaction fee schedule shall be as follows:

1. \$1.00 for payments in the amount of \$10.00 or more;
2. \$0.50 for payments between \$3.01 and \$9.99; and
3. No transaction fee if the payment is \$3.00 or less.

(f) Only inmate funds in excess of a \$15.00 balance can be deducted to pay court ordered penalty assessments, restitution, fines, or other revenue obligations.

Amended by R.1994 d.8, effective January 3, 1994.
See: 25 N.J.R. 4849(a), 26 N.J.R. 235(c).
Amended by R.1995 d.21, effective January 3, 1995.
See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a).

10A:2-2.3 Individual savings accounts

(a) Inmates may establish individual savings accounts in commercial banks or savings institutions upon approval of the Superintendent. These accounts may take the form of:

1. Passbook savings;
2. Savings Bonds; or
3. Certificates of deposit.

(b) Subject to approval by the Superintendent, inmates may be permitted to retain passbooks, account statements and deposits slips.

(c) Bonds and certificates of deposit must be held for safekeeping by the Business Manager.

(d) Inmates shall not be permitted to possess withdrawal slips.

(e) Withdrawals may be permitted upon written approval of the Superintendent.

(f) All deposits and withdrawals shall be processed by the Business Manager or his or her designee.

10A:2-2.4 Written procedures

Each correctional facility shall develop written policies and procedures consistent with this subchapter.

SUBCHAPTER 3. EXPENDITURE OF INMATE WELFARE FUNDS

10A:2-3.1 Sources of income for inmate welfare funds

(a) Money for inmate welfare funds shall be derived from the following sources:

1. Profits from sales at commissaries;
2. Interest on inmate welfare fund savings;
3. Gifts from individuals, corporations and charitable foundations; and
4. Income from inmate trust fund investments.

Amended by R.1995 d.21, effective January 3, 1995.
See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a).

10A:2-3.2 Accountability and expenditure

(a) As required by N.J.S.A. 30:4-1.1k, the institutional Boards of Trustees are trustees of public funds.

(b) The institutional Boards of Trustees shall be responsible for the maintenance of proper accounts and the appropriate expenditure of inmate welfare funds.

(c) Inmate welfare funds shall be spent only for the use, benefit and general welfare of the inmate population as a whole, such as recreation equipment, books, or movies.

(d) Inmate welfare funds shall not be used for the payment of employee salaries or the purchase of any item or service which is not intended for use by the inmate population, such as security equipment, automobiles, or typewriters.

(e) The Assistant Commissioner, Division of Operations, shall be contacted when there are questions regarding the use of inmate welfare funds.

(f) Gifts from individuals, corporations and charitable foundations shall be spent as designated by the donor, or when undesignated, at the discretion of the institutional Board of Trustees. The monies from these gifts shall be identified separately in the inmate welfare fund so that expenditures can be directly related to the source of funds.

(g) Inmate welfare funds shall not be spent for any purpose which is not consistent with the rules outlined in this subchapter.

Amended by R.1995 d.21, effective January 3, 1995.
See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a).

SUBCHAPTER 4. (RESERVED)

SUBCHAPTER 5. REPORTING LOSS OF FUNDS

10A:2-5.1 Reporting loss of funds

(a) Loss of funds shall immediately be reported to the Superintendent or administrative unit head.

(b) The Superintendent or administrative unit head or his or her designee shall contact the Internal Affairs Unit immediately to investigate the loss.

(c) Pursuant to N.J.A.C. 10A:21-5.4, the Internal Affairs Unit, at the direction of the Superintendent, shall serve as the liaison to all outside law enforcement agencies.

Recodified from 10A:2-5.2 by R.1995 d.21, effective January 3, 1995.
See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a).

Prior text at 10A:2-5.1, Definition, repealed.

10A:2-5.2 Reporting the loss of funds to the Assistant Commissioner, Division of Administration; referral to Deputy Commissioner

(a) Within 48 hours after the loss is discovered, a written report of the loss shall be submitted to the Assistant Commissioner, Division of Administration, with a copy to the Office of the Commissioner.

(b) The Assistant Commissioner, Division of Administration, shall prepare and submit a request to the Bureau of Risk Management, Department of Treasury, for appropriate reimbursement.

(c) If the loss is not covered by the Bureau of Risk Management, Department of Treasury, the loss shall be referred to the Deputy Commissioner, Division of Administration, who will determine the appropriate source of funds to dispose of the loss claim.

Recodified from 10A:2-5.3 and 5.4, and amended by R.1995 d.21, effective January 3, 1995.
See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a).

SUBCHAPTER 6. INMATE REIMBURSEMENT FOR LOST, DAMAGED OR DESTROYED PERSONAL PROPERTY

10A:2-6.1 Filing a claim at an adult or juvenile institution or satellite unit

(a) When an inmate claims the loss, damage or destruction of personal property, other than personal property disposed of in accordance with N.J.A.C. 10A:1-11, Personal Property of Inmates, the inmate shall complete Form 943-I INMATE CLAIM FOR LOST, DAMAGED OR DESTROYED PERSONAL PROPERTY and submit the Form to the Superintendent or his or her designee.

(b) The Superintendent or his or her designee shall submit the Form 943-I to the Director of Custody Operations or his or her designee for investigation and preparation of a report. The investigation conducted by the Director of Custody Operations or his or her designee shall consist of, but not be limited to:

1. Obtaining statements from the inmate, witnesses and correctional facility personnel; and
2. Verifying the inmate's legitimate possession of the lost, damaged or destroyed personal property.

(c) Verification of possession of lost, damaged or destroyed personal property may be made by reviewing documents such as the personal property inventory form maintained by the correctional facility (see N.J.A.C. 10A:1-11.6).

(d) Upon completion of the investigation, the Form 943-I along with a copy of the investigative report shall be submitted to the Business Manager of the correctional facility for review.

(e) The Business Manager shall review the Form 943-I and the Custody Operations' investigative report and complete Form 943-II CERTIFICATION OF INMATE CLAIM indicating the Business Manager's recommendation to approve or deny the claim and the reasons therefor.

(f) Form 943-I, Form 943-II and the Custody Operations' investigative report shall be submitted, by the Business Manager, to the Superintendent to be denied or recommended for approval.

(g) Claims that are denied by the Superintendent shall not be processed any further. In all cases of denial, the inmate shall be notified in writing by the Superintendent with substantiating reasons.