



**Request for Inclusion or Revision to an  
Administrative Directive  
Connecticut Department of Correction**

CN 1301  
REV 07/25/16

Administrative Directive Number: 3.7

Title: Inmate Monies

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Section 15 of AD 3.7 (Inmate Monies) be revised as follows:

Unclaimed Accounts. A "good faith effort" shall be made to contact notify a discharged inmate that there may be a balance remaining on their inmate account and that a process exists for them to claim such balance. The "good faith effort" shall consist of posting a list to the DOC website of Inmate Numbers associated with unclaimed accounts along with instructions on how to claim and receive such funds and by including a notice in the Inmate Handbook of such process.

The posted list shall be updated monthly with the Inmate Numbers of inmates that discharged during the prior month and Inmate Numbers associated with Unclaimed Accounts claimed during the prior month and any Inmate Number associated with an Unclaimed Account that has been on the list for more than one (1) year shall be removed from the list.

Any funds in the inmate's account not claimed within one (1) year from the date of their Inmate Number first appearing on the posted list discharge shall be forfeited by the inmate. Forfeited funds shall be transferred to the Correctional General Welfare Fund in accordance with Administrative Directive 3.5, Correctional General Welfare Fund.

Reason for revision:

The current process for handling unclaimed inmate accounts is cumbersome, labor intensive and results in many unclaimed accounts remaining unclaimed. The current process also unnecessarily complicates the process of transferring unclaimed funds to the Correctional General Welfare Fund.

The current process employed by Inmate Accounts is to send a letter via US Mail to a discharged inmate's last known address (the address on record in the RT system, which was input upon the inmate's admission). The result of this effort is that most letters sent are either never responded to or are returned as undeliverable. As such, this method unnecessarily wastes staff time, paper, envelopes and postage. Inmate Accounts has interpreted "good faith effort" to mean sending a letter via US mail, primarily because no other option was available to attempt contact with the discharged inmate.

Rising costs and staffing reductions have prompted staff to review all current policies, processes and procedures to look for ways to reduce or eliminate waste and inefficiencies. This process has been identified as one that could be positively affected by the use of modern methods.

It is anticipated that this new process will result in more discharged inmates receiving funds owed to them and unnecessary effort and expense will be avoided by Inmate Accounts.

See attached documents

**ORIGINATOR**

Name: W. Michael Regan

Title: Director, Fiscal Services

Date: 06/15/18

Signature:

Facility/Unit: Fiscal Services

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

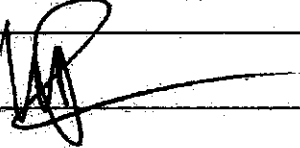
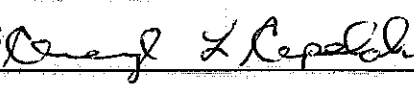
Approved

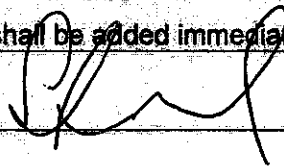
Denied



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: 	Date: 6-15-18
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: 	Date: 7/18/18
<input type="checkbox"/>	<input type="checkbox"/>	Office of Standards and Policy Staff signature:	Date:

This request is:		<input checked="" type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b>	Effective date of request: upon signature
<input checked="" type="checkbox"/>	The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:			Date:
<input type="checkbox"/>	This inclusion/revision shall be added to the Administrative Directive prior to:			Date:
<input type="checkbox"/>	This inclusion/revision shall be added immediately to the Administrative Directive.			
Commissioner's signature: 				Date: 7/23/18