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Employee and Inmate Welfare Fund	ACA Standards: 2-CO-1B-14		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Employee and Inmate Welfare Fund

The Canteen System Board of Directors, on or about the June meeting, will annually review and approve the Employee and Inmate Welfare Budget as submitted by the chief Financial Officer. This budget will specify the amounts given to each facility/unit receiving funds.

I. Definitions

For the purpose of this procedure, the following definitions apply:

A. Board

The Canteen System Board of Directors.

B. Facility

Institutions and community corrections centers.

C. Facility Head

Wardens and community corrections centers administrators.

D. Unit

Probation and parole regions and all other entities within the agency, not otherwise defined.

E. Unit Head

Unit administrators and probation and parole administrators.

II. Employee and Inmate Welfare Budget

A. Budget Requirements

The Employee and Inmate Welfare Budget (welfare budget) will consist of the following:

1. Indigent supplies (i.e., postage, hygiene, etc.);
 2. Supplies and equipment that contribute to the health and welfare of inmates;
 3. Supplies and equipment that contribute to the health and welfare of staff members;
 4. Supplies, equipment and services that contribute to the reduction of inmate idleness and staff member stress; and
 5. Special projects as submitted quarterly by all facilities/units for review by the Board during regular quarterly meetings.
- B. As long as the facility/unit stays within the welfare budgeted amounts that have been approved by the Board, use of the funds only require an approval from the facility/unit head and business manager/business services coordinator/comptroller for actual procurement and payment. Additionally, the facility/unit business manager/comptroller has the authority to procure items and products from various account codes but must stay within the approved budget amount. Acquisitions must be in compliance with [OP-120103](#) entitled "Acquisitions and Dispositions" and "The Oklahoma Central Purchasing Act" (74 O.S. § 85.1. through 74 O.S. § 85.45k.).
- C. Expenditure requests that fall outside approved welfare budgeted amounts will be routed to, and approved by, a simple majority of Board members on an exception/emergency basis.
- D. The welfare budget will be funded by canteen profits, telephone commissions, inmate email system, vending machine profits and other sources as approved by the chief Financial Officer.
- E. Facility/unit welfare budgets approved by the Board will have an expenditure authority for only the fiscal year for which they are approved. Unexpended funds at the end of the fiscal year will not be carried over by

the facility/unit into the next fiscal year, but will be returned to the Employee and Inmate Welfare Budget.

- F. Welfare budgets will not be used for those expenditures that would be deemed operational in nature.

III. Expenditures for Inmate and Staff Welfare Budgets

A. Examples of Expenditures (Inmates)

Examples of appropriate facility inmate welfare budget expenditures are, but are not limited to:

1. Cable and direct TV (If a facility/unit cannot receive a minimum of 10 channels from an antenna, the location may pay only for the same quantity and types of channels equal to or comparable to those institutions that use an antenna system. Premium channels are prohibited);
2. TV supplies and equipment that allows the off-air and any purchased channels to be broadcast to inmates. (e.g., amplifiers, signal splitters, cable, etc.);
3. Birth certificates for indigent inmates;
4. Oklahoma Driver Licenses (Class D/Operator license) or State ID(s) for indigent inmates who are eligible for work release or within 90 days of discharge. The inmate must have a certified birth certificate on file to qualify. State ID(s) will only be purchased if an inmate does not qualify for an Oklahoma Driver License. If an inmate receives a misconduct that pushes their release date back by more than 90 days, the inmate must reimburse the cost.
5. Garden equipment: hoes, rakes, etc. (hand tools, no powered equipment);
6. Garden seeds, plants, fertilizer and related items;
7. Ice machines placed outside of food service, parts & repairs;
8. Housing unit/records copy machine rental;
9. Law library copy machine rental;
10. Material for special education;
11. Porta-Coolers, parts and repairs;
12. Microwaves, parts and repairs;

13. Building materials for repair and improvement of recreation areas;
14. Safety supplies: safety glasses, work gloves, etc. (required for inmates' arts & crafts projects);
15. Inmate license and certification fees: electrical, plumbing, etc.;
16. Leisure library equipment and materials;
17. Seasonal bonus;
18. Barber and beauty shop supplies;
19. Irons and ironing boards;
20. Sports recreation equipment;
21. Inmate washers and dryers, parts, repairs and rentals;
22. Law library equipment and material;
23. Food for special occasions (to include but not limited to holidays, sporting events, rewards for good results in inspections, and other occasions in which a special meal is provided);
24. Prizes for special occasions;
25. Maintenance and repair of equipment in the facility laundry;
26. Inmate ID's and supplies;
27. Hand sanitizer;
28. Indigent postage (budgeted for each facility under their own 20500 fund);
29. Indigent supplies (budgeted for each facility under their own 20500 fund);
30. Staff notary and licenses fees; and
31. PREA compliant privacy curtains.

B. Examples of Expenditures (Staff)

Examples of appropriate facility staff welfare expenditures are, but are not limited to:

1. Water (only if facility/unit has no potable water or if the Department of Environmental Quality has determined the local water to be undrinkable);
2. Water equipment rental (consistent with the conditions on the expenditure for water);
3. Microwaves;
4. Refrigerators;
5. Staff ice machines;
6. Fitness equipment;
7. Food and non-alcoholic beverages required due to shakedown, escapes or facility emergencies;
8. Paper goods for employee break areas;
9. Table covers, skirts, etc.;
10. Staff training aids;
11. Staff appreciation items in compliance with employee recognition statutes;
12. ADA (Americans with Disabilities Act) compliant or personal need items that contribute to the health and welfare of employees;
13. Hand sanitizer; and
14. Food and non-alcoholic beverages for Employee Appreciation Week events.

C. Examples of Prohibited Expenditures (Staff)

1. Food and paper goods for staff events (except as allowed in Section III. B. item 14. of this procedure);
2. Catering services for staff events;
3. Rental of physical space for staff events; and
4. Coffee and coffee supplies.
5. Hot chocolate or other drinks, except as allowed in Section III. B. item 7. of this procedure.

D. Examples of Expenditures for the Offender Banking System (OBS) and Canteen Support

1. Repairs to canteen equipment or building.
2. Equipment necessary for the operation of the canteen (i.e., freezers, shelving, refrigerators, office equipment, computers, printers, scanners, etc.).
3. Office supplies necessary for the operation of OBS or canteen.

E. Examples of Agency Welfare and Recreation Expenditures (Inmate and Staff)

Examples of appropriate agency inmate and staff welfare expenditures are, but are not limited to:

1. Inmate welfare expenditures similar to those defined in item A. above;
2. Staff welfare expenditures similar to those defined in item B. above;
3. Reimbursable legal settlements/expenditures;
4. Reimbursable emergency payments as recommended by the chief Financial Officer and approved by the administrator of Business Services;
5. Equipment and accounting software to support canteen and offender banking services; and
6. Board approved special projects.

IV. References

Policy Statement P-120100 entitled "Management of State Funds and Assets"

OP-120103 entitled "Acquisitions and Dispositions"

"The Oklahoma Central Purchasing Act" (74 O.S. § 85.1. through 74 O.S. § 85.45k.).

V. Action

The chief Financial Officer is responsible for compliance with this procedure and for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-120701 entitled "Employee and Inmate Welfare Fund" dated January 19, 2021

Distribution: Policy and Operations Manual
Agency Website