

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.46.01	Page 1 of 4
	Original Effective Date: 05/15/78	New Effective Date: 11/20/22
	Supersedes: 309.46.01	Dated: 10/26/16
	Administrator's Approval: Sarah Cooper, Administrator – 11/7/22	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Interest Bearing Accounts		

POLICY

Inmates shall be allowed to open interest-bearing accounts at a bank designated by the Division of Adult Institutions.

REFERENCES

Wisconsin Administrative Code s. DOC 309.46 – Deposit of Money
Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds
DAI Policy 309.20.02 – State of WI ID Card
DAI Policy 309.45.02 – Inmate Trust System Deductions
DAI Policy 309.45.02 – Attachment A

DEFINITIONS, ACRONYMS, AND FORMS

CMSD – Corrections Management Services Director

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0015 – Offender Release Authorization

DOC-184 – Disbursement Request

DOC-2283 – Inmate Savings Account Transfer Notification

General Account – An account established by a facility to receive all funds for the benefit of an inmate.

Interest Bearing Account – A regular or release savings account established allowing an inmate to earn interest on funds.

PLRA – Prison Litigation Reform Act

US Bank New Account Signature Card

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PROCEDURE

I. Opening a Regular and/or Release Interest Bearing Account

- A. The inmate shall submit a request to the CMSD/designee to open an interest-bearing account at an approved designated bank.
- B. The inmate shall have a Social Security card kept on file at the facility while the account is open. Social Security cards are stored in the DOC236D at the designated facility location.
- C. To open the account, a minimum deposit of \$50.00 shall be submitted on a DOC-184.
- D. Inmates shall complete the New Account Signature Card when opening a new account.

II. Interest Bearing Account Transactions

- A. Regular and release savings account transactions shall be processed no more than once per month per inmate.
- B. Transactions shall be a minimum of \$20.00.
- C. Deposit transactions shall be processed from an inmate's regular account.
- D. Deposits and/or withdrawals from the regular savings account are not allowed without a signed DOC-184 submitted to the inmate's facility Business Office.
- E. Release savings accounts shall not be transferred back into the release account except at the time of release, for court ordered filing fees, and as specified in DAI Policies 309.20.02 and 309.45.02.
- F. Interest earned is posted to inmate accounts quarterly.
 1. Inmates do not receive a copy of the bank statement unless a signed disbursement for copies is submitted to the business office.
 2. The copy of the quarterly bank statement shall have the account number redacted.

III. Inmate's transfer within DAI

- A. The sending facility's Business Office shall ensure the electronic transfer of the interest-bearing account(s) to the receiving facility.
- B. A DOC-2283 shall include the inmate's name, DOC number, savings account number(s) and receiving facility location.
- C. The DOC-2283 shall be sent to the designated bank and the receiving facility.

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IV. PLRA Filing Fees

Regular savings account funds shall be depleted prior to accessing release account funds as noted on DAI Policy 309.45.02 – Attachment A.

V. Process for Disbursing Accounts Upon Release

A. At the time of an inmate's release (except in case of maximum discharge) the account shall be closed out in per the instructions on the DOC-0015.

B. Maximum discharge inmates shall receive their funds at the time of release.

VI. U.S. Savings Bonds

A. Inmates are unable to obtain U.S. Savings Bonds while incarcerated in a DOC correctional facility.

B. Inmates with savings bonds may:

1. Retain the bonds which shall be kept by the facility Business Office.
2. Send the bonds out to family and friends.
3. Redeem the bonds.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.46.01	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Interest Bearing Accounts		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

POLICY

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

PROCEDURE

I.

- A.
 - 1.
 - a.
 - 2.
- B.
 - 1.
 - 2.
- C.
 - 1.
 - 2.