



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Wendy Montils

Name of Individual Certifying this Document/Proposed Document

Office of Management + Budget Director

Title


Wendy Montils

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <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: 10/26/16
	Supersedes: 309.46.01	Dated: 04/30/15
	Administrator's Approval: Jim Schwochert, Administrator	
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

DEFINITIONS, ACRONYMS, AND FORMS

CMSD – Corrections Management Services Director

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-15 – 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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Chapter: 309 Resources for Inmates		
Subject: Interest Bearing Accounts		

PROCEDURE

- I. Inmates are allowed to open 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.
 - B. The inmate shall have a Social Security card on file at the facility.
 - C. To open the account, a minimum deposit of \$50.00 shall be submitted on a DOC-184.
- II. The DOC shall designate an approved bank.**
- III. An interest bearing account shall be established in the inmate's name.**
 - A. Inmates shall complete the US Bank New Account Signature Card when opening a new account.
 - B. Regular and release savings account transactions shall be processed no more than once per month per inmate.
 - C. Transactions shall be a minimum of \$20.00.
 - D. Withdrawal transactions may be processed from an inmate's regular account.
 - E. 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.
 - F. 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.
- IV. Upon the inmate's transfer within DAI, the sending facility's Business Office shall ensure the electronic transfer of the interest bearing account(s) to the receiving facility.**
 - A. A DOC-2283 shall include the inmate's name, DOC number, savings account number(s) and receiving facility location.
 - B. The DOC-2283 shall be sent to the designated bank and the receiving facility.
- V. 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.
- VI. 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 per the instructions on the DOC-15.

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

VII. 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.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

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.