

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INMATE WELFARE FUND

G-0100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	04-01-2026	12-30-2016	07-11-2024

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Penal Code Section 4025, Title 15 Sections 1061 & 1070

POLICY

Under the authority of Penal Code, Section 4025, an Inmate Welfare Fund has been established by the Kern County Sheriff's Office. The Inmate Welfare Fund is comprised of profits generated by, but not limited to the sale of confectionery, postage, writing materials, toilet articles and other supplies to incarcerated people. Additionally, this fund may receive up to ten (10%) percent of all gross sales of incarcerated people hobby craft, and other approved methods of generating revenue.

There shall be deposited in the Inmate Welfare Fund any money, refund, rebate, or commission received from a telephone company or pay telephone provider when the money, refund, rebate, or commission is attributable to the use of pay telephones which are primarily used by incarcerated people while incarcerated.

The money and property deposited in the Inmate Welfare Fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the incarcerated people confined within the jail.

Any funds that are not needed for the welfare of the incarcerated people may be expended for the maintenance of county jail facilities. Maintenance of county jail facilities may include, but is not limited to, the salary and benefits of personnel used in the programs to benefit the incarcerated people, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff.

Inmate Welfare Funds shall not be used to pay required county expenses of confining incarcerated people in a local detention system, such as meals, clothing, housing, or medical services or expenses, except that Inmate Welfare Funds may be used to augment those required county expenses as determined by the sheriff to be in the best interests of incarcerated people. An itemized report of these expenditures shall be submitted annually to the board of supervisors.

he sheriff may expend money from the Inmate Welfare Fund to provide indigent incarcerated people, prior to release from the county jail or any other adult detention facility under the jurisdiction of the sheriff, with essential clothing and transportation expenses within the county or, at the discretion of the sheriff, transportation to the incarcerated person's county of residence, if the county is within the state or within 500 miles from the county of incarceration.

The Sheriff shall not authorize the expenditure of money from the Inmate Welfare Fund for the transfer of any incarcerated person to the custody of any other law enforcement official or jurisdiction.

DIRECTIVE #1: Expenditure of Funds

The following provisions shall be adhered to pursuant to this policy:

- Money deposited in the Inmate Welfare Fund shall be expended by the Sheriff in accordance with state law.
- At the beginning of each fiscal year, an annual operating budget for inmate services will be established.
- The Lieutenant in charge of the Lerdo Inmate Services Section shall have authority to expend funds from the Inmate Welfare Fund consistent with this budget.
- All other expenditures of funds from the Inmate Welfare Fund require the approval of the Detentions Bureau Chief Deputy.
- In all cases, final authority for expenditures of all funds from the Inmate Welfare Fund rests with the Sheriff.
- Inmate Welfare Funds will be expended consistent with the requirements of the County Purchasing agent and the Auditor-Controller's Office.

Procedure A: Reporting and Auditing

The Lieutenant in charge of the Lerdo Inmate Services Section or their designee shall:

- Coordinate with Sheriff's Office Financial Services in the tracking of the Inmate Welfare Fund balance.
- Assist the Auditor's Office as needed in the preparation of an annual audit of the Inmate Welfare Fund.

Note: The Auditor's Office will submit the annual audit to the Board of Supervisors.

Sheriff's Office Financial Services shall annually prepare an itemized report of expenditures from the Inmate Welfare Fund, which shall be provided to the Detentions Bureau Chief Deputy.

The Detentions Bureau Chief Deputy shall:

- Annually submit a copy of the itemized expenditure report to the Board of Supervisors.