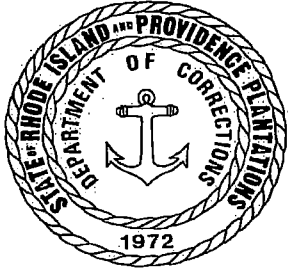



RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 2.25-3 DOC	EFFECTIVE DATE: 05/09/11	PAGE 1 OF 4
	SUPERSEDES: 2.252 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: FISCAL MANAGEMENT		SUBJECT: INDIGENT INMATES	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: ACA Standard 4-4489, Indigent Inmates; RIDOC Policy #'s 2.16-3 DOC, Inmate Commissary; 2.17-3 DOC, Inmate Accounts; 2.28-3 DOC, Medical Co-Pay; 13.10-1 DOC, Inmate Grievance Procedure; 24.01-6 DOC, Inmate Mail			
INMATE / PUBLIC ACCESS?		X YES	
AVAILABLE IN SPANISH?		X YES	

I. PURPOSE:

To delineate the rules and guidelines of the Rhode Island Department of Corrections (RIDOC) concerning extending free postage and commissary store products to indigent inmates.

II. POLICY:

The Rhode Island Department of Corrections (RIDOC) provides indigent inmates financial assistance to allow them to correspond with legal counsel, courts, etc.; to send a reasonable amount of mail to family and personal friends; and to receive basic hygiene items from the commissary.

III. PROCEDURES:

A. Definition

The indigent inmate is defined as one who is involuntarily unemployed, has less than ten dollars (< \$10.00) in his/her active account, and has had no deposits of ten dollars or more (≥ \$10.00) in the previous two months.

The facility/program/unit manager or designee is responsible for confirming the indigent status of inmates.

B. Items Contained in the Indigent Kit

1. One 4 oz. bottle of shampoo;
2. One 7 oz. tube of shave cream;
3. Two disposable razors;
4. One 8 ½" x 11" writing pad;
5. Six #10 envelopes;
6. One 5 oz. bath soap bar;
7. One 3 oz. tube of toothpaste;
8. One toothbrush;
9. One writing pen;
10. Three two-packs of generic pain reliever;
11. One .5 oz. deodorant stick.

NOTE: The indigent kit's product sizes may change based on average monthly usage. Also, items may be added or deleted as needs change.

C. Indigent Kit Issuance Procedure

1. An inmate who claims to be indigent submits a request (pink slip) for an indigent kit to the facility/program/unit manager or designee. Inmates may submit these requests once every thirty (30) days. (For a copy of the Request Form refer to policy 13.10-1 DOC, Inmate Grievance Procedure, or a successive policy.)
2. Once the facility/program/unit manager or designee receives a request for an indigent kit, s/he verifies that the inmate is in fact indigent in accordance with the definition provided in item III.A.
3. Upon verification of indigence, the facility/program/unit manager or designee issues a pre-packaged, sealed indigent kit to the inmate.
4. The facility/program/unit manager or designee maintains a log of the names of inmates who receive indigent kits and the dates said kits are issued.

D. Special Medical Needs Products

1. Medically required items not available in indigent kits can be obtained from Health Care Services staff.
 - a. Products provided by Health Care Services staff and are offered for sale through the Inmate Commissary are subject to co-pays equivalent to the products' cost.
 - b. Inmates' accounts are debited accordingly.

E. Indigent Postage Procedure

1. First Class postage for up to three (3) outgoing personal letters per week is allowed. First Class postage is paid for all outgoing privileged correspondence (legal counsel, courts, etc.).
 - a. If an inmate is determined to be indigent, his/her account will **not** be charged for:
 - (1) first three (3) personal letters /week

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- (2) legal mail
 - b. Regardless of indigence, the inmate's account will be charged for unauthorized mail;
 - c. Certified Mail is not allowed without sufficient funds.
 2. The following procedure is used by inmates in all facilities, other than the Intake Service Center, for requesting free postage:
 - a. Use inmate money transfer form (which may be obtained in facility where inmate resides) (Refer to policy 2.17-3 DOC, Inmate Accounts, or a successive policy);
 - b. Fill in name, ID number, and date;
 - c. Check off postage;
 - d. Write "indigent" in section titled "Reason for Transferring Money";
 - e. Sign the form;
 - f. Attach the form to your letter and give to area supervisor or place in container designated by the facility/program/unit manager for this purpose.
 3. In the Intake Service Center, the money transfer form is not used. Indigent inmate mail is dropped unstamped in the central mail depository. Both the Central Mail Room Officer and the Intake Service Center Mail Officer are expected to conduct periodic, random checks on unstamped mail to ensure that the sender is indigent. Mail not meeting these criteria is returned to the inmate.