

ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE

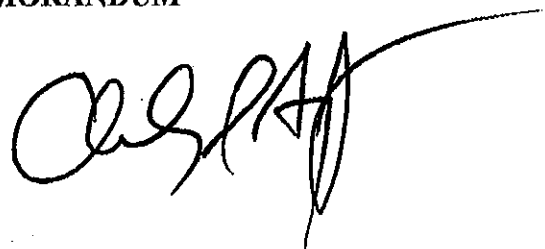
MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: June 10, 2011

SUBJECT: Director's Instruction # 304, Modification of Department Order 905, Inmate Trust Account/Money System



This Director's Instruction shall be effective July 20, 2011 and will remain in effect until incorporated into Department Order #905, Inmate Trust Account/Money System. A 1% fee will be charged on any deposits made to the Inmate spendable account, pursuant to ARS 31-230. All fees collected will be deposited into the Building Renewal Fund. This Director's Instruction supersedes Attachments A, B-1, B-2, B-3, C, F and G of Department Order #905.

ATTACHMENTS

Attachment A	Arizona Department of Corrections Schedule of Deductions from Inmate Monies
Attachment B-1	Arizona Department of Corrections Schedule of Deductions from Inmate Monies
Attachment B-2	Arizona Department of Corrections Schedule of Deductions from Inmate Monies
Attachment B-3	Arizona Department of Corrections Schedule of Deductions from Inmate Monies
Attachment C	Arizona Department of Corrections Schedule of Deductions from Mail Money
Attachment F	Collection of Inmate Monies – State Facilities
Attachment G	Collection of Inmate Monies – Private Prisons

**ATTACHMENT A
DEPARTMENT ORDER 905**

**ARIZONA DEPARTMENT OF CORRECTIONS
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES**

DEDUCTION	BASIS FOR DEDUCTION	DEDUCTIONS APPLICABLE TO:		
		INMATE WAGES OF LESS THEN \$2.00	INMATE WAGES OF \$2.00 OR GREATER	MAIL MONEY
MANDATORY DEDUCTIONS				
AATF (51) (Alcohol Abuse Treatment Fund)	For a DUI/DWI offense, in accordance with A.R.S. 31-255, 67% of gross wages or \$0.50 per hour, whichever is less.	YES	YES	NO
DEDICATED DISCHARGE (DDA) (13)	25% of Gross Wages until \$50.00 is accumulated.	YES	YES	NO
ROOM & BOARD (21)	30% of Gross Wages (\$2.00 or greater)	NO	YES	NO
CHILD SUPPORT (32)	30 % of Gross Wages	YES	YES	NO
TRANSITION FEES (54)	5% of Gross Wages	YES	YES	NO
UTILITY CHARGES (36)	\$2.00 per month per inmate, collected on the third Saturday of every month.	YES	YES	YES
VICTIMS COMPENSATION (30)	10% of Gross Wages (PIE Programs ONLY)	NO	YES (PIE payrolls only)	NO
DEPARTMENT CONTROLLED DEDUCTIONS				
ITA FEES (58)	1% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
COURT ORDERED RESTITUTION (24)	20% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
STATE FILING FEES (37)	20% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
FEDERAL FILING FEES (35)	20% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
DISCIPLINE RESTITUTION (41)	10% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
TAXATION/RISK MANAGEMENT (34)	10% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
ESCAPEE APPREHENSION (33)	10% of deposits to spendable after Mandatory Deductions are collected.	YES	YES	YES
DEDUCTIONS AND HOLDS ON INMATE INITIATED TRANSACTIONS				
MEDICAL/HEALTH (40)	\$4.00 per visit collected from Spendable and Encumbered balances.	YES	YES	YES
COMPASSIONATE LEAVE (42)	Funds must be available in Spendable, Encumbered or Suspense prior to visit. Total cost of visit collectable from Spendable, Encumbered and Suspense balances.	YES	YES	YES
STORE/COMMISSARY (20 & 25)	Collected from Spendable and Encumbered balances.	YES	YES	YES
COPIES (Legal & Non-Legal) (38 & 46)	Collected from Spendable and Encumbered balances.	YES	YES	YES
POSTAGE/SHIPPING (Legal & Non-Legal) (39 & 47)	Collected from Spendable and Encumbered balances.	YES	YES	YES
ID CARDS (48)	Collected from Spendable and Encumbered balances.	YES	YES	YES
NOTARY SERVICES (38)	Collected from Spendable and Encumbered balances.	YES	YES	YES
LEGAL SUPPLIES (50)	Collected from Spendable and Encumbered balances.	YES	YES	YES
GED TESTING FEES (55)	Collected from Spendable and Encumbered	YES	YES	YES

ARIZONA DEPARTMENT OF CORRECTIONS
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES

		DEDUCTIONS APPLICABLE TO:		
DEDUCTION (code)	BASIS FOR DEDUCTION	Inmate wages of less than \$2.00	Inmate wages of less than \$2.00 BONUS ACI ONLY	Mail Money
MANDATORY DEDUCTIONS				
AATF (51)	67% of gross wages for DUI/DWI offense	YES	YES	NO
DEDICATED DISCHARGE (13)	25% of gross wages until \$50 is accumulated	YES	YES	NO
TRANSITION FEES (54)	5% of gross wages	YES	YES	NO
DEPENDENT CARE (32)	30% of gross wages	YES	YES	NO
**SPENDABLE BALANCE	gross wages minus mandatory deductions = spendable balance			
DEPARTMENT CONTROLLED DEDUCTIONS				
ITA FEES (58)	** 1% of deposits to spendable	YES	YES	YES
COURT ORDERED RESTITUTION (24)	** 20% of deposits to spendable	YES	YES	YES
STATE FILING FEES (37)	** 20% of deposits to spendable	YES	YES	YES
FEDERAL FILING FEES (35)	** 20% of deposits to spendable	YES	YES	YES
DISCIPLINE RESTITUTION (41)	** 10% of deposits to spendable	YES	YES	YES
TAXATION/RISK MANAGEMENT (34)	** 10% of deposits to spendable	YES	YES	YES
ESCAPE APPREHENSION (33)	** 10% of deposits to spendable	YES	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory & department controlled deductions equal- REMAINING TO SPENDABLE BALANCE			
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month			
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances			

ARIZONA DEPARTMENT OF CORRECTIONS
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES

		DEDUCTIONS APPLICABLE TO:		
DEDUCTION (code)	BASIS FOR DEDUCTION	Inmate wages of \$2.00 or greater (not PIE)	Inmate wages of \$2.00 or greater (not PIE) BONUS ONLY	Mail Money
MANDATORY DEDUCTIONS				
** SPENDABLE	Hours worked X \$0.50	YES	NO	NO
AATF (51)	Hours worked X \$0.50	YES	NO	NO
DEDICATED DISCHARGE (13)	25% of gross wages until \$50 is accumulated	YES	NO	NO
TRANSITION FEES (54)	5% of Gross Wages	YES	YES	NO
ROOM & BOARD (21)	30% of gross wages	YES	YES	NO
DEPENDENT CARE (32)	30% of gross wages	YES	YES	NO
** PLUS 10% TO SPENDABLE	10% of balance = (gross minus mandatory deductions)	YES	NO	NO
BALANCE TO RETENTION	gross minus mandatory & spendable deductions goes to retention	YES	NO	NO
DEPARTMENT CONTROLLED DEDUCTIONS				
ITA FEES (58)	** 1% of deposits to spendable	YES	YES	YES
COURT ORDERED RESTITUTION(24)	** 20% of deposits to spendable	YES	YES	YES
STATE FILING FEES (37)	** 20% of deposits to spendable	YES	YES	YES
FEDERAL FILING FEES (35)	** 20% of deposits to spendable	YES	YES	YES
DISCIPLINE RESTITUTION (41)	** 10% of deposits to spendable	YES	YES	YES
TAXATION/RISK MANAGEMENT (34)	** 10% of deposits to spendable	YES	YES	YES
ESCAPE APPREHENSION (33)	** 10% of deposits to spendable	YES	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory, spendable & department controlled deductions equal- REMAINING TO SPENDABLE BALANCE			
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month			
HOLDS (NSF Items)	Can be collected in FULL from existing encumbered balances			

ARIZONA DEPARTMENT OF CORRECTIONS
SCHEDULE OF DEDUCTIONS FROM INMATE MONIES

DEDUCTION (code)	BASIS FOR DEDUCTION	PIE Inmate Wages greater than \$2.00	Mail Money
MANDATORY DEDUCTIONS			
** SPENDABLE	20% of gross wages (prior to tax deduction) per ARS 41-1674	YES	NO
VICTIMS COMPENSATION (30)	10% of gross wages	YES	NO
ROOM & BOARD (21)	30% of gross wages	YES	NO
DEPENDENT CARE (32)	30% of gross wages	YES	NO
TRANSITION FEES (54)	5% of Gross Wages	YES	YES
AATF (51)	Hours worked X \$0.50	YES	NO
DEDICATED DISCHARGE (DDA)(13)	25% of gross wages until \$50 is accumulated	YES	NO
BALANCE TO RETENTION	gross minus mandatory & spendable deductions goes to retention	YES	NO
DEPARTMENT CONTROLLED DEDUCTIONS			
ITA FEES (58)	** 1% of deposits to spendable	YES	YES
COURT ORDERED RESTITUTION (24)	** 20% of deposits to spendable	YES	YES
STATE FILING FEES (37)	** 20% of deposits to spendable	YES	YES
FEDERAL FILING FEES (35)	** 20% of deposits to spendable	YES	YES
DISCIPLINE RESTITUTION (41)	** 10% of deposits to spendable	YES	YES
TAXATION/RISK MANAGEMENT (34)	** 10% of deposits to spendable	YES	YES
ESCAPE APPREHENSION (33)	** 10% of deposits to spendable	YES	YES
REMAINING TO SPENDABLE	gross wages minus mandatory, spendable & department controlled deductions equal- REMAINING TO SPENDABLE BALANCE		
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month		
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances		

**ATTACHMENT C
DEPARTMENT ORDER 905**

**ARIZONA DEPARTMENT OF CORRECTIONS
SCHEDULE OF DEDUCTIONS FROM MAIL MONEY**

DEDUCTION (code)	BASIS FOR DEDUCTION
ITA FEES (58)	1% of gross amount per negotiable instrument
COURT ORDERED RESTITUTION (24)	20% of gross amount per negotiable instrument
STATE FILING FEES (37)	20% of gross amount per negotiable instrument
FEDERAL FILING FEES (35)	20% of gross amount per negotiable instrument
DISCIPLINE RESTITUTION (41)	10% of gross amount per negotiable instrument
TAXATION/RISK MANAGEMENT (34)	10% of gross amount per negotiable instrument
ESCAPE APPREHENSION (33)	10% of gross amount per negotiable instrument
REMAINING TO SPENDABLE	gross amount minus department controlled deductions equal- REMAINING TO SPENDABLE BALANCE
UTILITY CHARGES (36)	\$2.00 to be collected from existing spendable balance the third Saturday of each month
HOLDS (NSF items)	Can be collected in FULL from existing encumbered balances

**ATTACHMENT F
DEPARTMENT ORDER 905**

**(STATE FACILITIES)
COLLECTION OF INMATE MONIES**

Deduction Code	TYPE	PAYABLE TO:	ACTION/COMMENTS
21	Room & Board	AZ State Treasurer	USAS Deposit-Revenue c/o 4333
30	Victim's Compensation (PIE Program)	AZ Criminal Justice Commission	USAS Deposit-Revenue c/o 4519 Index 80000, Agency JCA
24	Court Ordered Restitution	AZ State Treasurer	Central Office will process payments & records
32	Court Ordered Dependent Care	Support Payment Clearinghouse	Central Office will process payments & records
33	Escapee Apprehension Costs	AZ State Treasurer	USAS Deposit- Revenue c/o 4699
34	Taxation/Risk Management	DOA Risk Management	Mall to Risk Management Attn: Subrogation/Property Liability Claims 100 N. 15th Ave. Ste. #301 Phoenix, AZ. 85007
35	Federal Filing Fees	AZ State Treasurer	Central Office will process payments & records
36	Utility Charges	AZ State Treasurer	USAS Deposit-Reduction of Expenditure c/o 7181
37	State Filing Fees	AZ State Treasurer	Central Office will process payments & records
38	Copies- Legal	AZ State Treasurer	USAS Deposit- Revenue c/o 4372
39	Postage - Legal	AZ State Treasurer	USAS Deposit-Reduction of Expenditure c/o 7481
40	Medical/Health Charges	AZ State Treasurer	USAS Deposit- Revenue c/o 4333
41	Disciplinary Restitution	AZ State Treasurer	USAS Deposit - Reduction of Expenditure c/o 7319
42	Compassionate Leave	AZ State Treasurer	USAS Deposit- Revenue c/o 4339
46	Copies- Non Legal	AZ State Treasurer	USAS Deposit- Revenue c/o 4372
47	Postage - Non Legal	AZ State Treasurer	USAS Deposit - Reduction of Expenditure c/o 7481
48	ID Cards	AZ State Treasurer	USAS Deposit- Revenue c/o 4379
50	Legal Supplies	A & R Fund	Deposit into Institution A & R Fund
51	DUI 67% AATF	AZ State Treasurer	USAS Deposit- Revenue c/o 4511
54	TRANSITION FEES	AZ State Treasurer	USAS Deposit - Revenue c/o 4511
55	GED TESTING FEES	AZ State Treasurer	USAS Deposit - Reduction of Expenditure c/o 6271
58	ITA FEES	AZ State Treasurer	USAS Deposit- Revenue c/o 4339

**ATTACHMENT G
DEPARTMENT ORDER 905**

**(PRIVATE PRISONS)
COLLECTION OF INMATE MONIES**

Deduction Code	TYPE	PAYABLE TO:	ACTION/COMMENTS
21	Room & Board	AZ State Treasurer	USAS Deposit-Revenue c/o 4333
30	Victim's Compensation (PIE Program)	AZ Criminal Justice Commission	USAS Deposit-Revenue c/o 4519 Index 80000, Agency JCA
24	Court Ordered Restitution	AZ State Treasurer	Central Office will process payments & records
32	Court Ordered Dependent Care	Support Payment Clearinghouse	Central Office will process payments & records
33	Escapee Apprehension Costs	AZ State Treasurer	USAS Deposit- Revenue c/o 4699
34	Taxation/Risk Management	DOA Risk Management	Mail to Risk Management Attn: Subrogation/Property Liability Claims 100 N. 15th Ave. Ste. #301 Phoenix, AZ. 85007
35	Federal Filing Fees	AZ State Treasurer	Central Office will process payments & records
36	Utility Charges	AZ State Treasurer	USAS Deposit- Revenue c/o 4699
37	State Filing Fees	AZ State Treasurer	Central Office will process payments & records
38	Copies- Legal	AZ State Treasurer	USAS Deposit- Revenue c/o 4372
39	Postage - Legal	AZ State Treasurer	USAS Deposit-Revenue c/o 4699
40	Medical/Health Charges	AZ State Treasurer	USAS Deposit- Revenue c/o 4333
41	Disciplinary Restitution	AZ State Treasurer	USAS Deposit - Revenue c/o 4519
42	Compassionate Leave	AZ State Treasurer	USAS Deposit- Revenue c/o 4339
46	Copies- Non Legal	AZ State Treasurer	USAS Deposit- Revenue c/o 4372
47	Postage - Non Legal	AZ State Treasurer	USAS Deposit - Revenue c/o 4699
48	ID Cards	AZ State Treasurer	USAS Deposit- Revenue c/o 4379
50	Legal Supplies	A & R Fund	Deposit into Institution A & R Fund
51	DUI 67% AATF	AZ State Treasurer	USAS Deposit- Revenue c/o 4511
54	TRANSITION FEES	AZ State Treasurer	USAS Deposit- Revenue c/o 4511
58	ITA FEES	AZ State Treasurer	USAS Deposit- Revenue c/o 4339