



**PRISON POLICY STATEMENT
COUNTY OF LANCASTER, PENNSYLVANIA**

Policy Subject: Inmate General Welfare Fund		Policy Number: B-4
Date of Issue/Revision: 02/21/2013-Issue 06/15/2017-Approved expenses added, Reviewed/Approved-B.Hurter, Controller 04/18/2019- Medical costs added to Sec. III & Cap increased to \$500k. Approved by Prison Board. 08/20/2020 -Annual Review, no changes. 08/2023, County Class change, no other changes. Approved by Prison Board. 11/21/2024 – IIC- clarification on audit, IID- change to policy review, III- Class correction, IIIIG – Clarify postage is for indigent use. Approved by Prison Board.	Authority: Cheryl Steberger, Warden Lawrence George, Chief Clerk	Effective Date: November 21, 2024
Solicitor Approval: 02/21/2013 - CC 10/21/2016 - CH 11/21/2024 - JP	Title 37 Reference: 95.239	Distribute by: Email / Website

I. AUTHORITY

The authority of the Warden to direct the operations of Lancaster County Prison as established in Title 37 Chapter 95 of the Pennsylvania Code as amended. Section 95.239 directly relates to Commissary and other funds. Due to Warden being in control of certain funds, additional policy approval will be made by the Chief Clerk.

II. POLICY

It is the policy of the Lancaster County Prison (LCP) to maintain an inmate general welfare fund (hereinafter "IGWF") to be used as described in this policy.

- A. IGWF Revenue -Revenue generated from LCP's telephone contract and other various sources shall be deposited into the IGWF account.
- B. IGWF Cap- In the event the IGWF account accumulates a balance of \$500,000 or more at year end, any balance over \$500,000 shall be transferred to the County's General Fund to offset LCP's expenditures.
- C. Audit-The IGWF shall be audited by the Controller's Office and results compiled within the Prison Financial Audit. The complete Prison Financial Audit will be presented publicly via the County website and forwarded to the Prison Board members.
- D. Review-This policy will undergo a review every three years, unless a request for an earlier review is made by a member of the Prison Board or the Warden.

III. APPROVED EXPENDITURES

Funds from the IGWF may be used for approved expenditures at the discretion of the Warden to benefit the inmates at the prison. An expenditure that is above the 2A Class County Purchasing Guidelines (published annually) must be presented to the Chief Clerk for approval.

The following expenditures have been approved by the Lancaster County Prison Board.

- A. Activities
 - a. Recreation, athletics, and exercise equipment
 - b. Audio Visual
 - c. Entertainment, to include television, movies, live performances, etc.
 - d. Day room expenses
 - e. Decorations and gifts for major holidays

III. APPROVED EXPENDITURES (CONTINUED)

- B. Library
 - a. Recreational reading books, periodicals, tapes, or other types of media
 - b. Furnishings (except administrative)
 - c. Computer software and maintenance
 - d. Law Library and access to the courts, including supplies to indigent inmates
- C. Inmate Programs
 - a. Inmate Trustee Workers and Block cleaning stipends
 - b. Education Programs
 - c. Gardening Project
 - d. Prison Ministry Services
- D. Visiting Rooms
- E. Family Resource Programs
- F. Chapel
 - a. Nonspecific religious items
 - b. Items for use in the chapel that are used for various religious or secular activities-for example, sound systems, seating and storage cabinets
- G. Indigent Postage
- H. Checks and deposit slip printing for inmate checking account
- I. Transportation upon release
- J. Commissary items for indigent inmates and admission hygiene kits
- K. Any item that has been approved through the budget request process and assigned a sub-group code by the Controller's office. These include but are not limited to:
 - a. Barber Services and/or supplies
 - b. Inmate forms/documents to include printing expenses
 - c. Inmate ID supplies and equipment
 - d. Fans for housing areas
 - e. Clean out of inmate trash from bar screen
 - f. Drug Tests for inmates and Outmates / Narcan doses
- L. Approved medical expenses incurred by inmates that have exceeded catastrophic limit cap as described in the contract between the County of Lancaster and the prison's medical vendor.

IV. SUPERSEDED POLICY

This policy supersedes all facility policies and procedures on this subject