

- 1.2.2 Any inmate inquiry regarding the inmate's wages shall be made using the Inmate Inquiries Form , DOC-544 (kite).
- 1.2.3 Inmate payrolls paid with a personal check, business check, etc., shall not be posted until the check has cleared the bank. Clearing time can take up to ten working days from date of receipt of the payroll and check. The exception to this will be the Restitution Center payroll checks and any other payroll funded by a government entity (IFS, JVs or billing claims). These exceptions will be posted within one day of receipt.
- 1.2.4 Tracking of deposit receipts, billing claims or journal vouchers shall be completed daily with the State of Nevada Accounting System. (4-4031, 4-4034, and 4-4045)
- 1.2.5 Posting delays can occur which include, but are not limited to, incorrectly calculated payrolls, missing names or back numbers, or unauthorized payrolls. If any legitimate delay occurs, the payroll or check log shall be returned to the originator for correction. Payroll and check logs should be given priority over all other postings.

#### **258.06 INMATE DEDUCTIONS FROM WAGES**

- 1.1 The Director/Designee shall establish by regulation criteria for a reasonable deduction from money credited to an inmate's account in the Prisoners' Personal Property Fund (PPF) to repay or defray the costs assessed to an inmate pursuant to NRS 209.246. These deductions will be in order of priority as set forth within NRS 209.463 and in accordance with the federal regulations governing private sector involvement in Prison Industries.
  - 1.1.1 Hourly wage is equal to or greater than minimum wage:
    - 1.1.1.1 5 % for credit to the Victims of Crime Fund for the compensation of Victims of Crime.
    - 1.1.1.2 20% for any existing obligation of the inmate for the support of his/her family.
    - 1.1.1.3 5% for credit to the Capital Improvement Fund for new construction of facilities for Prison Industries, but only if the inmate is employed through a program of Prison Industries.
    - 1.1.1.4 20% of each inmate's payroll to his/her individual account in the Prisoners' Personal Property Fund (PPF) or toward a court ordered filing fee, whichever is applicable.
    - 1.1.1.5 An amount to offset the cost of maintaining the inmate in the institution:

- i. 24.5% for room and board except for the restitution center and the Casa Grande Transitional Housing (CGTH).
  - ii. \$16.35 per day for room/board/transportation for the restitution center after the first 10 days.
  - iii. \$16.35 per day for room/board/transportation and \$.18 a day laundry assessment (total daily deduction of \$16.53 a day) for CGTH after the first 14 days.
- 1.1.1.6 50% for costs incurred by the department on behalf of the inmate per NRS 209.246.
- 1.1.1.7 10% for credit to the inmate's interest bearing savings account. After the savings account reaches \$200.00 this deduction will stop.
- 1.1.1.8 20% for any existing obligation of the inmate to pay court ordered restitution to his/her victim. This deduction is in addition to the 5% taken for Victims of Crime Fund as stated in 258.04. 1.1.1.1.
- 1.1.1.9 1% to pay the balances of any fee imposed on the inmate for genetic marker testing, drug tests, or other fees per NRS 176.0915.
- 1.1.1.10 1% for any existing obligations of the inmate for court ordered administrative assessments for any crime committed within this state.
- 1.1.1.11 1 % for any existing obligation of the inmate for court ordered fines for any crime committed within this state.
- 1.1.2 Hourly Wage Is Below Minimum Wage:
  - 1.1.2.1 5 % for credit to the Victims of Crime Fund for the compensation of Victims of Crime.
  - 1.1.2.2 5% for credit to the Capital Improvement Fund for new construction of facilities for Prison Industries, but only if the inmate is employed through a program of Prison Industries.
  - 1.1.2.3 20% of each inmate's payroll to his/her individual account in the Prisoners' Personal Property Fund (PPF) or toward a court ordered filing fee, whichever is applicable.

1.1.2.4 An amount to offset the cost of maintaining the inmate in the institution:

- i. 24.5% for room and board except the restitution center and Casa Grande Transitional Housing (CGTH).
- ii. \$16.35 per day for room/board/transportation for the restitution center after the first 10 days.
- iii. \$16.35 per day for room/board/transportation and \$ .18 a day laundry assessment (total daily deduction of \$16.53) for CGTH after the first 14 days.

1.1.2.5 50% for costs incurred by the department on behalf of the inmate per NRS 209.246.

At the time any money sanction/restitution under the CODE is entered against an inmate, 50% of the Trust Account may be taken as the initial payment. All restitution costs are subject to change from the original amount due to receipt of additional billings not known at the time of assessment. An inmate's Trust Account may be frozen and monetary sanctions/restitution ordered for violations of the CODE.

1.1.2.6 1% to pay the balances of any fee imposed on the inmate for genetic marker testing, drug tests, or other fees per NRS 176.0915.

1.1.2.7 10% for credit to the inmate's interest bearing savings account. After the savings account reaches \$200.00, this deduction will stop.

1.1.2.8 Once the deductions, in order of priority, exhaust the available funds, the deductions will stop.

1.1.2.8 At the time the Judgment of Conviction is entered against the inmate's account, 20% of the balance in the trust account will be taken as initial payment for items 258.05.A. 8. through A.11. and B. 6 above. The initial payment will be applied in order of priority of the deduction until 20% of all have been satisfied or the available funds in the inmate's trust account have been exhausted, whichever occurs first.



## **258.07 INMATE DEDUCTIONS FROM ANY SOURCE OTHER THAN WAGES**

- 1.1 The Director may make the following deductions, in the following order of priority, as set forth in NRS 209.247, from any money deposited in an inmate's individual Trust Account from any source other than wages.
  - 1.1.1 50% for costs incurred by the department on behalf of the inmate per NRS 209.246.
  - 1.1.2 10% for credit to the inmate's interest bearing savings account.  
After the savings account reaches \$200.00 this deduction will stop.

## **258.08 INMATE DEPOSITS**

- 1.1 Deposits to inmate accounts shall be made through the Lockbox procedure when applicable. The institution/facility designee shall order Lockbox coupons from Inmate Banking Services, who in turn will order the coupons from the Prison Industries Bookbindery at the Nevada State Prison. The Bookbindery will ship the orders to the applicable institution/facility and bill Inmate Banking Services.
- 1.2 The institution/camp/restitution designee shall distribute the coupons to the inmates.
- 1.3 Inmates may send the coupons to friends and relatives of their choice.
- 1.4 Coupons may also be obtained by family or friends through the Department's Corrections' Internet website.
- 1.5 Coupons sent to the friend/relative (sender) shall be fill out in its entirety and sent with the money order or cashier's check to the bank lockbox address indicated on the coupon.
- 1.6 The bank will send the coupons and a log listing all deposits to Inmate Banking Services daily.
- 1.7 Inmate Banking Services shall post the deposits to the inmate's applicable account retaining the coupon for accounting records.
- 1.8 The inmate's receipt of deposit shall be printed at and distributed from the institutional store.

## **258.09 INMATE DEPOSIT EXCEPTIONS**

- 1.1 Inmate Check/Cash Logs shall be considered negotiable instruments, maintained in a locked security controlled area and completed and processed with the same security precautions as cash.
- 1.2 Inmates shall never have access to check/cash log forms.
- 1.3 The only inmate funds to be accepted by any institution/facility or Inmate Service's staff are money orders and cashier checks. Cash, personal checks and other money forms shall be returned to the sender. Exceptions to these are: