



**DEPARTMENT OF CORRECTIONS
Correctional Services**



Title: Release Funds	DOC Policy: 90.1.6
Effective Date: 9/1/23	Supersedes: N/A
Applicability: Institution Release Counselor	
Directives Cross Reference: OAR 291-157 Release funds	
Attachments: None	

I. PURPOSE

The purpose of this policy is to establish a procedure to ensure adults in custody have access to basic financial support upon release in accordance with the department’s rule on Release funds (OAR 291-157).

II. DEFINITIONS

- A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B. Release Counselor: A person employed by the Department of Corrections charged with the release planning for adults in custody.
- C. Releasee: Any person released from the physical custody of the Department of Corrections to the community on leave, parole, post-prison supervision, or discharge status.
- D. Release funds: Monies allocated to a releasee by the Department of Corrections for immediate financial assistance upon release.
- E. Trust Account Funds: Monies deposited to an adult in custody’s trust account which may be used by the adult in custody to purchase authorized items or services during their incarceration or be assessed by the functional unit to pay any indebtedness incurred while under the supervision of the Department of Corrections.

III. POLICY AND PROCEDURES

A. Release Counselor Review

- 1. The Release Counselor will review the AIC’s combined trust account history and determine if the AIC has \$500.00 or less in their combined accounts.

- a. Combined accounts can include the general trust account, the transitional savings account, the general savings account, and protected accounts. The Obligated Reserved accounts will not be included in this review.
 - b. This review will be conducted before the Release Counselor meets with the AIC to review and agree to the conditions of supervision or meets with the AIC to discuss transportation for their day of release.
 - c. Upon review of the trust account history, if the Release Counselor determines money has been transferred out of the trust account totaling more than \$500.00 within six months of release, the Release Counselor will inform a Release Services Manager for further review and determination if the release funds will be approved and distributed to the AIC. Upon completion of the review, the Release Services Manager will notify the Release Counselor if release funds are approved.
2. Based on information gathered during the review, the Release Counselor will determine if the AIC will be given the release funds.
 3. Release funds allocated to the releasee by the department shall not to exceed \$100.

B. Distribution and Notification of Funds

1. The Release Counselor will complete an Incidental Funds form and submit it to Central Trust via email.
2. The Release Counselor will notify the AIC of the release funds being requested.
3. The Release Counselor will enter a chronological note in the DOC 400 Corrections Information System (CIS) stating release funds have been requested for the AIC.
4. If the Release Counselor has requested release funds and is aware the funds will not be immediately available to the AIC upon release, the Release Counselor will inform the Community Corrections office via email that the AIC will release without access to funds. The funds will either be placed directly onto the AIC's Oregon Trail Card, a gift card will be provided in the requested amount, or, if the other two options are not available, a check will be mailed to the address provided by the AIC.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _____signature on file _____
Julie Vaughn, Rules Coordinator

Approved: _____signature on file _____
Heidi Steward, Acting Director