ALLEGHENY COUNTY BUREAU OF CORRECTIONS	**APPLICABILITY: All Authorized Personnel**	
	POLICY NUMBER: #310	**DATE: 6/1/15** **REVIEWED: 8/7/20**
	TITLE: Indigence **ACA Standard: 6A-09**	
	AUTHORIZED BY: ORLANDO L. HARPER **SIGNATURE:** Orlando L. Harper	

POLICY

It is the policy of the Allegheny County Bureau of Corrections to provide all indigent inmates access to healthcare, programs, services and activities regardless of their inability to pay. Furthermore, it is the policy that inmates determined to be indigent shall be provided with articles to obtain satisfactory personal hygiene.

APPLICABLE POPULATIONS

This policy applies to any indigent inmate housed in the Allegheny County Jail. Indigence status applies to those that have $2.00 or less in their account for a thirty (30) day period.

PROCEDURAL GUIDELINES

Postal Supplies

Indigent inmates shall receive six (6) stamped envelopes a month and are to follow the below stated procedures to request these supplies:

- The inmate shall use an Inmate Request Form addressed to the Inmate Account Supervisor requesting stamped envelopes.
- If not approved, the inmate will receive notice back from the Inmate Account Supervisor informing them that they are not approved at this time. The notification will include the date that they will be eligible for the supplies.
- The inmate will carry a negative balance for the stamped envelopes for the entire length of stay. Money will be deducted from the inmates' account when the funds become available.

Distribution of envelopes occurs as follows:

- Envelopes will be distributed to the Unit Managers on Friday's between the hours of 10:00am and 11:00am and they are to be distributed by the end of their shift. Unit Managers may pick up the envelopes if available before this time.

- Inmates are to sign a receipt for the received envelopes which is to be turned into the Inmate Account Supervisor on the day it was signed.

Clothing Supplies

Indigent inmates shall be afforded the opportunity to receive necessary hygiene articles, t-shirts, underwear, and socks by writing their Unit Manager utilizing the Indigent Request Form and once received, the Unit Manager is to:

- Check to make sure the inmate is eligible for the necessary items by reviewing the inmate's trust account and verifying his or her status. Once verified, the Unit Manager approves the Indigent Request Form and forwards to the Supply Sergeant.
- The Supply Department will distribute the articles out monthly. A record of who has received an indigent package is to be tracked in OMS under the "Clothing" tab and this is to be updated by the Supply Department.
- Indigent inmates are authorized, every month, one (1) t-shirt, two (2) pairs of underwear, two (2) sets of socks, and a hygiene kit. Every two (2) months they may receive a pair of Institutional footwear, and every three (3) months they may receive a laundry bag.

Hygiene Supplies

- The Chaplain's Office receives donations for inmate welfare. When available, they may supply indigent inmates with hygiene items. The contents of the packages may vary dependent on the donations of goods and availability of products. Inmates may submit a request directly to the Chaplaincy to request a hygiene packet.

Reconciling Debts Occurred

When monies are applied to an inmate's account and they have previously received stamped envelopes or incurred other debts, the following process is applied:

- Fifty (50) percent of all money received by an inmate is applied to the debt before any commissary can be purchased.
- If an inmate is released with a negative balance and returns to the jail, the negative balance shall be carried over until the debt is satisfied.