



Inmate Welfare Trust Fund

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SUMMARY

California Penal Code §4025 authorizes a county sheriff to establish, maintain, and operate a store in connection with the county jail, and to deposit any profit into an Inmate Welfare Trust Fund (IWTF) in the county treasury. Section 4025 further requires that IWTF monies be used to provide services essential to the benefit, welfare, and education of the inmates confined in a county's detention facilities.

In view of the purposes of IWTF monies as set forth in Section 4025(e), the 2013-2014 San Mateo County Civil Grand Jury (Grand Jury) deemed it advisable to review the revenues and expenditures of the IWTF in San Mateo County (County) to determine if the fund is being administered as prescribed by law.

The Grand Jury found that IWTF administrators, service providers, and volunteers are dedicated to providing services and programs for the benefit, welfare, and educational needs of the inmates.¹ Of special note, in fiscal year 2012-2013, over 600 volunteers provided an estimated 32,000 hours of service to inmates.² The Grand Jury also found, however, that the Sheriff's Office did not appear to comply with Section §4011.2, which requires certain inmate monies to be deposited in the County's general fund as opposed to the IWTF.

BACKGROUND

In San Mateo County, the IWTF is administered by the San Mateo County Sheriff (Sheriff's Office) who formed the IWTF committee (Committee). The Committee consists of the Assistant Sheriff serving as committee chair, the Corrections Division Commander serving as the deputy administrator of the fund, a representative of the community, a financial services manager, a program services manager, and a management analyst.

The Committee is responsible for:

- Meeting a minimum of once per year
- Collecting and safeguarding funds
- Controlling expenditures
- Directing the Sheriff's Accounting Unit to develop an annual IWTF budget for the fiscal year's activities

¹ Appendix D contains a detailed accounting of how IWTF funds are used to provide services essential to the benefit, welfare, and educational needs of the inmates.

² Francone, K. to Inmate Welfare Trust Fund Committee (2013, May 10). Inmate welfare fund 2013-2014 request. *Service League of San Mateo County*. Received from Sheriff's Department January 21, 2014.

- Directing the Sheriff's Accounting Unit, in conjunction with County Purchasing, to negotiate contracts with providers and vendors

IWTF monies are non-taxpayer funds that come primarily from revenue generated by inmate use of pay telephones, a portion of gross sales of inmate hobbycraft, and profits from inmate purchases from the jail commissary. Other sources of revenue include interest earned on deposits and rental fees for lockers at the jail.³ These monies are used to pay, in whole or in part, for a wide variety of inmate services. All revenue is deposited into the IWTF account, which is kept in the County treasury, and is invested by the Treasurer along with other County funds. Interest earned from these investments is also deposited in the IWTF.

In 2013, the County entered into a 3-year agreement with Securus Technologies, Inc. (Securus) to provide telephone services within the County's correctional facilities.⁴ In exchange for that exclusive license, Securus pays a percentage from all local, long distance and prepaid calls into the IWTF. At the beginning of each year, Securus will pay a guaranteed minimum of \$820,000 for the first year and \$795,000 for subsequent years of the contract. During the year, Securus determines the amount owed to the County based on the number of actual calls made. If the amount due to the County exceeds the guaranteed minimum, the Securus makes an additional payment to the County (in the amount of the excess) at the end of the year. If the amount due to the County is less than the guaranteed minimum, then no additional monies are paid.

The Sheriff's Office operates the jail commissary, the proceeds of which are deposited into the IWTF. Inmates are entitled to purchase items from the commissary⁵ with funds that have been deposited into their personal accounts, primarily from the inmate's family and/or friends.

The largest expenditures from the IWTF account are for contractual services and commissary operating expenses (cost of goods, etc.). Contractual services are those deemed essential by the IWTF committee for the benefit, welfare, and educational needs of the inmates. They include those services provided by the non-profit Service League of San Mateo County, mental health counseling, the CHOICES substance abuse treatment program, the Culinary Program, GED educational services, Project Read, the T.A.I.L.S. program, libraries, and purchases for inmate recreation.⁶

Each year, providers of inmate services submit a request for funds to the IWTF committee. The decision on how these funds are to be allocated is based upon the IWTF available funding, year-end projections, providers requests, and how service levels benefit the inmate population.⁷ The San Mateo County Board of Supervisors approves all contracts in excess of \$100,000.

³ Sheriff's Department. (n.d.), *Inmate Welfare Trust Fund: Description of Revenue Sources and Expenditures*. Received from Sheriff's Office on November 27, 2013.

⁴ Munks, G., San Mateo County Sheriff to Board of Supervisors. (2013, May 7). Agreement for inmate telephone services. *San Mateo County Board of Supervisors Agenda*. Pdf pp 391-418. Retrieved February 1, 2014, from http://www.co.sanmateo.ca.us/bos.dir/BosAgendas/agendas2013/Agenda20130409/text_currentagenda.pdf

⁵ See Appendix B Commissary by Description with Markup – 8 Nov 2013

⁶ See Appendix D Programs and Services

⁷ Response to questionnaire dated November 26, 2013

METHODOLOGY

The Grand Jury's Findings and Recommendations were based upon a study of relevant documents, visits to the County's adult correctional facilities and interviews with IWTF committee members and service providers.

Documents

A detailed list of the documents, websites, and newspaper articles reviewed is available in the bibliography.

Site Tours

- Maguire Correctional Facility
- Women's Correctional Facility
- Men's and Women's Transitional Facility
- The Commissary (located at the Maguire Correctional Facility)

Interviews

The Grand Jury interviewed individuals from the following entities:

- IWTF Committee
- Project Read
- San Mateo County Controller's Office
- Service League of San Mateo County

DISCUSSION

The Grand Jury reviewed the IWTF's expenditures and has determined that the funds are being used as intended. When conducting interviews, listening to presentations, and visiting jail sites, the Grand Jury found, without exception, program administrators and volunteers motivated to help willing inmates with their in-custody and post-release needs. Of special note is that, in fiscal year 2012-2013, over 600 volunteers provided an estimated 32,000 hours of service to inmates.⁸

The types of activities provided by program administrators and volunteers includes offering child care services during visitation times, teaching inmates how to fill out job applications, providing message services (delivering messages for indigent inmates, who cannot afford to use the phone, to and from family, friends, etc.), teaching inmates how to cook and providing religious services. These and many other services and programs, which are funded, in whole or in part, by the IWTF, help inmates prepare for reentry into the community.⁹

⁸ Francone, K. to Inmate Welfare Trust Fund Committee (2013, May 10). Inmate welfare fund 2013-2014 request. *Service League of San Mateo County*. Received from Sheriff's Department January 21, 2014.

⁹ See Appendix D Programs and Services

Notwithstanding the foregoing, the Grand Jury’s investigation yielded at least three areas for improvement. First, the Grand Jury found a problem with adherence to California Penal Code §4011.2,¹⁰ which authorizes the Sheriff to withhold three dollars for each inmate-initiated medical visit from such inmate’s personal account. Dental appointments and prescriptions also have a three-dollar charge, although indigent inmates are not charged for medical or dental visits or for prescriptions. Section 4011.2(f) states that “All moneys received by a sheriff, chief or director of corrections, or chief of police pursuant to this section shall be transferred to the county or city *general fund*.” (emphasis supplied) A review of the Fiscal Year 2013-2014 Inmate Welfare Trust Fund Budget¹¹ however, indicates that such amounts appear instead to be targeted for deposit in the IWTF. In FY 2013-2014, the amount budgeted was \$13,352. Thus, it appears that the aforementioned patient fees are not being deposited in the County’s general fund, but are instead being deemed as revenues in the IWTF.

Second, from its review of the County’s contract with the Service League, the Grand Jury finds that the County could better delineate how IWTF monies are spent and, more specifically, could better insure that IWTF monies are not spent on services outside the scope of Section 4025. As noted previously, Section 4025 provides that IWTF monies can only be utilized for the benefit of inmates (as opposed to released inmates). Notwithstanding this restriction, the County’s most recent contract with the Service League indicates that the County is paying \$154,292 for “inmate release services” which include “assistance regarding release needs, re-entry counseling, letters of identification and emergency assistance, *i.e.*, transportation, food, lodging, and referral to support services.” While \$200,000 in funding for the Service League contract comes from the Sheriff’s general fund, the County could more clearly delineate the source of funds for services to released inmates either through more specific contract provisions or by providing for such services in a separate contract altogether.

Finally, the Grand Jury understands that there is value in providing services to released inmates. The Grand Jury notes that California Penal Code §4025.5 creates a pilot program in eleven counties allowing IWTFs to be used for “...assistance with the reentry process within 30 days after the inmate’s release. The assistance provided may include work placement, counseling, obtaining proper identification, education, and housing.” Although the number of counties in the state’s pilot program has increased since its inception, San Mateo County is not currently listed as a participant.

FINDINGS

- F1. Medical, dental and prescription fees deducted from inmates’ personal accounts are budgeted as revenues in the IWTF and do not appear to be forwarded to the County’s general fund as prescribed by California Penal Code §4011.2.
- F2. The County’s current contract with the Service League does not specify the source of funds for “inmate release services.”

¹⁰ Legislative Counsel of California. (updated daily). Penal code section 4000-4030. *Official California Legislative Information*. Retrieved January 14, 2014, from <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=03001-04000&file=4000-4030>

¹¹ See Appendix A Sheriff’s Department – Inmate Welfare Trust Fund Budget FY 2013-2014

- F3. San Mateo County is not one of the eleven participating counties in the state's pilot program (set forth in California Penal Code §4025.5) which would allow IWTF monies to be utilized as a source of funds for services to released inmates.

RECOMMENDATIONS

- R1. For FY2013-14 and all future fiscal years, the medical, dental and prescription fees deducted from inmates' personal accounts should be transferred to the County's general fund, as prescribed by California Penal Code §4011.2.
- R2. Beginning with the FY2014-15 contract for the inmate services currently provided by the Service League, the County should more clearly delineate the source of funds for services to released inmates either through more specific contract provisions or by providing for such services in a separate contract altogether.
- R3. By December 31, 2014, develop a proposal for inclusion as one of the counties in the State's pilot program allowing the County's IWTF to be utilized as a source of funds for services to released inmates.

REQUEST FOR RESPONSES

Pursuant to Penal Code §933.05, the Grand Jury requests a response from the San Mateo County Sheriff.

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APPENDIX A SHERIFF'S DEPARTMENT – INMATE WELFARE TRUST FUND BUDGET FY2013-2014

SHERIFF'S DEPARTMENT - INMATE WELFARE TRUST FUND						
Budget FY2013-14						
<i>Adopted by the IWTF Committee on Tuesday June 4, 2013</i>						
	Fiscal Year - Actuals				Budget	Adopted Budget
	2008-09	2009-10	2010-11	FY2011-12	FY2012-13	FY2013-14
Commissary Operations						
Commissary Sales						
Commissary	\$1,243,822	\$1,200,724	\$1,101,449	\$1,097,986	\$1,047,122	\$1,015,027
Prepaid Phone Cards	\$296,580	\$285,980	\$255,060	\$244,460	\$240,360	\$207,080
	\$1,540,402	\$1,486,704	\$1,356,509	\$1,342,446	\$1,287,482	\$1,222,107
Cost of Goods Sold:						
Beginning Inventory - July 01						
Commissary	\$21,030	\$30,687	\$23,620	\$21,104	\$24,045	\$24,045
Prepaid Phone Cards	\$5,280	\$2,970	\$6,980	\$5,450	\$9,840	\$9,840
	\$26,310	\$33,657	\$30,600	\$26,554	\$33,885	\$33,885
Add: Purchases						
Commissary	\$627,585	\$590,585	\$503,470	\$497,585	\$516,238	\$450,955
Prepaid Phone Cards	\$146,000	\$147,000	\$126,000	\$125,000	\$130,000	\$36,653
	\$773,585	\$737,585	\$629,470	\$622,585	\$646,238	\$487,608
Cost of Goods Available for Sale						
Commissary	\$648,615	\$621,272	\$527,090	\$518,689	\$540,283	\$475,000
Prepaid Phone Cards	\$151,280	\$149,970	\$132,980	\$130,450	\$139,840	\$46,493
	\$799,895	\$771,242	\$660,070	\$649,139	\$680,123	\$521,493
Less: Ending Inventory - June 30						
Commissary	\$30,687	\$23,620	\$21,104	\$32,004	\$24,045	\$24,045
Prepaid Phone Cards	\$2,970	\$6,980	\$5,450	\$8,220	\$9,840	\$11,300
	\$33,657	\$30,600	\$26,554	\$40,224	\$33,885	\$35,345
Cost of Goods Sold						
Commissary	\$617,928	\$597,651	\$505,987	\$486,685	\$516,238	\$450,955
Prepaid Phone Cards	\$148,310	\$142,990	\$127,530	\$122,230	\$130,000	\$35,193
	\$766,238	\$740,641	\$633,517	\$608,915	\$646,238	\$486,148
Gross Profit						
Commissary	\$625,894	\$603,073	\$595,462	\$611,301	\$530,884	\$564,072
Prepaid Phone Cards	\$148,270	\$142,990	\$127,530	\$122,230	\$110,360	\$171,887
	\$774,164	\$746,063	\$722,992	\$733,531	\$641,244	\$735,959
Less Gross Profit Prepaid Phone Cards	(\$148,270)	(\$142,990)	(\$127,530)	(\$122,230)	(\$110,360)	(\$171,887)
Gross Commissary Profit (excl Prepaid Phone Cards)	\$625,894	\$603,073	\$595,462	\$611,301	\$530,884	\$564,072

Prepared by N.Nair
For Inmate Welfare Committee Members Information Only

Budget FY2013-2014 - Commissary Operations

SHERIFF'S DEPARTMENT - INMATE WELFARE TRUST FUND
Budget FY2013-14

Adopted by the IWTF Committee on Tuesday June 4, 2013

	Fiscal Year - Actuals				Budget	Adopted Budget
	2008-09	2009-10	2010-11	FY2011-12	FY2012-13	FY2013-14
Expenses						
Operating Expenses:						
Salaries and Benefits	\$431,518	\$419,030	\$407,034	\$351,831	\$414,096	\$467,417
Office Supplies	\$2,156	\$975	\$1,851	\$2,495	\$2,500	\$3,000
Paper Products	\$730	\$0	\$0	\$0	\$0	\$1,000
Meetings, Conf., Training, Mileage		\$0	\$0	\$0	\$300	\$300
Computer Equipment		\$0	\$0	\$0	\$2,500	\$2,500
Service League Children's Xmas Contribution	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
Office Furniture	\$620	\$0	\$3,439	\$0		
Automation Service-IFAS Charges	\$678	\$678	\$678	\$678	\$678	\$678
SHARP/Toshiba/Stringer(Copy Machine)	\$2,629	\$2,679	\$3,009	\$2,699	\$3,200	\$3,500
Grocery Bags	\$5,565	\$5,063	\$5,942	\$5,745	\$5,300	\$5,300
Vehicle Expenses			\$0	\$0	\$0	\$2,500
Commissary Samples			\$0	\$0	\$50	\$50
Commissary Uniforms	\$1,239		\$1,232	\$844	\$1,500	\$1,500
Sub-Total Operating Expenses	\$446,134	\$426,425	\$424,185	\$364,292	\$431,124	\$488,745
Other Expenses						
Audit Fees			\$5,635	\$5,804	\$9,281	\$8,000
Motor Vehicle expenses (Public Works)			\$654	\$281	\$1,200	\$2,500
Auto Liability Insurance			\$750	\$750	\$687	\$687
General Liability Insurance			\$3,504	\$3,504	\$3,503	\$3,503
Contract Expenses (COMICS)			\$285	\$0	\$9,421	\$9,421
Computers/Printers/Fax Repairs				\$0	\$1,000	\$1,000
Bond Insurance			\$120	\$120	\$122	\$122
Misc. Expenses			\$812	\$447	\$3,677	\$2,392
Admin Overhead Costs			\$15,231	\$15,892	\$13,659	\$14,214
Sub-Total Other Expenses			\$26,991	\$26,798	\$42,550	\$41,839
Total Expenses			\$451,175	\$391,090	\$473,674	\$530,584
Net Profit/(Loss)	\$179,760	\$174,648	\$144,287	\$220,211	\$57,210	\$33,488

Prepared by N.Nair
 For Inmate Welfare Committee Members Information Only

Budget FY2013-2014 - Expenses

SHERIFF'S DEPARTMENT - INMATE WELFARE TRUST FUND
Budget FY2013-14

Adopted by the IWTF Committee on Tuesday June 4, 2013

	Fiscal Year - Actuals				Budget	Adopted Budget
	2008-09	2009-10	2010-11	FY2011-12	FY2012-13	FY2013-14
Other Revenues						
Interest Earned	-\$34,763	\$5,877	\$4,779	\$4,612	\$5,933	\$5,933
* Inmate Phone Commission	\$600,445	\$600,432	\$715,288	\$620,000	\$600,000	\$820,000
Securus (New Contract)						
Inmate Prepaid Phone Card Commission	\$148,270	\$142,990	\$127,530	\$122,230	\$120,000	\$171,887
Contract Execution Payment	\$125,000	\$125,000	\$125,000	\$125,000	\$100,000	\$0
Patient Fees	\$16,481	\$18,076	\$13,714	\$15,528	\$14,195	\$13,352
Discount Earned	\$22	\$8	\$0	\$0	\$0	\$0
Misc. Revenues	\$1,783	\$901	\$9	\$5,594	\$4,800	\$4,800
Lehman Recovery Pool				\$3,558		
Total Other Revenues	\$857,237	\$893,284	\$986,320	\$896,522	\$844,928	\$1,015,972
Total Revenues	\$1,036,997	\$1,067,931	\$1,130,607	\$1,116,733	\$902,138	\$1,049,460
Disbursements						
Contractual Services (External)	\$1,222,104	\$1,253,047	\$948,837	\$948,804	\$948,804	\$948,804
Contingencies	\$43,787	\$41,408		\$0		
Facility Budgets (Jails)	\$43,105	\$30,554	\$40,871	\$34,252	\$45,944	\$45,944
Total Disbursements	\$1,308,995	\$1,325,008	\$989,708	\$983,056	\$994,748	\$994,748
Excess Disbursements over Revenues	-\$271,998	-\$257,077	\$140,899	\$133,677	(\$92,610)	\$54,712
Add: Beginning Fund Balance - July 1	\$801,920	\$529,922	\$272,845	\$413,744	\$480,041	\$420,119
ADJUSTMENTS:						
Fund Balance	\$529,922	\$272,845	\$413,744	\$547,421	\$387,431	\$474,831

Lehman Brothers Loss \$58,966.80 (FY2008/09)
Disbursements to service providers reduced by approx 25% in FY2010/11

Prepared by N.Nair
For Inmate Welfare Committee Members Information Only

Budget FY2013-2014 – Other Revenues/Disbursements

APPENDIX B COMMISSARY BY DESCRIPTION WITH MARKUP - 8 NOV 2013

Page 1 - Commissary By Description with Markup OverRide - 16:28:00 08 Nov 2013

Stk#	DESCRIPTION.....	On... hand	Unit... cost	List.. price	Total.... value	MarkUp.. Override
500	#1 - 8-PCK CRACKERS	86	2.0000	4.60	172.00	130.00
915	\$20.00 PHONE CARD	885	3.5400	20.00	3,132.90	465.00
169	10 SINGLE SERVINGS-TASTERS CHO	119	2.4700	5.70	293.93	130.00
302	AFTA SHAVE	20	2.3544	5.40	47.09	130.00
235	ARMOUR NO BEANS CHILI	33	1.2300	2.80	40.59	130.00
352	ATHLETE FOOT CREAM	40	1.3952	3.20	55.81	130.00
238	BABY OIL, CRAWFORD	118	0.5886	1.40	69.45	130.00
234	BABY RUTH	0	0.5945	1.40	0.00	130.00
353	BBQ CORN NUTS	52	0.6300	1.50	32.76	130.00
767	BBQ HOT CHIPS	0	1.2000	2.80	0.00	130.00
766	BBQ POTATO CHIPS	0	1.2000	2.80	0.00	130.00
194	BIG BAG OF COFFEE	293	5.8900	13.60	1,725.77	130.00
240	BLACK BEANS	43	0.9900	2.30	42.57	130.00
257	BLUEBERRY POPTART	49	1.4900	3.40	73.01	130.00
410	BOOK OF STAMPS, TWENTY .46 CEN	332	9.2000	9.20	3,054.40	0.00
187	BOTTLE OF COKE 20 OZ	0	1.0000	2.30	0.00	130.00
913	BRUSHY CREEK CHILI HOT	41	1.3300	3.10	54.53	130.00
399	BUTTERFINGER	0	0.8075	1.90	0.00	130.00
258	CACTUS ANNIE TORTILLA CHIP	0	0.7000	1.60	0.00	130.00
232	CARAMEL CORN	161	0.5900	1.40	94.99	130.00
510	CARDS, PINOCHLE	31	1.3516	3.10	41.90	130.00
135	CARDS, W.S. AVIATOR POKER STAV	47	1.3516	3.10	56.77	130.00
193	CARNATION COCOA	179	1.2000	2.80	214.80	130.00
102	CHAPSTICK	70	1.3139	3.00	91.97	130.00
548	CHEESE CHIP	0	2.0000	4.60	0.00	130.00
149	CHESTNUTS 2 OZ - 2 PACK	300	0.9000	2.10	270.00	130.00
902	CHICKEN RAMEN	565	1.5000	3.80	847.50	150.00
903	CHILI RAMEN	267	1.5000	3.80	400.50	150.00
167	CHOCOLATE CHIP COOKIE-6OZ BAG	294	0.7700	1.80	226.38	130.00
186	CINNAMON SWIRL	0	0.6000	1.40	0.00	130.00
188	CITY COW CHEESE 2 OZ	587	0.4700	1.10	275.89	130.00
542	CLOGS - Size 10	2	5.0958	11.70	10.19	130.00
544	CLOGS - Size 11	1	5.0958	11.70	5.10	130.00
545	CLOGS - Size 12	3	5.0958	11.70	15.29	130.00
540	CLOGS - Size 9	3	5.0958	11.70	15.29	130.00
368	CORN CHIP	0	1.7400	4.00	0.00	130.00
549	CORN CHIP HOT	8	1.7800	4.10	14.24	130.00
259	CORNED MEAT	0	1.9900	4.60	0.00	130.00
161	COUGH DROPS CHERRY	31	0.9919	2.30	30.75	130.00
255	CREAMER NON-DAIRY	0	1.1500	2.70	0.00	130.00
773	CRUNCH BAR	0	0.6000	1.40	0.00	130.00
236	CRYSTAL LIGHT RASPBERRY ICE	169	0.3600	0.80	60.84	130.00
760	DANDREX 11 OZ SHAMPOO	24	3.7496	8.60	89.99	130.00
113	DENTAL FLOSS	231	1.5750	3.60	363.83	130.00
105	DEODORANT, ROLL-ON	187	1.2317	2.80	230.33	130.00
543	DIP	0	0.7800	1.80	0.00	130.00
701	DORITOS 8 OZ	1	1.5000	3.50	1.50	130.00
700	DOVE UNSCENTED SOAP	215	1.6132	2.40	346.84	50.00
359	DUPLEX CREMES	243	1.3800	3.20	335.34	130.00
415	ENVELOPE # 10	2,362	0.0767	0.20	181.17	130.00
203	EYEBROW LINER - BLACK	19	1.3843	3.20	26.30	130.00
769	FAJITA	0	2.4600	5.70	0.00	130.00

Stk#	DESCRIPTION.....	On... hand	Unit... cost	List.. price	Total.... value	MarkUp.. Override
518	FISH STEAKS	361	0.7900	1.80	285.19	130.00
326	FRUIT PUNCH 10-PK	105	0.9000	2.10	94.50	130.00
195	FUEGO CHIPS	0	2.4600	5.70	0.00	130.00
772	COGCOO	0	0.4300	1.00	0.00	130.00
249	GRANOLA BAR 8 PACK	44	2.5100	5.80	110.44	130.00
546	GUACAMOLE CHIPS	0	2.0000	4.60	0.00	130.00
761	HABANERO TORTILLA	0	1.8000	4.10	0.00	130.00
107	HAIR BRUSH, MILITARY STYLE (NO	19	2.4089	5.50	45.77	130.00
205	HAIR BRUSH, WOMEN'S PROFESSION	16	1.1772	2.70	18.84	130.00
109	HAIR GEL, MENONEN PROTEIN 29 -	30	2.6596	6.10	79.79	130.00
208	HAIR ROLLERS, FOAM - LARGE 10	4	1.6167	3.70	6.47	130.00
112	HERITAGE SKIN CREAM (LIKE NOXE	21	1.7767	4.10	37.31	130.00
522	MERBNEY BLISS MILK CHOCOLATE	0	0.5200	1.20	0.00	130.00
170	HONEY BUNS	867	0.7100	1.60	615.57	130.00
181	HOT SAUCE, JALAPENO - 12 PACK	140	0.6300	1.50	88.20	130.00
932	HUNK CANDY	405	0.5500	1.30	222.75	130.00
172	HYDROCORTISONE CREAM 10 PACKS	49	1.6789	3.90	82.27	130.00
184	HYGIENE KIT	5,533	0.3600	0.80	1,991.88	130.00
610	HYGIENE KIT	191	0.1000	0.10	19.10	0.00
620	HYGIENE KIT	284	0.2000	0.20	58.00	0.00
630	HYGIENE KIT	275	0.3000	0.30	82.50	0.00
640	HYGIENE KIT	294	0.4000	0.40	117.60	0.00
650	HYGIENE KIT	290	0.5000	0.50	145.00	0.00
660	HYGIENE KIT	296	0.6000	0.60	177.60	0.00
670	HYGIENE KIT	320	0.7000	0.70	224.00	0.00
433	ICE TEA W/ LEMON	1,214	0.1000	0.30	121.40	145.00
539	JALAPENO SLICES 0.7 OZ	187	0.3017	0.70	56.42	130.00
533	JERKEY BEEF	140	1.0134	2.30	141.88	130.00
245	JOLLY RANCHER ASSORTED	0	0.6100	1.40	0.00	130.00
355	JUST CHIPS	0	1.7600	4.10	0.00	130.00
202	LADY SPEED STICK DEODORANT 1.5	28	2.0165	4.60	56.46	130.00
185	LARGE HYGIENE KIT	0	0.5780	1.30	0.00	130.00
192	LASAGNA	0	1.2400	2.90	0.00	130.00
921	LIME SHRIMP	0	0.2300	0.70	0.00	185.00
509	LONG JOHN	0	0.5800	1.30	0.00	130.00
762	M & M PEANUT	482	0.7200	1.70	347.04	130.00
223	M&M PLAIN	0	0.5172	1.20	0.00	130.00
537	MACKERAL	102	1.1000	2.50	112.20	130.00
116	MAGIC SHAVING CREAM, 6 OZ.	13	3.5316	8.10	45.91	130.00
140	MANILA ENVELOPE 9*X12"	840	0.0860	0.20	72.24	130.00
211	MASCARA, BLACK	7	1.3843	3.20	9.69	130.00
744	MAYO-12 CT STRIP	98	0.8000	1.80	78.40	130.00
702	MILD SKIN LOTION 15 OZ	25	2.2890	5.30	57.23	130.00
174	MILKY WAY	192	0.6700	1.50	128.64	130.00
111	MOONLODGE JALAPENO CHIPS	1	1.2000	2.80	1.20	130.00
168	MULTIVITAMINS	13	4.4908	10.30	58.38	130.00
225	MUSKETEER BAR	0	0.6000	1.40	0.00	130.00
189	OATMEAL, ASSORTED	76	2.4800	5.70	188.48	130.00
209	PANTILINER - BOX OF 22	9	1.1610	2.70	10.45	130.00
148	PAPER TABLET, LETTER SIZE - RU	166	0.8452	1.90	140.30	130.00
197	PEANUTS HOT	171	0.4600	1.10	78.66	130.00
141	PENCILS, 3 1/2" COLORED SET OF	20	1.8094	4.20	36.19	130.00

Stk#	DESCRIPTION.....	On... hand	Unit... cost	List.. price	Total.... value	MarkUp.. Override
104	POMADE, PRO GLO - 4 OZ	44	1.4715	3.40	64.75	130.00
173	POP TART-STRAWBERRY	0	1.4900	3.40	0.00	130.00
301	PORK RINDS	247	1.3000	3.00	321.10	130.00
262	PREMIUM POULTRY	57	2.2400	5.20	127.68	130.00
230	PROPRINAL	692	1.4760	3.40	1,021.39	130.00
421	RAZOR - TWIN BLADE DISPOSABLE	569	0.1407	0.40	80.06	150.00
142	READING GLASSES 125	15	8.1750	18.80	122.63	130.00
143	READING GLASSES 225	12	8.1750	18.80	98.10	130.00
144	READING GLASSES 325	29	8.1750	18.80	237.08	130.00
253	RESEES	0	0.6000	1.40	0.00	130.00
214	RELAXER CONDITIONER-DARK & LOV	6	7.8698	18.10	47.22	130.00
901	ROAST BEEF RAMEN	492	1.5000	3.80	738.00	150.00
131	ROLAIDS	0	0.7975	1.80	0.00	130.00
521	RR BEEF SUMMER SAUSAGE	167	1.6600	3.80	277.22	130.00
432	SALMON FLAKES	0	1.3100	3.00	0.00	130.00
226	SALTINES	0	1.0800	2.50	0.00	130.00
357	SARDINES-HOT TOMATO SAUCE	0	0.8200	1.90	0.00	130.00
130	SHABANG CHIPS	689	1.2000	2.80	826.80	130.00
343	SHAMPOO & COND BODY WASH 15OZ	98	2.3435	5.40	229.66	130.00
122	SHAVING CREAM-PROTECTION 7 OZ	33	1.7222	4.00	56.83	130.00
390	SHREDDED BEEF	53	2.9500	6.80	156.35	130.00
920	SHRIMP CAJUN RAMEN	456	0.2300	0.70	104.88	185.00
754	Size 10, Step-Ins	0	5.6838	13.10	0.00	130.00
755	Size 11, Step-Ins	0	5.6838	13.10	0.00	130.00
756	Size 12, Step-Ins	0	5.3900	12.40	0.00	130.00
757	Size 13, Step-Ins	0	5.3900	12.40	0.00	130.00
758	Size 14, Step-Ins	10	5.3900	12.40	53.90	130.00
759	Size 15, Step-Ins	15	5.3900	12.40	80.85	130.00
749	Size 5, Step-Ins	9	5.0099	11.50	45.09	130.00
750	Size 6, Step-Ins	0	5.0099	11.50	0.00	130.00
751	Size 7, Step-Ins	0	5.0099	11.50	0.00	130.00
752	Size 8, Step-Ins	0	5.6379	13.00	0.00	130.00
753	Size 9, Step-Ins	0	5.6838	13.10	0.00	130.00
147	SKETCH/DRAWING PAD, WHITE 8.5	170	0.9542	2.20	162.21	130.00
100	SKITTLES	195	0.6000	1.40	117.00	130.00
158	SMOKED OYSTERS	78	1.3500	3.10	105.30	130.00
165	SNICKERS	378	0.6692	1.50	252.96	130.00
703	SOAP DISH	45	0.4033	0.90	18.15	130.00
254	SOCIAL CRACKERS	0	2.9000	6.70	0.00	130.00
512	SOUR CREAM	0	1.2000	2.80	0.00	130.00
139	SOY SAUCE - 10 PACK	75	1.0000	2.30	75.00	130.00
600	SPICY BEANS & RICE 2-PK	86	1.3267	3.20	114.10	140.00
175	STARTER KIT NACHO	0	3.5000	8.10	0.00	130.00
505	STEW BEEF 11.25 OZ SERVING	62	1.2300	2.80	76.26	130.00
191	STRAWBERRY DANISH	0	0.5800	1.30	0.00	130.00
123	SUDO-TAB (COLD DECONGESTANT)	114	1.8194	4.20	207.41	130.00
271	SUGAR CUBES, 1 LB. BOX	94	1.6700	3.80	156.98	130.00
171	SWEETNER, NUTRA SWEET PKG OF 1	740	0.2500	0.60	185.00	130.00
204	TEA BAG	0	1.5000	3.50	0.00	130.00
128	TOOTHBRUSH	288	0.5846	1.30	168.36	130.00
127	TOOTHPASTE	132	1.6350	2.50	215.82	50.00
256	TORTILLA - FLOUR	332	0.9000	2.10	298.80	130.00

Stk#	DESCRIPTION.....	On... hand	Unit... cost	List.. price	Total.... value	Markup.. Override
136	TUMBLER, 22 OZ. SIZE	466	0.4469	1.00	208.26	130.00
178	TUMS 3-PACK	46	1.8966	4.40	87.24	130.00
369	TUNA	110	1.6200	3.70	178.20	130.00
156	TWIX	195	0.6000	1.40	117.00	130.00
912	TWIZZLERS STRAWBERRY TWISTS	58	1.0000	2.30	58.00	130.00
904	VEGETABLE RAMEN	0	0.2300	0.70	0.00	185.00
411	VELVEETA SPICY	113	0.9700	2.20	109.61	130.00
138	WAFER	1,022	0.3200	0.80	327.04	140.00
911	WHITE RICE	142	0.6900	1.60	97.98	130.00
196	WILD FRUIT, SUGAR FREE 1.75 OZ	297	0.5760	1.30	171.07	130.00
763	YELLOW FIN TUNA IN CHILI SAUCE	0	1.5000	3.50	0.00	130.00
146	Z	0	0.000	0.00	0.00	
237	Z	0	0.0000	0.00	0.00	130.00
					27,478.55	

[405] 169 items listed out of 169 items.

APPENDIX C APPLICATION FUNDING SUMMARY

Application Funding Summary
 Inmate Welfare Trust Fund FY 2013-14

Contractors & Facilities	Award Amount Last Year FY 2012/13	REQUESTED Funding FY 2013/14	APPROVED Funding FY 2013/14
Office of Education Inmate Education - GED	\$124,306	\$185,137	\$124,306
Service League	\$469,054	\$669,054	\$469,054
		SL received a contract for FY 13/14 of \$669,054 (\$469,054 from IWF and \$200,00 from the General Fund (Reserves))	
Project READ	\$15,000	\$15,000	\$15,000
CHOICES Correctional Health Services	\$202,967	\$446,272	\$202,967
Mental Health Correctional Health Services	\$137,477	\$724,734	\$137,477
MCF Maguire Correctional Facility	\$31,350	\$31,430	\$31,350
Maple Street Complex WCC/MTE/WTF	\$14,594	\$14,594	\$14,594
TOTAL	\$994,748	\$2,086,221	\$994,748

APPENDIX D PROGRAMS AND SERVICES

Programs and services offered at the Men and Women's Transitional Facilities

- **T.A.I.L.S. Program (Transitioning Animals into Loving Situations)**
The T.A.I.L.S. Program is a partnership between the San Mateo County Sheriff's Office and the Peninsula Humane Society & SPCA (PHS/SPCA). Minimum security inmates train, socialize and care for homeless dogs in an effort to prepare them for adoption and placement into loving homes. The inmates learn skills in the care and handling of animals that can be used upon their release from custody. This program supplements similar dog training/socialization work currently being conducted daily at PHS/SPCA by staff and volunteers.
- **Garden / Hen Project**
Under staff supervision, with donations, and with volunteer gardener and landscape architect, the inmates grow a small variety of fruits and vegetables. A small flock of hens produce eggs for the culinary program grown here.
- **Job Train Culinary Program**
Of those who complete the program, almost all make re-entry back into the community with jobs in the culinary field.
- **Tai Chi**
 - reduces stress
 - promotes energy and vitality
 - improves physical and emotional balance and centeredness
 - strengthens muscles and bones
 - improves joint flexibility and fluidity
 - improves self esteem and spiritual consciousness

Maguire Correctional Facility Purchases

- Televisions
- DVD players
- Assorted Board Games
- Inmate daily newspaper delivery
- Hair cutting supplies (clippers/cleaners)
- Commercial folding tables
- Law library upgrades

Project Read

Programs and Services

Volunteers worked an estimated 1,962 hours to provide the following:

- One-on-one tutoring helps with literacy and GED studies
- A peer-tutoring program that not only provides a dual literacy intervention but an opportunity build self-esteem. Inmate tutors, who complete training also earn a transferable college credit through Cañada College.

- Small group instruction classes
 - Fathers & Families and Mothers & Families focus on positive non-violent parenting skills through children’s literature
 - Poetry Class
 - Book Club
 - Resume Writing
 - Job Application and Interview Techniques
 - College Bound
 - Writing Workshops
 - Information on financial aid for college and how to apply for General Assistance upon release.

Number of Inmates Served First Quarter 2013

One-on-one tutoring:

Accomplishments for current quarter:

- 114 Inmate learners served
- 33 Tutors trained
- Inmate learners averaged a reading growth of 3.5 grade levels in 6.0 months of tutoring
-

Small group instruction:

Accomplishments for current quarter:

- 32 men participated in the “Fathers & Families” program
- 41 children’s books, which includes a CD of the inmate reading the story to his child, have been sent
- 14 men participated in the “book club” program
- 4 women participated in the “book club” program

The San Mateo County Office of Education

Programs and Services

- Pre-GED assessment for basic skills and level performance
- Basic skills instruction [i.e. English, math, social studies, literature/arts, science, vocabulary and reading]
- GED instruction,
- Test preparation
- GED testing and information/referral services

Number of Inmates Served

SAN MATEO COUNTY OFFICE OF EDUCATION INMATE EDUCATION PROGRAM - 3RD QUARTER REPORT JANUARY 1, 2013 - THROUGH MARCH 31, 2013 RESULTS SUMMARY BY FACILITY					
	MAGUIRE	WOMEN'S	TOTAL	CONTRACT NUMBER	DIFFERENCE
ASSESSMENT	55	23	78	38	40
INSTRUCTION	54	18	67	25	42
GED STARTS	24	10	34	10	24
GED PASS	4	4	8	8	0
GED TESTS GIVEN	68	40	88	50	38
VOC. COUNSELING	8	0	0	N//A	N/A

PERFORMANCE MEASURES:

Measures	FY 2012-13 Actual	FY 2013-14 Projected
The number of inmates who have successfully taken and passed each of the five exams required to qualify for a High School Equivalency Certificate	51	51
The number of official GED tests given in the Sheriff's correctional facilities	434	434

San Mateo County Correctional Health Services – CHOICES program.

The Choices Program is a chemical dependency recovery program for male and female inmates in the correctional facilities operated by the Sheriff of San Mateo County. The program uses an evidence based therapeutic community model with the goal of developing pro-social behavior while learning how to maintain abstinence from substance use which reduces acts of violence, disciplinary issues and acts of vandalism in the jail. Psycho-educational training guides the development of vocational, educational and interpersonal skills that prepare inmates for a more successful recovery and eventual return to their families in the community. The Choices program assists inmates by helping them to understand their anti-social behavior, breaking through their denial and teaching them how to live successfully in society. The program uses the therapeutic community as a conceptual basis, and modeling by paraprofessionals who are stable in their own recovery.

The Choices program provides inmates with the opportunity to experience the drug/alcohol recovery process in a supportive living environment. Counselors help the inmates develop daily living skills. They also link the inmates with community resources capable of providing continuing treatment following release from custody.

Programs and Services

Programs and services include individual and group treatment (process groups & conflict resolution, anxiety management, recovery & relapse prevention groups), psycho-educational training for the development of vocational, educational and interpersonal skills, cognitive treatment which identifies and addresses the criminogenic thinking and anti-social behavior that results in incarceration and linkage & referral to continued treatment upon release.

Breaking Barriers and Unlock Your Thinking are both cognitive treatment programs. A Gand Awareness group is based on a cognitive behavioral evidence based curriculum. Seeking Safety is a present-focused therapy designed to promote safety and recovery for individuals with post traumatic stress disorder and substance abuse, and for those who have trauma histories. A certified domestic violence clinician from Correctional Mental Health Services team provides weekly domestic violence groups. The curriculum is certified and participation in the groups can be used toward the fifty-two week domestic violence program that is a legal requirement for convicted perpetrators of domestic violence.

Volunteers provide an estimated 786 hours leading Alcoholics Anonymous meetings, Twelve-Step Study groups, providing Guest Speakers, Graduate Volunteers, and Spirituality Groups.

Number of Inmates Served Fiscal Year 2012-2013

CHOICES QUARTERLY REPORT – MEN AND WOMEN			
CHOICES RECOVERY SERVICES			
FISCAL YEAR 2012-2013	NUMBER OF PARTICIPANTS AS OF THE FIRST (BEGINNING EACH QUARTER)	NUMBER OF NEW ADMISSIONS	TOTAL NUMBER SERVED
1st Quarter	93	123	216
2nd Quarter	102	92	194
3rd Quarter	87	122	209
4th Quarter			
TOTAL			

ADMISSIONS BY DIAGNOSIS						
FISCAL YEAR 2012-2013	PRIMARY				TOTAL NEW ADMISSIONS	AVERAGE NUMBER ON WAITING LIST
	ALCOHOL	DRUGS	ALCOHOL & DRUGS	BEHAVIOR		
1st Quarter	23	51	24	25	123	20
2nd Quarter	13	34	30	15	92	25
3rd Quarter	15	60	36	11	122	29
4th Quarter						
TOTAL						

San Mateo County Correctional Health Services – Mental Health and Recovery Programs

Programs and Services

Programs and services include intake assessment, evaluation, crisis intervention, individual and group treatment, case management, HIV education, Life Skills day treatment, safety management and consultation with custody staff regarding management of inmates, and custody staff training regarding suicide prevention, suicide risk assessment, consultation, counseling, behavior management and linkages to community treatment.

All mental health services meet or exceed the standards in Title 15 of the California Code of Regulations as well as Institute for Medical Quality (IMQ) standards.

Clinical services are available 14-16 hours per day with on-call coverage 24 hours per day.

Number of Inmates Served Fiscal Year 2012-2013

MENTAL HEALTH QUARTERLY REPORTS 2012-2013									
MENTAL HEALTH PROVIDER VISITS COUNT									
FISCAL YEAR 2012 – 2013	INTAKE	CASE MANAGE- MENT	PSYCH MEDS VISITS	CRISIS INTERVENTION	ASSESS- MENT	INDIVIDUAL COUNSEL	GROUP COUNSEL	LIFE SKILLS	TOTAL MH SERVICES
1st Quarter	701	387	419	69	1445	127	43	25	3216
2nd Quarter	668	494	417	87	1469	137	31	46	3348
3rd Quarter	817	511	442	68	1535	136	99	21	3629
4th Quarter									

Service League of San Mateo County

The County has contracted with the Service League for services since 1989. It has a unique ability to provide services to inmates by utilizing volunteers and community professionals at a reasonable cost.

The Service League of San Mateo County provides direct services to inmates such as education, jail orientation, counseling, referrals, jury trial clothing, childcare, travel fare for released inmates, Spanish language services, various denominational chaplaincy services, etc.

The Service League also provides indirect services consisting of training and guidance for volunteers who interact with inmates and handle their requests, as well as building supportive networks with departments, agencies, and substance abuse treatment programs.

■ Facility Services

- Chaplaincy services
- Child care at Maguire
- Christmas trees, ornaments, supplies & fireproofing of trees
- Developing a supportive network with departments, agencies, substance abuse treatment programs and other organizations to service inmate requests.
- Distribution of approximately 1,200 forms, Sheriff's Work Program requests, county parole applications.
- Misc. supplies for WCC
- Screening, scheduling and supervision of jail volunteers and community professionals
- Training, guidance and support for volunteers involved in the Inmate Message Request program.
- Providing assistance to medical and mental health staff for inmates who are highly stressed, suicidal, or physically ill.

■ Inmate Services

- Assistance for contact with attorneys, families, probation officers, employers and others.
- Christmas Cards/Related postage for inmates
- Communicating emergency information from family members to inmates, re: death in family, illness, birth of child, etc.
- Coordinating for release of property (such as keys to car or residence) to family members.
- Ethnic-Specific Counseling and Referral for Asian/Pacific Island Population, Hispanics, and others.
- Expediting inmate enrollment and applications to Choices and educational programs.

- Informing medical and custody staff of individual situations.
- Inmate Worker Program
- Jury clothing services
- Liaison with District Attorney Family Support Division regarding child support issues.
- Library services
- Postage for donated birthday, mother’s day & other greeting cards for inmates
- Religious Services
- Telephone contact with departments, agencies, substance abuse treatment programs and other organizations at the request of individual inmates and providing responses to the inmate in a timely manner.
- Weekly orientation for new inmates regarding programs, assistance, and jail procedures.
- Stamps
- Released Inmates
 - Bus tickets to transport indigent inmates to their own communities
 - Prepare letters of identification for destitute inmates who require identification verification in order to obtain state I.D. or receive available assistance from Social Services.
 - Offers support for transportation, short-term housing, food, clothing, hygiene kits, information and referral to support sources, AA and NA support groups, AIDS and V.A. programs, assistance in employment search, resume preparation and job leads.
 - Hope House for Men – transitional housing for released male inmates.
 - Hope House for Women – provides alcohol and drug treatment for women leaving county jail.

PERFORMANCE MEASURES:

Measures	FY 2012-13 Actual	FY 2013-14 Projected
The number of incoming message requests processed	2,104	2,110
The number of outgoing message requests processed	7,412	7,420

Issued: June 24, 2014



COUNTY OF SAN MATEO
OFFICE OF THE SHERIFF

GREG MUNKS
SHERIFF

CARLOS G. BOLANOS
UNDERSHERIFF

TRISHA L. SANCHEZ
ASSISTANT SHERIFF

TOM GALLAGHER
ASSISTANT SHERIFF

400 COUNTY CENTER ◻ REDWOOD CITY ◻ CALIFORNIA 94063-1662 ◻ TELEPHONE (650) 599-1664 ◻ www.smcsheriff.com

ADDRESS ALL COMMUNICATIONS TO THE SHERIFF

July 21, 2014

Honorable Lisa A. Novak
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Re: Grand Jury: Inmate Welfare Trust Fund

Dear Judge Novak:

The San Mateo County Sheriff's Office appreciates the 2013-2014 Grand Jury's review of the Inmate Welfare Trust Fund (IWTF). Please accept this correspondence as the response of the Sheriff's Office to the Findings and Recommendations contained within the Grand Jury Report filed on June 24, 2014.

Finding #1

Medical, dental and prescription fees deducted from inmates' personal accounts are budgeted as revenues in the IWTF and do not appear to be forwarded to the County's general fund as prescribed by California Penal Code §4011.2.

The respondent agrees with the finding. A number of years ago the medical, dental and prescription fees deducted from inmates' personal accounts were deposited into the County's General Fund as the Grand Jury is recommending. These funds were then transferred to IWTF. For consolidation purposes, the Sheriff's Office Finance Director adjusted the process that resulted in our current practice and the funds went directly into the IWTF.

Finding #2

The County's current contract with the Service League does not specify the source of funds for "inmate release services."

The respondent agrees with the finding. The Service League contract could be more specific to show what Service League provides to the Sheriff's Office to support re-entry services, verses the other many services Service League provides which are also re-entry related (which we do not fund.)

Finding #3

San Mateo County is not one of the eleven participating counties in the State's pilot program (set forth in California Penal Code §4025.5) which would allow IWTF monies to be utilized as a source of funds for services to released inmates.

The respondent agrees with the finding.

Recommendation #1

For FY 2013-14 and all future fiscal years, the medical, dental and prescription fees deducted from inmates' personal accounts should be transferred to the County's general fund, as prescribed by California Penal Code §4011.2.

The recommendation requires further analysis. The time frame for this analysis shall not exceed 90 days from the publication of the Grand Jury Report.

Recommendation #2

Beginning with the FY 2014-15 contract for the inmate services currently provided by the Service League, the County should more clearly delineate the source of funds for services to released inmates either through more specific contract provisions or by providing for such services in a separate contract altogether.

The recommendation has not yet been implemented, but will be implemented in the FY2014-15 contract cycle. The time frame for this contract process shall not exceed three months from the date of publication of the Grand Jury Report.

Recommendation #3

By December 31, 2014, develop a proposal for inclusion as one of the counties in the State's pilot program allowing the County's IWTF to be utilized as a source of funds for services to released inmates.

The recommendation will not be implemented because it is not warranted at this time given a recent funding allocation approved by the San Mateo County Board of Supervisors. On June 3, 2014, the Board of Supervisors approved and funded a comprehensive re-entry plan

for San Mateo County residents released from County correctional facilities. The plan provides \$1,803,417 to serve the needs of released inmates.

In conclusion, the Sheriff's Office IWTF administrators look forward to working with our service providers and volunteers to continue providing services and programs for the benefit, welfare, and educational needs of the inmates in our correctional facilities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Munks". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

Greg Munks
Sheriff