

<p style="text-align: center;"><b>POLICY OF</b></p> <p style="text-align: center;"><b>STATE OF DELAWARE</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTION</b></p>	<p style="text-align: center;"><b>POLICY NUMBER</b></p> <p style="text-align: center;"><b>12.5</b></p>	<p style="text-align: center;"><b>PAGE NUMBER</b></p> <p style="text-align: center;"><b>1 of 1</b></p>
<p><b>CHAPTER: 12 Central Business Office</b></p>	<p><b>RELATED ACA STANDARDS:</b></p> <p><b>2-CO-1B-05; 2-CO-1B-13; 2-CO-1B-14; 4-4027; 4-4044;</b>  <b>4-4045; 4-ACRS-7D-17; 4-ACRS-7D-29</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND</b>  <b>EFFECTIVE THIS DATE:</b></p>	<p style="text-align: right;"><i>R M C</i> 1/15/2015</p>	
<p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

**I. AUTHORITY:** 11 Del. C. 6517, 6534

**II. PURPOSE:** To establish offender fund accounts.

**III. APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

**IV. DEFINITIONS:** None

**V. POLICY:** It is the policy of the Department of Correction to establish, maintain, audit and regulate offender fund accounts.

The Chief of Administrative Services shall be responsible for monitoring offender fund accounts and must develop standardized procedures to implement this policy. Each Bureau/Section must adhere to the standardized procedures established by the Chief of Administrative Services.