

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 197.020(1)(c), KRS Chapter 393, 441.137 20 KAR Chapter 1	2.12	2
	June 11, 2012	August 6, 2012
	Subject  ABANDONED INMATE FUNDS	

## I. DEFINITIONS

“Abandoned property” means an inmate account abandoned by the inmate at the institution in which the inmate previously resided. Abandoned property also includes checks issued to inmates which were uncashed as well as unspent inmate funds placed on debit cards which are returned to the institution upon expiration of the debit card.

“Inmate Account” means an inmate’s account at an adult institution or other institution that is maintained by the institution in which the inmate resides. “Inmate Account” does not mean inmate account or prisoner canteen account of a jail.

“Unclaimed Property” means the unclaimed property fund maintained and administered by the Kentucky State Treasurer.

## II. POLICY AND PROCEDURES

- A. Each institution shall maintain inmate accounts according to applicable Corrections Policy and Procedure (CPP) 15.7, Kentucky Revised Statute (KRS) 197.110, and Finance Administration Policy (FAP) 111-56-00.
- B. Upon the release of an inmate from an adult institution or other institution, the institution shall remit the balance on the inmate’s account to the inmate.
- C. Upon the transfer of an inmate, the institution shall remit the balance of the inmate’s account to the institution the inmate is transferred to within a period of two weeks from the transfer date.
- D. If an inmate escapes, the institution from which the inmate escapes shall maintain the inmate’s account and remit the funds on his account to the assigned institution upon apprehension. If the inmate has not been apprehended within one year of escape, the institution shall consider the

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inmate's funds abandoned property and follow the procedures outlined in this policy.

- E. Each institution shall maintain an account within the Kentucky Offender Management System (KOMS) for abandoned property and the institution shall report and transmit abandoned property to the Kentucky State Treasurer on an annual basis. The abandoned property list shall reconcile with the appropriate account in KOMS.
- F. By November 1 of each year, the institution shall remit to the Kentucky State Treasurer, Unclaimed Property Division, the amount of abandoned property maintained by the institution. The procedure for this is stipulated in the Complete Holder Report Book issued by the Kentucky State Treasurer. (<http://www.kytreasury.com/NR/rdonlyres/F859A0AD-6A72-4D97-95D2-D233AD522CE4/0/UnclaimedPropertyBooklet2011indd.pdf>)
- G. Inmates whose account balances have been submitted to the Kentucky State Treasurer and wish to claim those funds shall contact the Unclaimed Property Division for remittance of their funds.
- H. An inmate may, at his discretion, donate the remaining funds on his inmate account upon separation from the institution to the institutional inmate canteen or club fund of his choice. The inmate shall sign a statement indicating his voluntary desire to make a donation. A staff member shall be present and sign as a witness to this statement.
- I. Funds remaining on a deceased inmate's account shall be held by the institution until the institution receives a court order for the funds to be released to the inmate's estate or administrator of his estate; or for a period of one (1) year without receiving a court order, at which time the funds shall be transferred to the Kentucky State Treasurer as unclaimed property