


Chapter:	Finance	Classification:	Public Document
Subject:	Incentive Allowance		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

1.1 Correctional Services will provide individuals in custody the opportunity to receive an incentive allowance for work performed at the facility or as designated by the superintendent.

2. Incentives – Adult Facilities

2.1 Incentives will be administered as per Policy and Procedures, [31.00.00, Correctional Services Programs.](#)

2.2 Incentives will be taken from the General Trust Fund.

2.3 The superintendent will designate staff members who will be responsible for the

- 2.3.1 management of the incentives to be paid to the individuals on a biweekly basis
- 2.3.2 inputting of the incentives into Offender Trust Information System (OTIS) per individual
- 2.3.3 incorporating item details in OTIS describing the work performed or the reason for the incentive per individual

3. Incentives – Youth Facilities

3.1 Incentives will be administered as per Policy and Procedures, [31.00.00 Correctional Services Programs.](#)

3.2 Incentives will be taken from the Special Allowance Fund or General Trust Fund.

3.3 The superintendent will designate staff members who will be responsible for the

- 3.3.1 management of the incentives to be paid to the young persons on a weekly basis
- 3.3.2 inputting of the incentives into OTIS per young person
- 3.3.3 incorporating item detail in OTIS describing the work performed or the reason for the incentive per young person

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