

 <p style="text-align: center;">Massachusetts Department of Correction STANDARD OPERATING PROCEDURE</p>	Effective Date	Responsible Division Deputy Commissioner, Administration
	3/3/2026	
	Annual Review Date	
	3/3/2026	
Policy Name	M.G.L. Reference: M.G.L. c. 124, § 1(c), (q), (u); M.G.L. c. 127, §§ 3, 48, 48A, 49, 96A, and 162; M.G.L. c. 22E, § 4, M.G.L. c. 258B, and Executive Order 399.	
<p style="text-align: center;">STANDARD OPERATING PROCEDURE TO 103 CMR 405, FUND ACCOUNTS</p> <p style="text-align: center;">USE OF PERSONAL EARNED FUNDS FOR COMMISSARY PURCHASES</p>	DOC Policy Reference: 103 CMR 405	
	ACA/PREA Standards: Click here to enter text.	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff/Incarcerated Individuals/Civil Commitments
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: Department Central Policy File Superintendents/Unit Directors Policy Files	
<p>PURPOSE: The purpose of 103 CMR 405 is to set Department of Correction (Department) policy concerning the proper handling and distribution of Incarcerated Individual and Civil Commitment funds. 103 CMR 405 is not intended to confer any procedural or substantive rights, or any private cause of action not otherwise granted by state or federal law.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner, Administration Executive Director of Administrative Services Superintendents</p> <p>CANCELLATION: 103 CMR 405 cancels all previous Department policies and procedures governing Incarcerated Individual and Civil Commitment Fund Accounts (FA) and money.</p> <p>SEVERABILITY CLAUSE: If any article, section, subsection, sentence, clause, or phrase of 103 CMR 405 is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner or otherwise inoperative, such decision shall not affect the validity of any article, section, subsection, clause or phrase of 103 CMR 405.</p>		

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I. PURPOSE

This Standard Operating Procedure (SOP) establishes guidelines for allowing the use of Personal Earned Funds for the purpose of commissary purchases in accordance with 103 CMR 405.07(5), Wages and Stipends. This SOP does not apply to any other transaction type. Any other requests for the use of personal earned funds must be for a compelling need and be submitted to the Superintendent per 103 CMR 405.07(5). This SOP will not become effective until the Department has successfully transitioned the Trust Fund Accounting (TFA) activities from the current Inmate Management System TFA module to the Cashless Commissary and Trust Accounting System (CACTAS) software.

II. GUIDELINES

The Department shall adhere to the following procedure for the processing of the weekly commissary orders:

- A. When the commissary vendor sends a request for Incarcerated Individual or Civil Commitment account balances, the CACTAS system will provide the total net sum of the personal unearned plus the personal earned balance.
- B. When the commissary charges are received from the commissary vendor, the CACTAS system will pull funds from the personal unearned account. Only when all personal unearned funds have expended prior to the fulfillment of the commissary order will the system use personal earned funds to complete the order.
- C. No order will be allowed to exceed any limits or circumvent any restrictions as set by the Department or the Superintendent.
- D. Any credits due for a weekly commissary order will be returned to the personal unearned account.