



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/21/2025

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Sonoma County Sheriff's Office

Staff Name and Phone Number: Sheriff Engram, 565-2650, Tory Callaway, 565-2872

Vote Requirement: Informational Only

Supervisorial District(s): Countywide

Title:

Inmate Welfare Trust Fund Annual Report

Recommended Action:

Receive the Fiscal Year 24-25 Inmate Welfare Trust Fund Annual Report. The funds described in this report support programs for the benefit, education, and welfare of incarcerated persons confined within Sonoma County.

Executive Summary:

California Penal Code Section 4025(e) requires an itemized annual report of expenses of the Inmate Welfare Trust Fund be submitted to the Board of Supervisors. Accordingly, the FY 24-25 Inmate Welfare Trust Fund Annual Report is attached for the Board's information and review.

Discussion:

California Penal Code Section 4025 authorizes the Sheriff to operate a jail store and to deposit any profit in an inmate welfare fund.

The Sheriff's Office Detention Division operates a store, known as Commissary, in the county's Main Adult Detention Facility. The Commissary is operated through the Jail Stores Trust Fund. Providing commissary services is not mandated. The Sheriff's Office provides, at no cost to incarcerated persons, three nutritionally balanced meals each day as well as clothing, medical, dental, and mental health services, incentives for positive behavior, and many essential hygiene items. The Commissary provides a supplemental opportunity for incarcerated individuals to purchase additional items that are not otherwise routinely available. All net revenues from the operation of the Commissary are deposited in the Inmate Welfare Trust Fund held in the County Treasury, per California Penal Code Section 4025(b). California Penal Code Section 4025(d) specifies that any money, refund, rebate, or commission received from a telephone company for services provided to incarcerated persons shall also be deposited in the Inmate Welfare Trust Fund.

California Penal Code Sections 4025(e) requires that money deposited in the Inmate Welfare Trust Fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of incarcerated persons confined in the jail. Expenditures may include the salary and benefits of personnel used in the programs to benefit incarcerated individuals, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, legal research support, and other programs deemed appropriate by the Sheriff.

The Trust is administered through the Inmate Welfare Trust Committee which includes the Detention Administrative Services Officer II (Chair), Detention Administration Captain, Detention Operations Captain, Detention Research and Planning Lieutenant, Detention Programs Lieutenant, Detention Programs Sergeant, Detention Programs Analyst, Sheriff's Accounting Manager, and two civilian representatives. The use of the Fund is guided by guidelines and procedures developed in accordance with relevant laws. Audits of the Fund are completed every two years by the County Auditor-Controller-Treasurer-Tax Collector (ACTTC).

The Inmate Welfare Trust Committee recognizes the volatility of the Fund's revenue sources and takes seriously its responsibility to protect the Fund and use it only to benefit incarcerated persons. As detailed in the Annual Report, a range of educational, vocational, recreational, and support services and supplies are funded by the Inmate Welfare Trust Fund. Two Sheriff's Office staff positions (1.0 FTE of the Programs Correctional Deputy, and 1.0 FTE Programs Administrative Assistant) are also funded by the Trust. At the direction of the Programs Sergeant, they provide both mandated and non-mandated services, working with community partners and Detention Operations to facilitate the delivery of academic and other classes/services/activities referenced above.

History

Prior to the Public Safety Realignment initiative in 2011, Inmate Welfare Trust revenue shortfalls required the County General Fund to subsidize jail programs in the County's adult detention facilities. In 2013, the Federal Communications Commission (FCC) ordered a cap on phone rates in all prisons and jails, followed by a series of court challenges and legislative proposals that created uncertainty for the future of phone commission and commissary revenue, the Trusts' primary revenue sources. On August 19, 2021, the California Public Utilities Commission (CPUC) adopted an interim phone call rate cap that eliminated phone commission revenue to the Inmate Welfare Trust, effective October 7, 2021. In addition, in January 2024, the FCC established an interim rate for video calls. This eliminated a potential new source of revenue for the Trust. In response to revenue instability, the Inmate Welfare Trust Committee seeks to maintain a significant reserve in the event fund balance is needed to offset declining revenue.

FY 24-25 Financial Summary

The Inmate Welfare Trust Fund generated \$500,183 in revenue - including a \$210,673 JST transfer - and incurred \$598,724 in expenditures, resulting in a net cost of \$98,541. The fiscal year ended with a fund balance of \$1,241,404.

The Jail Stores Trust Fund generated \$408,238 in revenue and recorded \$419,546 in expenditures, which included two transfers totaling to \$210,673 to the Inmate Welfare Trust, resulting in a net cost of \$11,308.

For additional details on both Trusts see the attached FY 24-25 Annual Report.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Agenda Date: 10/21/2025

Prior Board Actions:

Acceptance of the Inmate Welfare Trust Fund Annual Report for the last 20 years, most recently on December 3, 2024.

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Acceptance is requested for a prior year fiscal report which serves as a historical record for the Inmate Welfare Trust Fund and Jail Stores Trust Fund. This item has no fiscal impact and is informational only.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

FY 24-25 Inmate Welfare Trust Fund Annual Report

Related Items "On File" with the Clerk of the Board:

N/A