

**CALIFORNIA CITY CORRECTIONAL FACILITY**  
California City, California

**November 2015**

- I. PLAN NUMBER AND TITLE:** Operational Procedure Number 609, Receipting and Transferring Inmate Funds.
- II. PURPOSE AND OBJECTIVES:**
- A. To ensure the proper receipting and transferring of inmate funds received by Mailroom, Housing Unit or Receiving and Release (R&R) Staff.
  - B. To provide a process by which inmate funds are transferred to the custody of the Accounting Office for proper distribution.
  - C. To ensure continuity and compliance with departmental policy as well as the California Code of Regulation (CCR), Title 15.
- III. REFERENCES:**
- A. CCR, Title 15, Article 5, Section 3006(b) & 3138
  - B. State Administrative Manual Sections 8020.1, 8021, 8022 and 8023
- IV. APPROVAL AND REVIEW:**
- A. This procedure will be reviewed annually by the Senior Accounting Officer Supervisor (SAOS), Correctional Business Manager I and the Associate Warden Business Services (AWBS) for approval by the Warden via Chief Deputy Warden (CDW).
  - B. Next Revision Date will be September 2016
  - C. Last Revised: April 2014
- V. RESPONSIBILITY:**
- A. The Warden shall be responsible for the implementation and administrative oversight of this Operational Procedure (OP).
  - B. The AWBS shall be responsible for the monitoring, auditing and compliance of this OP as it relates to Business Services and the Accounting Office responsibilities.
  - C. The Custody Captain shall be responsible for the monitoring, auditing and compliance of this OP as it relates to Custody, and R&R responsibilities.
  - D. The SAOS shall be responsible for ensuring adherence to the dictates of this OP.
  - E. A copy of this OP shall be maintained in the OP Manual in the Warden's Office. The Administrative Assistant to the Warden is responsible for placing the approved OP on the California City Correctional Facility Forms site for staff access.

F. It is the responsibility of all staff to familiarize themselves and comply with this OP

## VI. METHODS:

A. Funds may be mailed to an inmate in the form of money orders, certified checks, or personal checks, California Department of Corrections and Rehabilitation (CDCR) does not accept cash, traveler's checks or any foreign currency. Funds received in the form of a check or money order will be placed on hold for a period of 30 days. Suspect funds may also be placed on hold until such time they are verified through the issuing financial institution.

### B. Mailroom

1. Mailroom staff shall stamp the outside of the envelope containing funds, showing the date, the amount and the initials of the person processing the envelope. The envelope will be forwarded to the inmate by mailroom staff after it has been entered as a valid deposit to the inmates account.
2. Mailroom staff shall document the receipt of funds daily, by entering the negotiable item into the Mailroom Funds Log (Attachment A).
3. Mailroom staff shall hand carry the funds and three copies of the daily log to the Accounting Office in a locked "money bag". Funds shall be transferred no later than 12:00 p.m. each day.
4. Funds received after the daily transfer to the Accounting Office has occurred shall be secured in the Mailroom safe for delivery the next day.
5. The Accounting Office Cashier or designee will verify the totals on the Mailroom Funds Log and provide a signed copy to the Mailroom staff as a receipt. Both the Mailroom staff and the Cashier shall maintain copies of the Mailroom Funds Log.
6. Checks requiring additional verification (i.e. Social Security, Veterans Benefits, Federal Income Tax Returns, etc. or an inmate's signature (settlements) will be held and secured in the Accounting Office until they are cleared for deposit or returned to the issuing agency.
7. The Accounting Office will place a bank endorsement stamp on the back of all negotiable items being deposited.

### C. R&R

1. The R&R Property Officer shall document any receipt of funds from an inmate upon intake and complete the Funds Intake Sheet (Attachment B). The sheet shall be totaled and signed by the Officer at the end of each shift. The following information shall be included:
  - Inmate's name
  - CDCR number
  - Amount, Type and Date of funds received
  - If available address of person who sent funds
  - Signature of inmate verifying funds surrendered
2. The funds, along with two copies of the Funds Intake Sheet, will be hand carried in a locked "money bag" to the Accounting Office by designated R&R staff on either:

- The same day of arrival if during normal business hours.
- The next business day after arrival if on a weekend or after normal business hours. Funds retained in R&R until the next business day shall be secured in the R&R Safe by the R&R Property Officer.
- Once transferred, the Accounting Office Cashier will verify the totals on the Funds Intake Sheet and provide a signed copy to the R&R Property Officer as a receipt. Both the Property Officer and the Cashier shall maintain copies of the Funds Intake Sheets.

D. Housing Unit/Miscellaneous

When a money order, certified check, personal check or other negotiable item, **including cash**, is discovered in mail by the Housing Unit staff, the following procedure will be followed:

- Staff making the discovery will complete a property receipt for the funds and provide a copy of the receipt to the inmate. This event will be logged into the Housing Unit Log book.
- The funds, and the envelope the funds were discovered in, will be returned to the Mailroom for proper processing using the Facility's Legal Mail Bag, which shall be secured.

E. Cash

1. The following procedures shall be followed for proper handling of cash:

a. Mailroom

1. Cash received through the Mailroom will be transferred to the CAC Accounting Office following the procedures in Section B of this OP. A copy of the envelope will be included with the cash. The money will be deposited into the Cash State account and the Cashier will submit a copy of the envelope and deposit slip to the Regional Accounting Office (RAO) in Bakersfield. The RAO will issue a check to the sender for cash received less any charges for processing. A note will be attached to the check stating cash will not be accepted for credit to the Inmate's Trust Account.
2. The Mailroom will send the envelope and remaining contents to the inmate with a CAC Receipt of Cash in Mail Notification (Attachment C) notifying the inmate cash was received, and that a check for cash less any processing charges will be mailed to the sender, if a return address was on the envelope. If there is no return address, the inmate will be notified the money will be donated to the Inmate Welfare Fund (IWF).

b. R&R

If the inmate is discovered to have cash in his possession during a search, the cash will be processed as contaminated funds and processed according to the procedures for confiscated cash.

c. Housing Units

- 1) If an inmate finds cash in his mail, and voluntarily relinquishes it, the custody staff will complete a property receipt for the funds and provide a copy of the receipt to the inmate. The cash and the envelope will be returned to the Mailroom for proper processing according to Section E of this OP. The funds will not be posted to his Inmate Trust Account.
- 2) If the inmate is discovered to have cash in his possession during a search, without volunteering the discovery, the cash will be processed as contaminated funds and processed according to the procedures for confiscated cash.

**VII. RESOURCES SUPPLEMENT:**

- Attachment A – Mailroom Funds Log
- Attachment B – Funds Intake Sheet
- Attachment C – Receipt of Cash in Mail
- Attachment D – Property Receipt

  
DAVID B. LONG  
Warden

California City Correctional Facility

Date

12/18/15