

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.02	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-7D-11 MJS 1042 P&P 2.06 , 2.09	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Fiscal Management	SUBJECT: Inmate Fund Accounts	

I. **PURPOSE:** To describe the requirements for managing and controlling the personal funds of inmates.

II. **POLICY:** All inmate fund accounts held by the facility are trust funds and cannot be comingled with other funds. These funds shall be controlled in accordance with the following:

- A. All funds shall be accounted for, controlled, and monitored by a system of generally accepted trust accounting practices and procedures as well as the procedures described in the County of Alameda Accounting Manual for Cash.
- B. All transactions of funds in an inmate's account shall require a receipt.
- C. All funds collected on each shift shall be placed in an officially designated and secure location.
- D. All procedures will be reviewed annually and updated as needed.

III. **PROCEDURE:**

- A. **FUNDS IN THE INMATE'S POSSESSION AT TIME OF ADMISSION:** On admission, the inmate's cash, any other negotiable funds, and property shall be surrendered in Intake, Transfer, and Release (ITR). The funds will be processed by the Intake Sheriff's Technician (Technician) and the Account Clerk. Refer to Policy and Procedure [2.09](#), "ITR Intake Money Handling."
 - 1. An Automated Jail Information System (AJIS) property/money receipt is prepared for all new intakes. The entry shall include the inmate's name, Person File Number (PFN)/AJIS #, amount received, and the date. The money is received by an Account Clerk with the receipt attached. After verifying the money the Account Clerk then enters the amounts into the computer for each inmate.
 - 2. At Santa Rita Jail (SRJ), the pneumatic tube system will not be used to transmit money.
- B. **LOBBY RECEIPTS FOR FUNDS:** When money to be added to the inmate's account is received from visitors, lobby staff shall:

1. Complete a three-part cash received voucher indicating the name and PFN/AJIS of the inmate for whom the money is being deposited, date of transaction, amount of funds, and the name of the person depositing the funds. The inmate's name and PFN shall be verified prior to printing the voucher.
2. Sign the voucher, accept the funds and give the original voucher to the visitor. Have the visitor sign the office copy of the voucher ensuring the correct amount of the deposit.
3. Place the cash or money order in the cash drawer along with the office copy of the voucher.
4. Send a copy of the voucher to the inmate.
5. Glenn E. Dyer Detention Facility (GEDDF): Complete the Daily Cash Deposit Receipts Report including all receipt numbers issued, the amount of money for deposit, and all voided receipts. Place all money and receipts in the assigned locked money bag at scheduled intervals. Take the locked bag to the Accounting Office for verification and posting.
6. SRJ: Reconcile the cash drawer and turn in all vouchers and money to Accounting at least 15 minutes before the end of the shift for verification.

C. MAILROOM RECEIPTS FOR FUNDS: When money orders to be added to the inmate's account are received through the mail, the Mail Clerks shall:

1. Complete a three-part cash received voucher indicating the name and PFN# of the inmate for whom the money is being received, date, amount and number of the money order and the name of the person providing the funds. The inmate's name and PFN# shall be verified prior to printing the voucher.
2. A copy of the receipt will be placed in the envelope for the inmate and delivered with the normal mail.
3. All money orders, along with the office copy of the cash received vouchers, will be given to Accounting daily, for verification and posting. In addition, at GEDDF, the Mail Clerk completes a Daily Mail Deposit Receipts Report, removes the control copies of issued cash receipt vouchers from their machine, and submits them to Accounting.
4. Only money orders made payable to: "Alameda County Sheriff's Office" for the account of (inmate's name and PFN)" will be accepted through the mail. When personal checks or incorrect money orders are received through the mail, the Mailroom Clerk will fill out an MR-04, Inmate Mail - Return to Sender Notice and distribute as follows:
 - a. White (original) - mailroom file (noting the number of checks received)
 - b. Pink - inmate's copy
 - c. Yellow - sender's copy (return entire contents of envelope/packet)

D. TRANSFERS OF FUNDS TO OTHERS: To release money, the inmate shall forward a written property release request to authorize release to a person outside the facility. These requests shall be processed as follows:

1. The property release form (after approval by the ITR Sergeant) will be forwarded to the Lobby Technician/Clerk.
 2. Upon arrival of the person authorized to receive monies, lobby staff will verify the information on the property release request and identify the receiving party as the authorized person. The only acceptable identification is a valid California Driver License or other identification issued by a government agency containing a photograph and physical description.
 3. After the information is verified and the inmate has in their account the amount of money to be released, the Account Clerk will complete a cash disbursed voucher and deduct the amount from the inmate's account. The Account Clerk will verify the receiving party's personal information on the property release form and have him/her sign the property release form and the cash disbursed voucher, then release the money. The Account Clerk must also sign the cash disbursed voucher and release form.
 4. The original copy of the property release form is stapled to the office copy of the cash disbursed voucher. The second copy is given to the receiving party and the third copy will be forwarded to the inmate.
 5. Financial transactions between inmates are not allowed under any circumstances.
- E. COMMISSARY: Refer to Policy and Procedure [2.06](#), "Commissary Accounts."
- F. FUNDS UPON RELEASE: Upon receiving notification of an inmate's release, the Account Clerk will determine from AJIS the amount to be disbursed to the inmate. If the inmate has money, a cash disbursed voucher will be prepared and the money will be placed in an envelope with the receipt attached.
1. At GEDDF, the Account Clerk will give the money and cash disbursed voucher to the ITR deputy who will have the inmate sign the voucher and pay the inmate. The ITR deputy will also sign the voucher.
 2. At SRJ, when the inmate arrives at the release window, the Account Clerk will have the inmate sign the voucher and pay the inmate.
- H. All money will be secured in the Accounting Office safe. The Accounting Office will be secured at all times, when vacant.
- I. AUDITS: These funds are audited annually by auditors retained by the Sheriff, to ensure compliance with applicable law, regulations, and generally accepted accounting practices.