

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.08	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-7D-11	
	ISSUED DATE: May 24, 1990	
	REVIEW DATE: October 22, 2015	
	REVISION DATE: October 1, 2014	
CHAPTER: Fiscal Management	SUBJECT: Inmate Transfer Money Process	

- I. **PURPOSE:** To establish policy and procedure for processing funds belonging to inmates being transferred into or out of the jail facilities.
- II. **POLICY:** Staff involved in processing inmates' money through Intake, Transfer and Release (ITR) will ensure that money is properly receipted and secured at all times in compliance with this order.
- III. **PROCEDURE:**
 - A. ACCOUNTING/TRANSPORTATION: ENROUTERS
 1. Glenn Dyer Jail (GEDDF):
 - a. ITR staff will notify the Accounting Office staff when an inmate is being picked up by an outside agency or an agency transport is scheduled other than one assigned to the Transportation Unit. The Account Clerk will prepare a cash disbursed voucher for the inmate, place the proper amount into an individual envelope for each inmate and staple the vouchers to the corresponding envelopes.
 - b. Transportation deputies transporting inmates out of the facility will check for funds belonging to the inmates they are transporting, prior to each transport.
 - c. The deputies will receive the money and vouchers from the Account Clerk, ensure the proper amount of money is in each envelope and sign the cash disbursed vouchers.
 - d. If the amount of money is correct, the signed voucher will be returned to Accounting. If a discrepancy is noted, the ITR Sergeant will be notified immediately.
 2. Santa Rita Jail (SRJ):
 - a. A locked money drawer, labeled "Drawer #1", will be maintained at the release counter in ITR. Drawer #1 will be used to secure funds belonging to inmates being transported by outside agencies. Keys for this drawer are assigned as follows:

- 1) One (1) key on a paddle is assigned to the Accounting Office. This key is to remain in the custody of the on-duty Account Clerk and is to be passed to the oncoming clerk at each shift change.
 - 2) One (1) key on a paddle is assigned to the Records Office. This key is to remain in the key cabinet in the ITR Sergeant's Office. Release of the key shall be with the approval of the on-duty ITR Sergeant.
 - 3) One (1) key is marked, tagged and secured in the CP-1 key locker. This key shall not be removed from CP-1 without authorization from the on-duty ITR Sergeant.
- b. When notified by ITR staff that an inmate is being transferred out of the facility, the Account Clerk will prepare a cash-disbursed voucher for the inmate, place the proper amount of money into an individual envelope for each inmate and attach the vouchers to the corresponding money envelopes. The Account Clerk will then enter this information on the SRJ Accounting Unit – Enrouter Log. Note: For facilities such as San Quentin, DVI and GEDDF, after cash disbursed vouchers are prepared for each inmate; the amounts from the vouchers are added into one sum and placed in a single envelope.
 - c. Upon completion of this process, the Record's Deputy will sign the enrouter log and lock the money envelopes in Drawer #1. Prior to each transport, the Transportation deputies will check Drawer #1 for funds belonging to the inmates they are transporting.
 - d. The transporting deputies will remove the money and vouchers from the drawer, ensure the proper amount of money is in each envelope, sign the cash disbursed vouchers and place them in the receipt drawer.

B. ACCOUNTING/TRANSPORTATION: SHERIFF'S TRANSPORT

1. GEDDF:

- a. All funds will be secured in the Accounting Office in ITR.
- b. When notified by the ITR staff that an inmate is being transferred out of the facility, the Account Clerk will prepare a cash-disbursed voucher for each inmate and place the proper amount of money into an individual envelope for each inmate.
- c. Upon completion of this process, the Account Clerk will staple the vouchers to the corresponding money envelopes.
- d. Transportation deputies transporting inmates out of the facility will check with the Account Clerk prior to each transport for funds belonging to the inmates they are transporting.
 - 1) Deputies will receive the money and vouchers from the Account Clerk, ensure the proper amount of money is in each envelope and sign the cash disbursed vouchers.
 - 2) If the amount of money is correct, the signed voucher will be returned to the Account

Clerk. If a discrepancy is noted, the appropriate sergeant will be notified immediately.

- e. When Transportation deputies arrive at GEDDF with court remands, inmates transferred from SRJ or other such transports, they will deposit the money bags into the Accounting Office through the door slot.

C. TRANSPORTATION MONEY BAG ERRORS

1. The Accounting Office staff will document all discrepancies found in Transportation money bags and notify the appropriate department or agency in compliance with the following:
 - a. An Account Clerk locating a discrepancy in a money bag will write the exact amount of money received on the AJIS receipt, original envelope and transfer list. A notation will also be made indicating where the money came from i.e., FHJ, HHJ, GEDDF, etc.
 - b. The Accounting Technician and/or the ITR Sergeant will be notified immediately.
 - c. The Account Clerk on duty will attempt to resolve the discrepancy immediately. She/he will complete the Transportation Bag Error form prior to going off duty.
 - d. Copies of the AJIS receipt, transfer list and original envelope will be placed in the "Transportation Bag Error File" in the Accounting Office. The original AJIS receipt will be filed in the Accounting Office.
2. The above Transportation Bag Error form and support documents will be distributed as follows:
 - a. The original form, a copy of the AJIS receipt, a copy of the money envelope, and a copy of the transfer list will be placed inside the money bag being returned via ITR, for pick up by the Transportation Deputy.
 - b. An additional copy of the form and attachments will be maintained in the Accounting Technician's office.
 - c. One copy of the form and attachments will be forwarded to the Sergeant of the duty station involved.
3. All transactions will be internally audited annually by the Sheriff's Office Finance Unit/Financial Services Manager and/or the Alameda County Sheriff's Office.