

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 2.09	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-21, 7D-11 MJS 1041	
	<b>ISSUED DATE:</b> May 24, 1990	
	<b>REVIEW DATE:</b> October 26, 2015	
	<b>REVISION DATE:</b> October 1, 2014	
<b>CHAPTER:</b> Fiscal Management	<b>SUBJECT:</b> Booking/ITR Intake Money Process	

- I. **PURPOSE:** To establish a procedure for processing money received from arrestees at the ITR intake counter.
- II. **POLICY:** ITR and the Accounting Office staff shall ensure that the property and/or money of all arrestees are properly receipted, logged and secured in compliance with the procedures contained in this order.
- III. **PROCEDURE:**
- A. RECORDS/INTAKE OFFICE SHERIFF'S TECHNICIAN:
1. Arrestees shall surrender all property and money in their possession when received in Intake. The Intake Sheriff's Technician (Technician) shall receive the arrestee's property and money and ensure the money amount on the Alameda County Sheriff's Office AJIS Form is correct.
    - a. If money and property received from the arresting agency are already separated and inventoried, the Technician will verify the money amount and property inventory on the AJIS receipt.
    - b. If money and property received from the arresting agency are inventoried but not separated, the Technician will separate the money from the property and verify the money amount and property inventory against the completed AJIS receipt.
    - c. If money and property are received from the arresting agency and are not separated or inventoried, the Technician will separate the money from property and record the money amount and property received on an AJIS receipt.
    - d. If an AJIS receipt shows a money amount but the money is missing, the Technician will immediately notify the ITR Sergeant of the discrepancy. If the money is not found, a notation will be made on the AJIS receipt and the money log.
    - e. If a newly arrested subject is received without money, an AJIS receipt will be completed indicating "NO MONEY" or by placing a large zero in the money portion of the receipt. These receipts are subject to the same process as receipts indicating the subject was received with money.

2. When the AJIS receipt has been completed, the inmate's money will be placed in an envelope. The Technician will write the inmate's name, PFN and amount enclosed on the outside of the envelope. The upper left corner of the yellow copy of the AJIS receipt will be removed and attached to the money envelope.
3. The Records/Intake Technician will determine if new intakes are to remain in custody or be cited and released. If a subject is to be cited and released, this will be indicated on the money and property portions of the AJIS receipt.
4. After completing the AJIS receipt, the Intake Technician will enter the following information on the "Money Log" that is maintained in a three ring binder in the ITR Intake Office.
  - a. Date
  - b. Time
  - c. Receipt number
  - d. Money amount
  - e. Inmate's name
  - f. Sheriff's Technician's name
5. When accepting money that exceeds one hundred dollars (\$100.00), a second signature verifying the amount is required on the AJIS receipt, money log, and money envelope.
6. After completing the above steps, the following will occur:
  - a. Glenn E. Dyer Detention Facility (GEDDF): The money receipt and attached money envelope will be immediately deposited into the locked money box located inside the male booking bubble.
  - b. Santa Rita Jail (SRJ): The money receipt and attached money envelope will be immediately placed in the locked money box in Intake.
7. The pneumatic tube system shall not be used to transmit money.

**B. ACCOUNTING OFFICE:**

1. Glenn E. Dyer Detention Facility:
  - a. All monies received by the Accounting Office shall be logged and their dispositions indicated before processing.
  - b. If the Account Clerk discovers a discrepancy between the amount indicated on the money receipt and the amount inside the money envelope, he/she will immediately notify the Accounting Technician and/or the Watch Sergeant.
  - c. All discrepancies are to be resolved prior to the Account Clerk going off duty.
  - d. Accounting will process the envelopes marked "Cite" first to avoid delaying releases.

2. Santa Rita Jail:

- a. Approximately every two (2) hours during each shift, an Account Clerk will go to Intake and, in the presence of an ITR employee, remove accumulated money envelopes and AJIS money receipts from the locked money box. Two employees shall always be present whenever the locked money box is opened to remove funds and verify the number of envelopes removed.
- b. Prior to removing the money envelopes or receipts from Intake, the Account Clerk will compare the amounts listed on the receipt and money log, and sign for each item on the log if the amounts match.
- c. If the Account Clerk discovers a discrepancy between the receipt amount and the log amount, he/she will notify the ITR Sergeant immediately. All discrepancies are to be resolved prior to the Account Clerk leaving ITR.
- d. If after returning to the Accounting Office, the Account Clerk discovers a discrepancy between the amount indicated on the money receipt and the money inside the money envelope, he/she will immediately notify the ITR Sergeant and/or Accounting Supervisor.
- e. The Account Clerk will only credit the inmate's account with actual monies received.
- f. Accounting will process the envelopes marked "Cite" first to avoid delaying releases.

C. ITR SERGEANT:

1. When notified of a discrepancy between the amounts listed on the money log and the money receipts, the ITR Sergeant will sign the log acknowledging notification of the discrepancy.
  2. When notified by Accounting of a discrepancy between the money receipt and the money contained in the envelope, the ITR Sergeant will take appropriate action to resolve the discrepancy.
- D. The Billing Technician will remove all completed Intake logs from Intake on a regular basis. These logs will be maintained in the Records Office for one (1) year, after which they will be destroyed.
- F. If an error is made during the pre-booking process, the original AJIS number is entered incorrectly or mistakenly assigned to the wrong inmate, purge or delete the original, erroneous AJIS number before assigning a new AJIS number to avoid errors in posting funds to the wrong inmate. Also, notify the on-duty account clerk immediately of the change in AJIS number.