

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 2.11	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> ACA 4-ALDF-7D-11, 7D-12 P.C. 1203.1, et al CA Administrative Code 5-21.17	
	<b>ISSUED DATE:</b> May 5, 1992	
	<b>REVIEW DATE:</b> October 26, 2015	
	<b>REVISION DATE:</b> October 1, 2014	
<b>CHAPTER:</b> Fiscal Management	<b>SUBJECT:</b> Court Orders For Releasing Inmate Funds To Probation	

- I. **PURPOSE:** To familiarize personnel with the Sheriff's Office policy for handling court orders directed at the confiscation of inmate money.
- II. **POLICY:** It is the Sheriff's Office policy to comply with court orders pursuant to 1203.1b PC.
- III. **PROCEDURE:** 1203.1b PC authorizes the court to order a probationer to pay all or part of the reasonable costs of probation, pre-sentence probation investigation, or the pre-sentence report.
  - A. The Booking/Intake, Transfer and Release (ITR) staff who receive the court order will fax it to the Accounting Unit and place a copy in the inmate's jail jacket, which reflects the corresponding action number from the order. The Booking/ITR staff will then immediately forward the original court order to the on-duty Account Clerk.
  - B. The Account Clerk will withdraw the amount of funds indicated on the order from the inmate's account, place the funds in an unmarked envelope and write the inmate's name, Person File Number (PFN) and the amount of money on the outside of the envelope. The Account Clerk will staple the court order and the receipt to the envelope and lock it in the safe.
- C. **ACCOUNTING TECHNICIAN:**
  1. Santa Rita Jail (SRJ):
    - a. Each business day, the Accounting Technician will check the safe for probation monies.
    - b. The Accounting Technician will make a photocopy of the court order and prepare monies for deposit with the bi-weekly Santa Rita Jail deposit to the Auditor Controller's Office.
    - c. The Accounting Technician will prepare a memorandum containing names PFN numbers and the amount of money confiscated from each inmate. The memorandum will be titled as follows:

From: Accounting Technician  
To: Adult Probation Trust Fund #900000-83202  
Subject: Probation Fees

d. QIC-Code a copy of the list of money confiscated to Probation – Administrative Services, QIC Code 22801

D. All transactions will be internally audited annually.