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RECEIPT AND DISBURSEMENT OF INMATE FUNDS

I. POLICY

- A. The Mendocino County jail receives funds while receiving arrestees and by individuals depositing money for a specific inmate through the Smart Deposit Banking System program. Smart Deposit Banking System can also be accessed through the Internet, by phone or in the jail lobby kiosk.
- B. Funds are dispersed when inmates are released. Funds are also released upon request of inmates for program fees, payments of bills, and to make purchases of authorized publications.
 - 1. The intent of this policy is not to create a banking system for the inmates and their families.
- C. The Canteen Manager Computer System is used for accounting of all inmate funds.

II. DEFINITIONS

- A. Account Specialist - The member delegated the responsibility of maintaining key control over the final depository of funds collected, and final accountability of all funds.
- B. Booking/Housing Deputy - The member delegated the responsibility of ensuring the security and safekeeping of all funds collected during his or her shift.
- C. Cash - U.S. currency.
- D. Money Envelopes – Checks from other agencies are sealed in an envelope along with one copy of the deposit receipt.

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- E. Security Receptacle – A lock-box located in the Building One booking area designated as the final depository for any checks from other facilities collected during any given shift.
- H. Smart Deposit Banking System Kiosk- Kiosk machines located in intake, booking and the jail lobby that accept cash deposits for inmates. The lobby kiosk also accepts credit cards.

III. STAFF RESPONSIBILITY

A. Corrections Deputy

- 1. Any cash taken during the intake process will be deposited into the Smart Deposit Banking System kiosk.
- 2. Checks written to an inmate from another county will be placed in the inmate's file until the inmate is booked.
- 3. When an inmate is booked into the system, the deputy or SST will make an entry into the Canteen Manager program. The deputy will specify whether the deposit was cash from booking or a check.

B. Facility Supervisor

- 1. Controls the key of the money receptacle.

C. Account Specialist

- 1. The Account Specialist, or designated representative, will be delegated the responsibility of maintaining key control over the security receptacle.
- 2. The Account Specialist, or designated representative, will ensure the contents of the security receptacle are removed and that all kiosk entries are accounted for, balanced, and posted in the Inmate Fund Account under the proper inmate's name and "Master ID" number.
- 3. Excluding weekends and holidays, the Corrections Account Specialist shall collect envelopes placed in the Security Receptacle.

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IV. PROCEDURE

A. Booking Intake

1. Upon receiving an arrested person, any cash will be deposited into the money kiosk, verified by the arresting officer and the receiving Corrections Deputy. If the arrested person is not impaired, the receiving Corrections Deputy will ask the person if the amount is correct.
 - a. Cash under \$5.00 will not be placed into the kiosk. The money will be placed into the arrestee's property and entered onto the arrestee's property receipt during booking.
 - b. Arrested persons disputing the amount shall be directed to resolve the issue with the arresting or transporting officer.
2. The Smart Deposit Banking System kiosk will print two receipts. One receipt will be taped to the booking sheet and placed in the file. One receipt will go into the inmate's property bag.

B. Booking

1. The Booking Deputy or SST will make an entry of the receipt from the kiosk receipt or check into the Canteen Manager program and give a copy of the receipt to the inmate.

C. Housing Deputy

1. If a money order is received in the mail for an inmate, it will be sent back to the sender and the envelope will be marked as refused.

D. Account Specialist Accountability

1. At the beginning of each scheduled workday, the Account Specialist shall pick up any checks from other counties from the Building One Main Detention Facility for daily accounting.

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E. Commissary Transaction Report

1. The Account Specialist or designated representative will run a report from Smart Deposit Banking System each morning that lists all of the monies deposited since the last posting. The Account Specialist will record any funds into the Canteen Manager program that were deposited through the lobby kiosk or remotely into the Smart Deposit Banking System program.
2. The Account Specialist will compare and balance the Smart Deposit Banking System report with the Canteen Manager Shift Close report.
3. If a transaction appears on one report but not on the other, or if an amount was recorded incorrectly, the Account Specialist will investigate the reason and make the necessary changes.
4. The Account Specialist will make a bank deposit one time per week of any checks that have been collected.

F. Checkbook

1. The Account Specialist will collect the check stubs from the jail each morning.
2. A Withdrawal Listing will be generated and the check stubs will be matched to the report.

G. Disbursement Of Inmate Funds

1. When an inmate is released, their money will be returned via a debit card.
 - a. Inmates released to another county or to state prison will receive a check.
2. The releasing staff member will check the inmate's balance in the Canteen Manager program, release the inmate in the system and transfer the inmate's money onto a debit card.
3. The staff member will issue the inmate a PIN number then complete the money release.

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4. The staff member shall verify the debit card number on the debit card log, and then write in the inmate's name on the lines provided.
5. All releases require the release of the inmate record within the Canteen System whether or not they have any funds.
6. Money will not be released out of the Canteen system until the inmate is dressed and ready to leave the facility. Debit cards will not be issued and left in inmate files prior to this time.
7. In the event of a system failure with the debit cards, a check will be written for the inmate's funds.

H. Release of Funds By Inmate

1. Inmate funds will not be released to an individual for personal reasons. Once funds are placed on an inmate's account, they will only be released for the following reasons:
 - a. Release of funds to the Work Furlough Program for program fees; or
 - b. Release of funds for the payment of bills (i.e.: mortgage, electric, water, garbage, etc.).
2. In either case, the inmate will be required to complete a Property Release Form to release the funds.
 - a. To release funds for the payment of bills, the inmate or their designee must produce the actual bill to be paid.
 - (1) The intent of this policy is not to create a banking system for the inmates and their families.
3. The inmate must then complete the Property Release Form authorizing the release of funds.
4. The Accounts Specialist will verify the inmate's funds, write a check to the billing company, and release the check to the authorized person.

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5. An inmate may not transfer funds to another inmate without written approval of the Corrections Division Commander or designee.
6. An inmate released from the correctional facility may not deposit funds to another inmate's account within thirty (30) days of release.
7. An inmate may not release funds to any person who has been in custody within the last thirty days without written approval of the Corrections Division Commander.

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