



POLICY & PROCEDURE:	2.02
UNIT:	Detention and Corrections
CHAPTER:	Fiscal Management
SUBJECT:	Inmate Fund Accounts
ISSUED DATE:	July 1, 1989
REVISION DATE:	December 19, 2024
NOTES:	
RELATED ORDERS:	P&P 2.06 , 2.09
ATTACHMENTS:	

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

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.

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 once received by the Accounting Office. 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 the 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. Check all monies received using a counterfeit pen and/or ultra violet magnetic counterfeit detector to circumvent any counterfeit funds being placed on an inmates' account.
2. 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 identity of the depositor (picture identification required). The inmate's name and PFN shall be verified prior to printing the voucher.
3. Have the depositor review and sign the office copy of the voucher ensuring the correct amount of the deposit and name/PFN of inmate. Return original receipt and identification to depositor.
4. Place the cash, cashier's check or money order in the cash drawer along with the signed office copy and inmate copy of the voucher.
5. Mailroom staff will retrieve inmate copies from the Accounting office and deliver with the daily mail.
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 cashier's checks or money orders are to be added to the inmates' account are received through the mail, the Mail Clerks shall:

1. Verify that the inmate is in custody using the ATIMS Jail Management System (JMS). Enter the transaction under the "Money" tab.
2. Generate 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 or cashier's check, and the name of the person providing the funds. The inmate's name and PFN# shall be verified prior to printing the voucher.
3. A copy of the receipt will be placed in the envelope for the inmate and delivered with the daily mail.
4. All money orders and cashier's checks, along with the office copy of the cash received vouchers, will be given to Accounting daily, for verification and posting.
5. Only money orders and cashier's checks made payable to: "Alameda County Sheriff's

Office” for the account of (inmate’s name and PFN)” will be accepted from the public through the mail. When personal checks or incorrect money orders and cashier’s checks 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 completed “Property Release Request” form 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. The Property Release Request is valid for sixty (60) days from the date entered on the form.
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 form of 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 Request 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 **attached to the pink copy of the AJIS**.
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 the SRJ, when the inmate arrives at the release window, the Account Clerk will have the inmate sign the voucher and pay the inmate.
- G. All money will be secured in the Accounting Office safe. The Accounting Office will be secured at all times, when vacant.
- H. AUDITS: These funds are audited annually by auditors retained by the Sheriff, to ensure compliance with applicable laws, regulations, and Generally Accepted Accounting Practices (GAAP).