



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 506.2	
<b>Subject:</b> Inmate Programs and Services	<b>Topic:</b> Inmate Financial Accounting System	
<b>Accreditation:</b> 6VAC15-40-790, 6VAC15-40-800, 6VAC15-40-810		
<b>Enacted:</b> 04/16/2008	<b>Revised:</b> 09/22/2016	<b>Reaffirmed:</b>
<b>Last Review:</b>	<b>Review:</b>	

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## I. PURPOSE

The purpose of this General Order is to provide directives for handling and maintaining inmate money and inmate accounts for individuals incarcerated in the Loudoun County Adult Detention Center.

## II. POLICY

It shall be the policy of the Corrections/Court Services Division that a financial accounting system be established and maintained for individuals incarcerated in the Adult Detention Center. A written itemized inventory of all monies shall be made at the time of initial committal. Inmate personal funds held by the Adult Detention Center shall be controlled by accepted accounting procedures. The facility shall provide the inmate with a copy of their itemized account upon reasonable request. Funds shall be returned to the inmate upon release or transfer along with a written receipt. The Division Commander, Assistant Division Commanders and/or authorized designees shall be authorized to sign checks.

The Inmate Account Clerk shall establish and maintain a financial account record for each inmate. When an inmate receives money from outside sources, their account shall be credited accordingly as soon as possible. When an inmate purchases items from the canteen, requests checks or has any other expenses while in the Adult Detention Center, they will have their account debited for the exact amount of money required.

The facility shall not accept any form of U.S. Currency mailed to an inmate located in a housing unit. During the inmate classification process, inmates will be instructed that all money orders are to be mailed, through the United States Postal Service, to the Inmate Account Clerk. The inmate shall also be instructed that all money orders are to be made payable to the order of, "Inmate Account". In the memo section of the money order, the inmate's name and inmate's number are to be identified.

At no time shall U.S. currency be stored with inmates' property. Foreign currency will be inventoried on an inmate's property record and stored with said property. The Adult Detention Center shall not exchange foreign currency.

The Records Section will notify the Inmate Account Clerk each day as to which inmate(s) are to be released or transferred from the Adult Detention Center in the near future. If a release or transfer should occur on a weekend or holiday, the Records Section will notify the Inmate

Account Clerk as soon as they become aware of the impending release or transfer so that a check may be issued, if necessary.

Upon receipt of the above information, the Inmate Account Clerk will check the inmate's financial account and prepare checks for departure. All checks will then be forwarded to the Records Section to be placed in the inmate file pending that release.

### III. PROCEDURE

#### A. Receiving Money

##### a. Committals

- a. When an inmate first enters the facility, an inventory will be made of their personal property to include an account of any monies belonging to that inmate.
- b. After an inmate is searched and all currency is removed from their possession, the deputy conducting the search will perform an accurate count of all currency.
- c. The deputy conducting the search will verify the amount of money then place it into an envelope, initial and write their badge numbers on the front of the envelope.
- d. A second Deputy will perform a count of the currency enclosed in the envelope and verify the amount listed by the deputy conducting the search and sign their initials and badge number on the envelope.
- e. For large amounts of currency (over \$500) a supervisor will conduct a separate count to ensure the accuracy of the count before the envelope is sealed and placed into the lock box.
- f. The funds received will be logged into the money book detailing the date, inmate name, amount listed on envelope, and the method of receipt (e.g. intake, mail, visitation, etc...).
- g. Any blank checks or checks payable to the inmate (except for checks for inmates received from other jurisdictions) will be inventoried and logged before going into the inmate's property and not deposited into the inmate's account.
  1. Any checks received from other jurisdictions will be immediately forwarded to the Inmate Account Clerk.

- h. The inmate will be given a receipt for any money that is discovered during the committal process.

2. Funds Received in Housing Units

- a. The post deputy will seize all cash, personal checks, payroll checks or money orders received through the mail by an inmate.
- b. The post deputy will notify a squad supervisor as soon as possible that they are in possession of monies sent to an inmate through the United States Postal Service.
- c. Immediately following this, the deputy will have the inmate address an envelope, with proper postage, to the sender and observe the inmate place the monies into the envelope and seal it. The deputy will immediately call for delivery of the envelope to the outgoing mailbox.
- d. The post deputy must document the incident on the duty post activity log.

- B. Releasing Inmate Money

1. The following procedures will be applied for all inmates released from the Adult Detention Center between 0800 and 1600 hours, Monday through Friday (except holidays).
  - a. The Squad Supervisor will first check the locked box in the Intake Sergeant's Office for monies not yet deposited into the inmate's account.
  - b. The money log will be updated to reflect the release of this money noting the release date, reason and signature of the deputy releasing the money.
  - c. The Booking Deputy will then contact the Inmate Account Clerk to check if the inmate has any money in their account. The Inmate Account Clerk will be responsible for closing the account and issuing a check. A receipt will be generated upon the closing of the account which will be signed by the inmate showing receipt of the funds. This receipt will also be filed in the inmate record.
  - d. The Booking Deputy will release the money to the inmate and have the inmate sign the Property Receipt Form as having received the money. The deputy will place the signed Property Receipt into the inmate record.
2. The instructions listed below will be followed if an inmate is to be released after 1600 hours and prior to 0800 hours.

- a. The Squad Supervisor will verify whether or not the inmate has money in the locked box in the Intake Sergeant's Office. If so they will release the money in accordance with the procedures outlined above.
  - b. If the release or transfer should occur and there was no prior notice given to the Inmate Account Clerk, the Booking Deputy must have the inmate complete and sign an Authorization to Mail Release Check.
- C. Administrative Procedures
1. Processing/Release of Funds
    - a. Money received by the Adult Detention Center will be credited to the inmate's account and deposited in the bank at a minimum of two (2) times per week. The deposit will contain all money received by the Adult Detention Center since the last deposit.
    - b. When an inmate requests to have money released to a designated individual, they must submit an Inmate Request Form to the Inmate Account Clerk detailing who they would like the check made out to, the amount, and the address they would like it mailed to. When these checks are written they will be mailed by the Inmate Account Clerk and the amount of postage will be debited from the inmate's account. The Inmate Account Clerk will respond to the Inmate Request Form and document the check number and date when the check was mailed.
    - c. The Inmate Account Clerk will be available to receive funds from family members/visitors during business hours Monday – Friday (excluding holidays) 0900 – 1600 hours.
  2. Room and Board Fee (Fee for Inmate Keep)
    - a. List provisions requiring the facility to notify the inmate of such a fee in writing upon admission/orientation—Notification of the Room and Board Fee shall be posted at the booking desk and in all housing units.
    - b. Payment and refund procedures-All payments and refunds for room and board will be handled thru OMS by the Inmate Account Clerk. Application of the fee will be done on a weekly basis and will be manually performed by the Inmate Account Clerk.
    - c. Accounting procedures-It will be the Inmate Account Clerks responsibility to maintain accurate accounting records associated with the Room and Board Fee process at all times.
    - d. Provisions designating which, if any inmates are exempt-Inmates assigned to the Work Release program will be exempted from the collection of the Room

and Board Fee. All inmates assigned to the Work Release Program will have this exemption noted in their OMS record to prevent the fee from being applied to their account.

- e. If release date and the date of arrival are within 24 hours, provisions to charge the inmate only the equivalent of one day's fee. See letter b.
- f. Whenever an inmate has been charged the fee, provisions specifying that the deduction shall be reflected on the inmate's account—the fee, once applied by the Inmate Account Clerk, shall be displayed on the inmates financial transaction screen.

#### IV. DOC STANDARD #

##### 6VAC15-40-790: Inventory of Cash and Personal Property

A written itemized inventory of cash and personal property of each inmate shall be made at the time of initial booking. A copy signed by both staff and inmate shall be furnished to the inmate.

##### Compliance Documentation:

- Review inventory sheets for both inmate and staff signature (computerized officer identification will not substitute for a signature, inmates refusing to sign shall be documented)
- Review documentation for property released by inmate
- Interview staff/inmates

Current and accurate inmate property records reduce grievances and unfounded complaints by inmates. Property released to family members, destroyed, etc., should be accurately documented.

##### 6VAC15-40-800: Accounting of Inmate Expenditures and Receipts of Money

Inmates' personal funds held by the facility are controlled by accepted accounting procedure. The facility shall provide the inmate with a copy of his/her itemized account upon reasonable request.

##### Compliance Documentation:

- Review inmate requests and documentation that the facility responded to the request

- Review of audit reports (if available)
- Interview staff/inmates

The collection, safeguarding and disbursement of inmate funds should be in compliance with proper accounting procedures, which includes receipts for all transactions and maintenance of appropriate fiscal records (i.e., credits, debits, disbursements, etc.)

6VAC15-40-810: Return of Inmate Property and Funds

Inmate's property and funds shall be returned to him upon release or transfer and receipted for the inmate in writing, when practical.

Compliance Documentation:

- Review property and account records acknowledged by the inmate in writing
- Interview staff

(It is expected inmates will generally receive their funds at the time of transfer or discharge, however, circumstance may arise when this is not possible, such as bonding out at night, emergency transfers, etc.)

Every effort should be made to return both personal property and inmate funds at the time of release.

6VAC15-40-831: Fee for inmate keep.

If the facility has elected to establish a program to charge a fee for inmate keep, such fee shall be up to, but shall not exceed, the fee stated in the Board of Corrections Model Plan for Payment of Costs Associated with Inmate Keep per § 53.1-131.3 of the Code of Virginia. Written policy, procedure, and practice shall include, at a minimum, the following:

- Provisions requiring the facility to notify the inmate of such fee in writing upon admission/orientation;
- Payment and refund procedures;
- Accounting procedures;
- Provisions designating which, if any, inmates are exempt;
- If the release date and the date of arrival are within 24 hours, provisions to charge the inmate only the equivalent of one day's fee; and
- Whenever an inmate has been charged the fee, provisions specifying that the deduction shall be reflected on the inmate's account.

Statutory Authority

§§ 53.1-5, 53.1-68, and 53.1-131 of the Code of Virginia.

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.