

16.100. INMATE TRUST ACCOUNTS

100.00. INMATE TRUST ACCOUNTS: To prevent money laundering, extortion, prostitution and other financially motivated crimes facilitated by criminal enterprises or criminal organizations, inmate trust accounts shall not exceed \$500.

Inmates will be allowed to exceed the \$500 maximum limit in their trust account only when they are booked in with more than \$500 in their possession at the time of their arrest.

Inmate trust account expenditures may include, but are not limited to: commissary, medical co-pays, self-cash bail, and third-party withdrawals. Inmates may withdraw their entire balance in the event they choose to post self-cash bail.

The maximum amount an inmate may withdraw for commissary and telephone time is \$200 a week.

(Rev. 04/2019)

104.00. ACCEPTABLE DEPOSITS: Staff shall only accept the following for deposit in an inmate's trust account:

- United States Postal Service (USPS) money order (mailed to the facility where the inmate is housed)
- Commercial financial institution cashier's check (mailed to the facility where the inmate is housed)
- Staff shall direct outside persons depositing money into any inmate trust account to the TouchPay kiosk located in the visiting lobby, www.TouchPayDirect.com website or telephone number 1(866)232-1899

Inmates with more than \$500 in their inmate trust account shall not be allowed to receive deposits until their account balance is below the \$500 limit. Funds received through the mail that would increase the inmates trust account balance over the \$500 limit shall be refused and mailed back to the sender. It is the responsibility of the staff member accepting the funds to confirm the inmate's trust account balance does not exceed the \$500 limit.

(Rev. 04/2019)

110.00. RELEASE OF FUNDS FROM INMATE TRUST ACCOUNT: Inmates may release funds from their trust account for the purposes of a self-cash bail, or third-party withdrawal.

Funds released for the purposes of self-cash bail shall be approved by a supervisor and processed by using the Inmate Property/Money Release/Clothing

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Exchange form (ASU#000301). Inmates may release all funds (including the mandated \$10.00 balance) when their confirmed purpose of the release is to post self-cash bail.

Inmates may be eligible to release the entire balance of their inmate trust account (minus \$10.00 which shall remain on the account at all times) to a third party once every 6 months. Inmates shall release the entire balance in their inmate trust account, or their request will be denied. Such requests shall be approved by a supervisor and processed by using the Inmate Property/Money Release/Clothing Exchange form (ASU# 000301). It is the responsibility of the processing staff member to verify a release of funds has not taken place within the last 6 months.

Funds released at the Fiscal window shall require a valid government issued identification card, with a photograph. A photo copy of the identification shall be attached to the Property/Money Release/Clothing Exchange form (ASU# 000301).

(Rev. 04/2019)

130.00. INMATE MONEY RECEIVED THROUGH INCOMING MAIL: Mail room staff shall route United States Postal Service money orders and commercial financial institution cashier's checks found in inmate mail to fiscal staff to be placed in the inmate's trust account once it has been determined the funds will not increase the inmate's trust account over the \$500 limit. Funds received through the mail that would increase the inmates trust account balance over the \$500 limit shall be refused and mailed back to the sender.

(Rev. 04/2019)

16.300. FISCAL RESPONSIBILITIES

305.00. FISCAL RESPONSIBILITY: Each Facility Commander/designee shall have the ultimate responsibility for the fiscal operation of the facility. The Inmate Services Unit (ISU) fiscal staff shall reconcile and maintain the inmate trust fund accounts for all facilities. In order to provide communication and efficiency in bureau fiscal operations, there shall be a regularly scheduled meeting to include fiscal supervision from each facility as well as ISU.

(Rev. 04/2019)

350.00. INMATE MONEY RELEASE: Each Facility Commander/designee shall establish and implement a policy separating incompatible duties, including the preparation, signing and recording of checks. (Refer to Bureau Policy Section 16.110.00 and Facility Specific Policy)

(Rev. 04/2019)

350.10. SIGNATURE STAMP AND BLANK CHECKS: In some incidents inmates being released will be issued a check. The check being issued will require the use of a signature stamp. The signature stamp shall be secured separately from the blank checks. A key shall be required to access the signature stamp and blank checks. Key access shall be restricted to authorized staff. (Refer to Facility Specific Policy)

(Add. 12/2016)

375.00. CONTAMINATED MONEY: Staff shall not accept money identified or suspected of being contaminated with urine, feces, vomit, blood, drugs or any other hazardous material from the public. (Refer to Bureau Policy Section 8.140.05)

(Rev. 04/2019)

380.00. INMATE WORKER PAYROLL: Inmate worker payroll is automated through JIMSnet.

(Rev. 04/2019)

390.00. ABANDONED FUNDS TRUST ACCOUNT: The Abandoned Funds Trust Account is a banking account set up to deposit and pay inmates who have been released without being paid all money owed to them. The Abandoned Funds Trust Account shall consist of all monies owed to inmates released without receiving money, money mail, and/or trust receipts accepted but not previously credited to the inmate's account and all commissary funds.

(Rev. 04/2019)

390.05. PAYMENT FROM ABANDONED FUNDS ACCOUNT: When the inmate is paid from the Abandoned Funds Trust Account, the transaction shall be signed off in the Abandoned Funds Computer Program. When the inmate is paid through the US Mail, or in person, they shall be paid by a check.

16.300. FISCAL RESPONSIBILITIES

Fiscal staff shall notate in the memo section of the Abandoned Funds Computer Program when funds are dispensed from this account.

(Rev. 04/2019)

390.10. UNCLAIMED INMATE FUNDS: Inmates who are released from custody with a balance owed shall be sent a letter advising of the option to receive the check in person or have it mailed to them. In the case of an inmate death, the notice shall be sent to the inmate's last known next of kin. If the notification letter is returned to sender, the letter shall be placed in an unclaimed inmate fund file at the facility. No letters or notifications shall be sent to persons when the cost of the letter exceeds the amount of money left on the account.

A fiscal clerk supervisor shall review the Abandoned Funds Computer Program 120 days after the notice has been sent to the inmates last known address for the unclaimed funds. All inmates who did not receive their funds shall be listed on a department memorandum. The total amount from all of the inmate's trust accounts shall be totaled and a check with the total sum shall be issued to the Bureau of Administration for distribution to the General Fund. (Refer to California Government Code 26642)

(Rev. 04/2019)