



INMATE ACCOUNT

POLICY.

Cash in an inmate's possession at the time of dress-in will be deposited by corrections staff in an account that is separate and distinct from the general fund for safekeeping. Inmates will be allowed to have access to their funds to make commissary purchases and for personal business transactions. Members of the public may make deposits in the account. Generally accepted accounting practices must be followed. Corrections staff must follow tight, controlled operational procedures that protect the money of inmates, and protect the jail and staff from false allegations of loss or theft.

PURPOSE.

This policy provides staff a system of guidelines for the responsible handling of inmate monies.

OREGON JAIL STANDARDS:

- B-301 Removal of Personal Property
- B-303 Inventory and Receipt
- B-304 Storage
- B-405 Inmate Property and Money Return
- B-406 Release Documentation

REFERENCES:

- ORS 98.336, Property Held by Government and Public Authorities
- ORS 133.455, Receipts for Property Taken From Person in Custody; Penalty
- ORS 169.150, Payment of Expenses of Keeping Prisoners; Health Care Fees
- ORS 169.151, Expenses of Keeping Prisoners Reimbursement from Prisoners; Amounts; Procedures
- ORS 192.440, Copies or inspection of public records; written response by public body; fees; waiver or reduction; procedure for records requests
- ORS 206.020, Keeping Records of and Disposition of Fees

PROCEDURES.

SECTION A: GENERAL ADMINISTRATIVE REQUIREMENTS

A-1. Account Management/Retention

The Corrections Administrative Analyst is responsible to work with all involved Corrections Division staff to make sure inmate accounts are properly managed. All

receipts and other information regarding inmate accounts must be kept for at least six months after the money has been returned to the inmate or person entitled to the funds.

A-2. Physical Security of Cash-Handling Supplies and Equipment

The Administrative Analyst will develop physical security procedures for all locked boxes used to store cash and negotiable instruments. He or she will also develop procedures to control the blank check stock for inmate accounts and the check-writing equipment.

A-3. Release of Account Information

Staff will protect an inmate's account balance and related information from disclosure to unauthorized persons. Before releasing any information, staff must determine if the information is a public record for fee collection under ORS 206.020 or if it is the personal information of the inmate or depositor. If a fee collection record, staff will follow procedures in policy [CD-3-2, Public Information Requests](#). They will not release any personal account information to the public. They must control access of reports and receipts showing account information to those with a need to know. Staff will encourage inmates not to divulge their balance to other inmates.

A-4. Withdrawal of Funds

Only the inmate or staff with authority to do so may withdraw funds from the inmate account. Staff is authorized to withdraw funds only for fees and charges approved by statute, the County Board of Commissioners, DCAJ policy, or to comply with a Court Order.

A-5. Inmate Request for Account Balance

An inmate may request his or her account balance through an Inmate Message Form No. 103. Inmates may also view their trust account balance on the Telmate kiosks.

A-6. Account Interest

An inmate's account will not accrue interest because it is a drawing account for the inmate's convenience and not any form of savings account.

SECTION B: LOCKED CASH BOXES

B-1. Locked Box Locations

The Corrections Division will have locked cash boxes at the following locations:

- a. Property Room
- b. Booking Counter
- c. Jail Administration Office

B-2. Access to Booking Area Locked Cash Box

At the end of shift, the shift sergeant will unlock the cash box in booking to allow the designated booking deputy to review all money transactions for the shift. The money will be placed into the locked cash box in the property room for pickup by administrative staff.

B-3. Access to Property Room and Administration Locked Cash Boxes

Only Corrections administrative staff has access to the property room and administration locked cash boxes.

B-4. Locked Cash Box Pickup

The Corrections administrative staff will pick up cash deposits each normal business day. He or she must reconcile the daily cash transactions to the cash, negotiable instruments, and receipts in each box. The administrative staff must prepare all monies for deposit each day. The Corrections Administrative Lieutenant, or designated corrections deputies, will deliver the deposits to the authorized bank and a deposit slip will be provided to the administrative staff.

B-5. Voiding Receipts

Staff must verify all receipts before issuing them. If an error is found after a receipt has been printed and distributed, all copies will be collected and voided. All available copies of a voided receipt will be placed in the originating receipt book. If a copy has already been given to a depositor or other person involved in the transaction, the Sheriff's Office is responsible for any errors on the receipt.

SECTION C: ACCEPTABLE FORMS OF MONEY FOR DEPOSITS**C-1. Cash**

There is no limit to the amount of cash a person may deposit in an inmate's account.

C-2. Money Orders

Staff will accept money orders from the US Postal Service only.

C-3. Checks

Corrections staff will accept cashier's checks or official checks from a bank and checks from a local attorney's office for deposit in an inmate's account and for the payment of security. Corrections staff will not accept payroll, business, two-party, traveler's or personal checks.

C-4. Payee on Money Orders and Checks

The depositor will make the check or money order payable to the inmate. (*Note: Staff will still accept a check made out to the Deschutes County Adult Jail if the memo line indicates it is for a specific inmate.*)

C-5. Credit and Debit Cards

Staff will not accept credit or debit cards to make deposits on an inmate account because of the related transaction fees incurred by the Sheriff's Office. However, credit cards can be used in the kiosks to make deposits through a third party to an inmate's account.

SECTION D: DEPOSITS TO ACCOUNTS**D-1. Deposits at Intake**

Booking staff will deposit all money taken from the inmate at intake and any additional money found at dress-in in the account as follows:

- a. In the pre-booking room when property is taken from the arrestee, the pre-booking deputy will place any money in the booking kiosk for deposit into the inmate's account.
 - 1) Staff will take appropriate precautions when handling monies contaminated with bodily fluids or any unknown substance.
 - 2) Contaminated money will not be deposited in the kiosk. Booking staff will manually count the money and place it in a sealed plastic bag marked with a Hazmat sticker. Attach the money receipt to the outside of the plastic bag.
 - 3) Jail office staff will prepare contaminated monies for deposit according to established procedure.
- b. The original printed receipt from the kiosk will be placed in the locked box in the property room.
- c. An inmate deposit receipt from the Jail Management System (JMS) will be printed and signed by the inmate and placed in the inmate's custody file. If the arrestee is unable to sign or receive the receipt, the receipt shall be given to the arrestee when reasonably possible.
- d. For an inmate coming in on a transport, the inmate will endorse the check and the monies will be manually entered into the JMS. A receipt will be printed and signed by the inmate and placed in the inmate's custody file. The check will be placed in the locked box under the booking counter.
- e. In the event the kiosk is not in working order, booking staff will manually enter the monies into the JMS and follow the same procedures as above.
- f. At the end of a shift, a staff member assigned the locked box key will verify any manual deposits not made through the kiosk as follows:
 - 1) An Internal/External Deposits by Date Report will be run reflecting any manual deposits made at intake during the shift.
 - 2) All money will be taken from the locked box located at the booking counter, re-counted, and verified by the assigned staff member.
 - 3) Once verified, these monies will be placed into the larger locked box located in the property room.
 - 4) All negotiable instruments accepted will be restrictively endorsed before being placed in the locked cash box. Negotiable instruments accepted for security will be stamped with the "Bail Account" stamp and negotiable instruments accepted

for deposit into the inmate's account will be stamped with the "Inmate Trust Fund Account" stamp.

- 5) If any discrepancies are found at this point, a shift sergeant will be notified for corrective action.
- g. All lodged inmates, regardless of funds, will have the appropriate hygiene packs charges deducted from their account.

D-2. Deposits by the Public

Any person may deposit funds in an inmate's account in person during regular business hours through the kiosk located in the jail lobby or Work Center lobby area or through the inmate telephone provider's website. Jail administrative staff will also accept funds at the counter.

D-3. Money-by-Mail Deposits

Funds received by mail will be deposited into an inmate's account on the day they are received. All funds will be logged in and verified by two corrections staff.

- a. Check or money order deposits will be processed as follows:
 - 1) Corrections staff processing mail will have the inmate endorse the check or money order prior to issuing the receipt.
 - 2) The money will be entered into the inmate's account immediately upon endorsement by the inmate. All negotiable instruments will be restrictively endorsed using the deposit stamp and deposited into the locked box
 - 3) If the check or money order is made out to the Deschutes County Adult Jail, corrections staff processing mail will immediately enter the money into the inmate's account and place the receipt inside the envelope for the inmate's records.
- b. Cash received by mail will be processed as follows:
 - 1) Corrections staff processing mail will immediately enter the money into the inmate's account and place the receipt inside the envelope for the inmate's records.
 - 2) Corrections staff will log cash received by mail on the Cash Deposits by Mail Log Form No. 452.

SECTION E: WITHDRAWALS FROM ACCOUNTS

E-1. Funds Withdrawal by Inmate

An inmate must fill out a Property Release Request to authorize a withdrawal of money from his or her account. This request must be approved by a shift supervisor. All withdrawals must be in the form of a check, not cash.

E-2. Walk-In Requests from the Public for Withdrawals

Administrative staff will contact a shift supervisor if a person walks in and wants an inmate to authorize a withdrawal of funds right away for any purpose. Because of the

disruptive nature walk-in requests for personal business transactions have on jail operations, a shift supervisor must approve any further staff action based on a valid need of the parties and not for their mere convenience. Withdrawals may not occur during inmate meal service or shift change.

E-3. Staff Processing of a Funds Withdrawal Request

Corrections staff will process an inmate's Property Release Agreement Form No. 305 to withdraw funds as follows:

- a. A staff member must verify the identity of the inmate making the request and witness the inmate signing the form. He or she will forward the request to the shift supervisor for approval.

SECTION F: DISBURSEMENTS

F-1. Fees and Cost of Incarceration

The Corrections Division may charge an inmate fees that it would normally charge a member of the public under the Deschutes County's Fee Schedule, such as for a copy of an inmate record. Inmates will be charged fees for medical services, medications, and equipment as allowed under ORS 169.150. Inmates will be given written notice of any fee charged to their account at the time the fee is charged.

F-2. Fee and Replacement Cost Schedule

The jail will publish a fee and replacement cost schedule for staff use at the beginning of each fiscal year. The jail will also publish a fee and replacement cost schedule when changes occur. The schedule will include the cost of the items and services the jail provides to inmates and those items that frequently require reimbursement from the inmate due to loss or damage. Inmates shall be given advance notice of fees and costs through staff entries on specific forms or through the Inmate Manual, which shall contain a current fee and replacement cost schedule.

F-3. Disciplinary Sanction Deductions

The administrative staff will deduct the amount of fines and reimbursement sanctions resulting from the disciplinary actions under policy [CD-6-14, *Disciplinary Procedures*](#). The inmate may appeal the deduction using the appropriate disciplinary appeal procedures.

F-4. Grieving Deductions

An inmate may grieve a fee deduction or charge from his or her account. (See policy [CD-6-15, *Inmate Grievances*](#), for more on handling grievances.)

F-5. Return of Funds at Release

When an inmate is released from custody, corrections staff must return any available balance on the inmate's account to the inmate and close the account. The procedure is as follows:

- a. Release the inmate from the Jail Management System (JMS).
- b. Once released from the JMS, a shift supervisor must issue a check for all funds of released inmates.
- c. A shift supervisor will close the inmate's account by entering a "Refund" transaction.
- d. The inmate will sign the property return sheet acknowledging receipt of all property and the sheet will be placed in the inmate's file. If an inmate refuses to sign the property return sheet, corrections staff will write "refused" on the signature line.
- e. One check stub will be filed in the inmate's file and one check stub will be placed in the locked box in the property room. (Note: If a check is voided, the original check sheet must be placed in the locked box.)

SECTION G: DEBT MANAGEMENT**G-1. Accounts with Debt**

Corrections staff may not consider whether an inmate owes the County any money when making a release decision. Any debt an inmate owes will be carried forward from one incarceration to the next. An inmate account with debt will remain open as long as the debt remains or it is determined to be uncollectible.

G-2. Deposits to an Account with Debt

When anyone deposits money in an inmate's account that has debt owed the County, a portion of the deposit will go to pay off the debt. (This includes rearrested or transported inmates that have money deposited in their account at intake.) Any remaining balance will be available for the inmate to make commissary purchases or to pay fees and other charges.

G-3. Charges to an Account with Debt

For any new charge, the amount of the charge will be added to the debt owed.

G-4. Post-Release Debt Collection

The Corrections Division may use a debt collection agency to recoup debt owed the County. It may also seek to place a lien against the personal property of an inmate.

SECTION H: OTHER INTERNAL CONTROLS**H-1. Authorized Check Signatories**

A shift supervisor will use an official signature stamp to sign any check issued from an inmate's account for the check to be valid. The stamp will be located in the sergeant's office adjacent to the Booking room.

H-2. Blank Check Stock and Receipt Books

Blank check stock and receipt books are forms of controlled/accountable supplies. Blank check stock and receipt books will be issued and logged by administrative office staff only.

H-3. Monthly Reconciliation

The Administrative Analyst will reconcile the bank statement for inmate accounts monthly.

H-4. Audits

The Corrections Captain may call for an independent audit of a single inmate account or the Corrections Division's management of all accounts at any time using Sheriff's Office, County, or contractor accounting personnel. Sheriff's Office staff must cooperate with any independent audit initiated by any entity.

FORMS USED

- Property Release Agreement Form No. 305
- Inmate Message Form No. 103
- Cash Deposits by Mail Log Form No. 452
- Money Receipt Slip Form No. 150