

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 2 - BOOKING
CUS – 2 - 16
PAGE 1 OF 2

DATE
05-11-95

INMATE MONEY

POLICY

An inmate cash account shall be opened and maintained for all persons housed in Marin County Jail by the Bkg. Sergeant. Inmates may request permission to have monies withdrawn from their account.

DEFINITIONS:

INMATE REQUEST FORM - Form used by inmates to request in house services, money or property releases and communication requests with staff.

PROCEDURE

When an inmate is housed, their money will be transferred from booking storage or the money drawer to the Bkg. Sergeant's office. The Bkg. Sergeant enters all information into the computer cash accounting system and places the money into the register. If an inmate is booked without money, the property receipt is used to open the account. The Bkg. Sergeant prints a receipt, minus welfare items purchased, and sends it to the inmate via inter-jail mail.

Money may be released from an inmate's account with prior written permission from the Bkg. Sergeant by using the Inmate Request Form. The inmate's request form is kept at the booking window until the property or money is released. The form is then placed in the inmate's Jail File. No monies will be released without prior permission except within the first 48 hours of incarceration. Whenever money is released a receipt is printed and distributed to the inmate at the next mail call.

Money will be removed from the inmate's account for commissary purchases. The inmate authorizes the release by signing their commissary form. Monies can also be released to Prisoner Services for purchases made through their program.

When an inmate is released from custody all money left in the account is returned to the inmate and the account is closed. The inmate signs the final receipt. It is attached to the release documents and filed in the inmate's Booking Jacket.

RELATED STANDARDS:

Chapter 4, Section 13
Chapter 7, Section 8
Chapter 3, Section 1

DATE REVISED
08-03-94

By order of

DANIEL PAYNE
BUREAU COMMANDER