

## **2-12/010.00 Money**

All cash in an inmate's possession shall be placed in a money envelope. The envelope shall have the inmate's name written across the envelope before sealing it. The outside of the envelope shall indicate, in ink, the amount of cash sealed inside, the inmate's name and booking number, and the date and time it was taken from the inmate.

Inmates shall not have any cash, coins, or negotiable instruments in their possession while in a court lockup facility. Any money received from an outside agency booking, not sealed in a property bag, shall be counted in the presence of the agency representative and the inmate, and placed in a money envelope and sealed. The pink copy of the receipt shall be given to the inmate. The yellow copy shall be placed in the plastic bag, folded so the inmate's name is visible, and heat sealed in the bottom of the plastic property bag.

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