6-02/007.20 - Acceptable Released Inmate Identification â€“ Cashier Section

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for cashiering personnel assigned to the Inmate Reception Center (IRC) in the identification of inmates processing for release.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those working in the IRC cashier's office.

ORDER:

IRC Cashiering personnel shall adhere to the following procedures regarding acceptable identification for inmates who are processing for release from custody. Inmates who are processing for release shall be directed to the cashiering windows by custody personnel, for retrieval of all monies in their inmate accounts.

All released inmates requesting money should be wearing a Los Angeles County Jail wristband. In the absence of a wristband, the following is considered acceptable for the purposes of identification to release money:

- Valid driver's license
- Valid Government issued identification card
- Alien registration card
- Passport
- Picture Identification from a penal institution

If the inmate is unable to provide any of the above listed forms of identification, cashiers may obtain, through the Automated Justice Information System (AJIS), distinct information which is specific to the inmate (i.e., birth date, driver's license number, and arrest charge).

Additionally, cashiers may use physical descriptors depicted/listed in the Los Angeles County Regional Identification System (LACRIS) to assist in positively identifying the inmate. If the amount of money to be released is exceptionally large, cashiers should consider calling upon sworn personnel to assist in the identification process by fingerprinting the person at the window and comparing this to the fingerprints on file in their booking jacket.

For additional information on inmate trust funds or inmate money, please refer to ***Custody Division Manual (CDM) Section 5-06/015.00 Inmate Trust Funds*** or ***CDM Section 5-06/020.00 Inmate Money.***