5-06/015.00 Inmate Trust Funds

Inmates will be allowed to have a maximum of $300 in a trust fund account for their use during their stay in a custody facility. Trust fund account expenditures include, but are not limited to, phone cards, vending, commissary, and third party withdrawals.

An exception to the $300 trust fund account limit shall be made for inmates who had more than $300 in their possession at the time of their arrest, and did not release that money during the booking process. Such inmates shall not be allowed to receive deposits until their account contains less than $300. Deposits that place an account over the $300 limit shall be refused or mailed back to the sender.

The maximum amount that an inmate may withdraw for personal use is $195 a week. This includes money spent for phone cards, vending, and commissary.

A maximum of three (3) transactions (i.e., deposits and/or withdrawals) by a third party individual is permitted, per day. Cashier personnel shall complete the appropriate electronic documentation whenever an individual’s daily maximum number of transactions is met. In addition, Cashier personnel shall maintain communication with other Cashier windows to ensure the proper enforcement of the provisions of this policy.

The maximum amount that may be withdrawn from an inmate's account by a third party is $200 a week. Third party withdrawals are not considered an inmate expenditure and do not affect the inmate's personal spending limit of $195 a week.

All third party deposits and withdrawals made at the Cashier window will require a valid governmental identification, with photo. This includes all identification issued by foreign governments, as well as those issued by local, state, or the federal government. For each transaction made by a third party whose identification is one other than a California identification card or driver license, cashier personnel shall make a color copy of the identification document and attach it to the deposit or withdrawal slip.

Any deviation to this policy must be approved by the Inmate Reception Center watch commander.