

## **Inmate Trust Fund Deposits by Approved Vendors**

### **PURPOSE OF ORDER**

The purpose of this order is to establish procedures for the acceptance of deposits into an Inmate's Trust Account by an approved vendor who has been vetted by the Department. The vetting shall consist of a review of vendors' business practices and credentials presented by the vendor to the IRC executives ensuring compliance with applicable laws. Additionally, the vendor will be required to sign an agreement with the IRC Inmate Trust Unit which will outline the parameters of service.

### **SCOPE OF ORDER**

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Trust Unit.

### **ORDER**

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. There is no maximum transaction (i.e., deposits) limits by approved vendors (listed) per day. All third party deposits 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. Additionally, the approved vendor representative shall present their vendor credentials. The Trust Account parameters noted above pursuant to Custody Division Manual 5-06/015.00, Inmate Trust Funds shall be adhered to. A list of approved vendors is noted below.

1- Inmate Money Express (Cash 2 Jail).

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