

07-175/20 Inmate Money Deposit

Los Angeles County Sheriff's Department

Unit Order: # 07-175/20	
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1999
GENERAL POPULATION	Reviewed Date: 03-06-2024
NORTH COUNTY CORRECTIONAL FACILITY	
Subject: Inmate Money Deposit	
Reference: CDM 5-06/0.20.00	
Unit Commander Signature:	Date:

PURPOSE OF ORDER:

To establish guidelines and procedures for handling inmate money deposits at NCCF.

SCOPE OF ORDER:

Applies to all sworn personnel and the civilian cashier(s) assigned to NCCF.

ORDER:

Any money taken from an inmate is contraband and shall be deposited to his account and a receipt issued to the inmate.

When issuing a receipt, the following steps shall be taken:

- a. Obtain the Inmate Deposit Receipt Book from the safe in the Watch Sergeant's Office.
- b. Fill out the receipt and give the inmate the white copy (original).
- c. The yellow (carbon) copy remains in the receipt book.
- d. The money envelope (3 1/4" x 6") shall be filled out with the inmate's name, booking number, amount of deposit, date, receipt number and receiving officer's name in the front stamped portion.
- e. The money for deposit is counted in his presence and placed into the deposit envelope.
- f. The envelope is then sealed, the flap initialed by the receiving deputy and then sealed over with clear tape.
- g. The sealed envelope and the Inmate Deposit Receipt Book are immediately delivered to the Watch Sergeant's Office for safekeeping in the safe.
- h. Upon receipt of the deposit envelope and Inmate Deposit Receipt Book, the Watch Sergeant initials the receipt in the upper left corner, indicating that he/she has received the sealed envelope and that the officer has complied with the above procedures.
- i. The Watch Sergeant shall immediately deposit the sealed envelope in the safe and return the Inmate Deposit Receipt Book to the safe.
- j. The Inmate Deposit Receipt Book shall serve as a safe log for the inmate deposit money in the safe.

ACCOUNTABILITY/AUDIT TRAIL:

An assigned Sheriff's Department personnel (Runner) shall retrieve the inmate deposit envelopes contained in the safe from the Watch Sergeant.

The "Runner" shall deliver the Inmate Deposit Envelopes to the cashier. The cashier shall initial the appropriate deputy issued receipt(s), on the upper right corner with a red felt tip pen, for each sealed enveloped from the Watch Sergeant. The cashier shall take the sealed envelopes for deposit to the respective inmate accounts.

MONEY DEPOSIT TO INMATE ACCOUNTS BY CITIZENS:

Money can be deposited to an inmate's account at Men's Central Jail and the Inmate Reception Center (IRC) 24 hours a day, 365 days a year or at the Century Regional Detention Facility (CRDF) from 0630 hours to 2100 hours, 365 days a year.

Revision Date xx/xx/xxx

Revision Date (e.g. 01/01/01)
