

## **INMATE MONEY**

STANDARD NO(S):

NYSSA # 57, 65

DATE:

October 13, 2009

REVISED: 07/25/2012

REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To maintain safe, secure and accurate control of all inmate money.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to process all inmate monies brought or sent into the facility.

III. DETAILS:

- A. All forms used for money transactions must be complete and accurate.
- B. Any requirement for signature(s) will mean full signature(s). Initials will not be used.
- C. Personal checks and foreign currency will not be accepted. When an inmate possesses or receives personal checks or foreign currency, such will be retained in the inmate's secured property or returned to the sender in accordance with the policy entitled "**Inmate Packages**".
- D. United States money orders will be the only form of currency accepted after admission. Other types of currency, such as certified funds or government checks, will be accepted at the discretion of the Shift Supervisor.

IV. OPENING AN ACCOUNT:

- A. Upon admission, whether an inmate has cash or not, an account will be created in Cobra Banker. Two Intake receipts will be generated for this transaction; the copy not requiring a signature will be given to the inmate as verification. If, for any reason, an inmate is not able, or refuses to verify that their money amount is accurate or complete, such receipt will be witnessed and signed by any additional officer.

- B.** Form CF-015 (Money Transaction Envelope) will be completed with all required information. The money will be placed inside the envelope. The signed Intake Receipt will be stapled to the Inmate Property Receipt and placed into the inmate's file.
- C.** The CF-015 requires the full signature of the officer accepting the money and that of another officer as a witness. It is the responsibility of both officers signing the envelope to ensure that the money is properly counted and placed into the envelope. The envelope will remain at booking until the end of the shift. The Booking Officer or Escort Officer will record and balance all such deposits in the inmate fund log.
- D.** The Chief Administrative Officer or designee, along with the Fiscal Services Manager will, at a minimum empty the commissary money drop box located at the booking desk on a weekly basis. Bank deposits will be made as needed by the Fiscal Services Manager.

V. EXISTING ACCOUNTS:

- A.** Monies taken in by the facility for an inmate account, subsequent to their admission, will only be allowed through mailed correspondence or packages and must be in the form of a United States money order.
- B.** If an inmate receives a money order in the mail, the Escort Officer assigned to correspondence and packages, in conjunction with the Booking Officer, will be recorded using the "Add Money" key in Cobra Banker. Officers will ensure that the inmate signs the money order and that the inmate receives a receipt. In all cases where an inmate refuses to sign the money order, it will be returned to the sender.
- C.** All signed money orders will be placed in the Money Transaction Envelope. The Escort Officer will keep a log of all received money orders in the inmate fund log. The commissary account checkbook will be updated by the Chief Administrative Officer or designee prior to each bank deposit. Bank deposits will be made as needed by the Fiscal Services Manager.
- D.** At the end of every shift, the Shift Supervisor will take all the monies collected on that shift and balance the cash drawer. If the monies do not balance, an error has occurred and needs to be found. Upon balancing of the cash drawer, the Shift Supervisor will attach the Cash Drawer Balancing Receipt to the envelope containing the monies received during their shift and place it into the commissary money drop box in booking.

VI. CLOSING AN ACCOUNT:

- A. When an inmate is released, the Booking Officer will log into Cobra Banker and close out their account by selecting the “Resident Transaction” and “Release” keys. Cobra Banker will ask if this is a smart release. If yes, continue with the smart card release. If no, Cobra Banker will print a check for the inmate’s account balance, if any. Any check printed must be signed by a Shift Supervisor. Closing an inmate account will produce two Release Receipts. The discharging officer will staple the signed Release Receipt to the Inmate Property Receipt and place it into the inmate’s file. The unsigned Release Receipt will be given to the inmate.