

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE SERVICES

Chapter

JG 03 - INMATE FUNDS AND ACCOUNTING

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JG 03/01.00 **GENERAL**

JG 03/01.01 **Purpose**

The purpose of this chapter is to set forth the policies and procedures for:

- A. the processing, safeguarding, and accountability of arrestee and inmate funds at the Weber County Correctional Facility;
- B. the Commissary process; and
- C. providing products and services to indigent prisoners.

JG 03/01.02 **Cross Reference**

JC 03 - Ancillary Admission
JC 04 - Release Process
JC 06 - Inmate Wrist Identification Band
JD 06 - Inmate Disciplinary
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Chapter 24, Title 77, Utah Code of Criminal Procedure, Disposal of Property
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JG 03/01.03 **Definitions**

administration

clerk employee responsible for assisting in the accounting of inmate funds, as well as other duties

accountant

employee responsible for the accounting of inmate funds, purchases, and charges, as well as the Inmate Trust Account

arrestee

an individual detained in the WCCF, prior to being incarcerated (housed) for an indefinite period of time

bail room clerk

employee responsible for receiving bail, transferring booking money to the accountant, and verifying funds with the accountant

bail room safe

a locked drop box where bail bonds and cash bail are dropped,

for which the bail clerk has exclusive access to

booking drop safe	<p>a locked drop box in which the booking officer has exclusive access where money envelopes containing arrestee/inmates money are immediately deposited and held until:</p> <ul style="list-style-type: none">→ returned to an arrestee who is released,→ transferred to the bail room clerk, or→ transferred to the next watch's lead booking officer along with the key
booking number	the number assigned to each booking
CA-100	Cash Account Form-100, used to report deposits to the Inmate Trust Account
commissary allowance	the weekly maximum amount of commissary purchases allowed for each inmate
Comptroller	employee who manages accounting, budget, and financial functions for the Weber County Sheriff's Office
IAO	Inmate Accounting Office
ICA	Inmate Cash Account
ID Number	a unique identification number assigned by the Jail Management System to each arrestee/inmate
indigent	monetary status of an inmate whose funds do not exceed \$3
inmate account	funds available to an inmate
inmate housing list	the list which shows the housing location of each inmate
inmate money receipt	document which shows the inmate's name, amount of money received, the initials of the WCCF employee who received and receipted the money, the date money was received, and the name of the person leaving the money
Inmate Trust Account	<p>the checking account in which arrestee/inmate money is deposited and held until:</p> <ul style="list-style-type: none">→ used by the inmate for commissary purchases, medical co-payments, or other similar charges (i.e., work

- release, restitution, DNA testing, postage, etc.)
- transferred to a third party at the inmate's request
- transferred to another institution for the inmate
- returned to the inmate
- considered abandoned and transferred to the Weber County Treasurer as Unclaimed Funds

JMS	Jail Management System; a computer software program which tracks information about arrestees/inmates and files this information so that it may be recalled for reports and other needs
Lead Booking Officer	the Booking Sergeant or booking officer in charge on duty during a shift
MTF	Money Transfer Form; a form signed by the inmate to release money to third parties, for bail, or with other instructions
money	cash, coin, or any other negotiable instrument
money envelope	an envelope in which money is placed
OTC	over-the-counter
PI	Punitive Isolation
property inventory sheet	the inventory sheet filled out by the arresting officer and signed by both the arresting and booking officers listing all the property, including money, surrendered by the arrestee during the booking process
property list	a computer screen which displays the list of property items, including money, surrendered by an arrestee/inmate
stale dated check	a check issued from the Inmate Trust Account that has not been cashed after at least a six month period
surrendered money	money surrendered by an arrestee at the time of booking
TRO	Temporary Restrictive Order

JG 03/02.00 **RECEIVING FUNDS**

JG 03/02.01 **Policy**

It is the policy of the WCCF that:

- A. funds surrendered by arrestees upon being booked into the facility are safeguarded against loss;
- B. proper accounting shall be performed for funds received for the inmate from outside sources;
- C. proper accounting shall be performed for funds held and expended by inmates;
- D. inmate-to-inmate transfers of funds are not permitted; and
- E. WCCF staff may deny acceptance of incoming funds for an inmate if it is determined by WCCF staff that the funds are being received from another inmate (e.g., through a third party).

JG 03/02.02 **Rationale**

- A. Intake processes and subsequent incarceration of arrestees and inmates within the WCCF must provide for the surrender, safekeeping, accountability, and eventual return of arrestee/inmate money.
- B. Documentation of transactions and financial actions is necessary.
- C. Reasonable precautions should be taken against the possibility of embezzlement, theft, mishandling, and poor accounting procedures in order to be able to respond to false claims against the jail.
- D. Inmate-to-inmate money transfers may be a problem in a correctional, as often times inmates are “strong-armed” or threatened to give another inmate money, commissary, etc.
- E. Inmate-to-inmate money transfers are not allowed because they facilitate prohibited gambling, business, or other transactions and/or other illegal activities in the correctional facility.

JG 03/02.03 **Procedure: Incoming Money in the Booking Area**

- A. When an arrestee is booked into the WCCF, the intake Booking Officer shall:
 - 1. count all surrendered money jointly with the arresting officer;

2. prepare a money envelope by:
 - a. crossing out any previous existing names on the label and printing the arrestee's name and name number on the label;
 - b. printing the amount of money surrendered by the arrestee below the name number;
 - c. printing the arrestee's date of birth on the bottom of the label;
 - d. signing his initials on the label; and
 - e. placing the money in the envelope;
3. verify the arresting officer's inmate property inventory sheet to assure the amount written for surrendered money matches the amount on the inmate's money envelope;
4. ensure the transporting officer has signed the property inventory sheet;
5. sign the property inventory sheet after verification of accuracy;
6. document the amount of money received on the intake sheet for entry in the JMS; and
7. immediately drop the money envelope into the booking area drop safe.

B. Lead Booking Officer

The Lead Booking Officer shall:

1. retain sole access to the booking area drop safe by maintaining the key to the drop safe at all times to ensure that money envelopes deposited in the drop safe are safeguarded against loss or unauthorized handling; and
2. transfer money envelopes from the booking area drop safe to the bail room clerk when it is determined that the arrestee/inmate will be housed in the facility.

C. Accountant

1. The Accountant/designee shall receive from the bail room clerk the money envelopes from the booking area deposited in the booking drop safe and verify the quantity of envelopes recorded by the bail room clerk, then initial the entry.
2. The Accountant shall process the booking money envelopes by:

- a. opening and counting the money in each money envelope in the presence of the bail room clerk;
- b. comparing the money amount with the amount written on the money envelope;
- c. posting the funds to the inmate's commissary account;
- d. reconciling the funds received, immediately logging and/or reporting any discrepancies; and
- e. forwarding the envelopes and receipts to the Administration clerk for verification.

D. Administration Clerk

The Administration Clerk, upon receipt of the booking envelopes and receipts from the Accountant, shall:

1. Verify the amount entered into the inmate's commissary account by comparing the receipt against the booking envelope;
2. Compare the amount entered into the inmate's commissary account with the amount listed in the JMS property screen; and
3. Report any discrepancies to the Accountant and Admission/Release supervisor.

JG 03/02.04 **Procedure: Receiving Bail Bonds/Cash**

A. Bail Bonds and Cash Bail received from inmates should be accepted at the bail room window in the release corridor of the Weber County Sheriff's Complex.

1. The amount required for bail should be verified in the JMS.
2. When the bail is being paid in cash:
 - a. the amount of cash received shall be accepted and verified with another person (i.e., clerk, officer or payer);
 - b. the payer information should be verified, with the name indicated and the address and telephone number written in the upper left-hand corner of the bail receipt;
 - c. the inmate's date of birth shall be written next to the inmate's

last name;

- d. the appropriate information shall be included on the bail receipt (i.e., defendant name, ID number, booking number, appropriate court name, judge, and court date);
- e. the bail clerk shall sign the bail receipt;
- f. the bail amount and charge shall be cleared in the JMS;
- g. the white (original) copy of the bail receipt should be given to the payer;
- h. the yellow copy of the bail receipt shall be attached to the cash bail, which should be placed into an envelope and sealed, and shall be dropped into the bail room safe;
- i. the pink copy of the bail receipt shall remain in the bail receipt book.

3. When the bail is bondable, and is being paid with an approved bail bond:

- a. the amount of the bond shall be verified;
- b. the inmate's date of birth shall be written next to the inmate's last name;
- c. the appropriate information shall be included on the bail receipt (i.e., defendant name, ID number, booking number, appropriate court name, judge, and court date);
- d. the bail clerk shall sign the bail receipt;
- e. the bail amount and charge shall be cleared in the JMS;
- f. the white (original) copy of the bail receipt should be given to the payer;
- g. the yellow copy of the bail receipt shall be attached to the original bail bond and shall be dropped into the bail room safe;
- h. the pink copy of the bail receipt shall remain in the bail receipt book.

B. The key to the bail room safe is to remain on the bail clerk's person at all

times.

- C. At the end of a shift, the clerk being relieved will, in the presence of the oncoming shift clerk or other designated replacement:
 - 1. open the bail box and count the number of transactions in the box;
 - 2. place all transactions in an envelope, seal the envelope, and sign over the seal of the envelope; and
 - 3. fill out the transaction reconciliation form, documenting the beginning and ending receipt numbers on the bail receipts, and sign the reconciliation form, along with the oncoming shift clerk.
- D. The morning shift bail clerk will remove all transactions from the bail box and transfer these to the accountant for reconciliation (see JG 03/02.07).
- E. The reconciliation form will be returned to booking for filing after being signed off by the clerk and accountant.
- F. The key to the bail room safe shall not be given to another clerk or staff member except at the end of the shift, when it is passed on to the oncoming clerk.
- G. The Accountant/designee shall:
 - 1. Verify the cash bail received with the clerk;
 - 2. Verify all bail receipts are accounted for;
 - 3. Process bail deposits and issue bail checks utilizing the inmate commissary banking system; and
 - 4. forward bail checks to the Administration clerk for processing to the courts.
- H. The Administration clerk shall:
 - 1. Check the bail/bond amounts with the JMS;
 - 2. Verify the amount of the bond or check;
 - 3. Prepare a bail log, ensuring the beginning number is consecutive to the prior day's log; and
 - 4. Mail bail to the courts.

JG 03/02.05 **Procedure: Receiving Money from Visitors**

A. **Receiving Money at the Kiesel Facility**

1. Money received in behalf of inmates shall be accepted at the jail lobby window during Kiesel administration's regularly scheduled work hours.
2. Money may be accepted in the Kiesel intake area.

B. **Receiving Money at the 12th Street Facility**

1. Money received in behalf of inmates shall be accepted at the jail administration window during administration's regularly scheduled work hours.
2. Money may be accepted at the jail lobby visiting window during the visiting hours.

C. When money is received from visitors, the receiving staff member shall:

1. ask the inmate's name;
2. verify that the inmate is currently incarcerated in the WCCF;
3. verify the inmate's ID number;
4. ensure the amount received is correct;
5. enter the money amount to the computer system under the correct inmate name / ID number;
6. enter the name of the person leaving the funds into the computer system;
7. sign the receipt, giving a copy to the individual leaving the funds;
8. attach all funds to the original receipt and deposit the money into the safe; and
9. place the inmate copy of the receipt into the designated box for delivery to the inmate.

D. At the designated time, the clerk(s) shall count and reconcile the funds received. Any discrepancies shall be logged and/or reported immediately.

- E. The funds, along with the closing report, shall be returned to the safe until picked up by the Accountant/designee.
- F. The accountant/designee will count and reconcile funds received during visiting or from the intake area at the Kiesel facility.

JG 03/02.06 **Procedure: Handwritten Receipts**

- A. Money received from visitors, or from offenders in the Kiesel facility, should be entered into the electronic computer system. Handwritten receipts may be issued only when all of the following conditions exist:
 - 1. The computer system is expected to be unuseable for 24 hours or more;
 - 2. In each event, the Sheriff's Office Comptroller pre-authorizes handwritten receipts; and
 - 3. The dollar amount of the funds taken is capable of being entered into the JMS, along with any pertinent information.
- B. If all of the conditions above do not exist, visitors or offenders should be advised to:
 - 1. wait to deposit funds;
 - 2. return at a later time; or
 - 3. mail in a money order.

JG 03/02.07 **Procedure: Receiving Money in the Mail**

- A. Funds received in behalf of inmates through the mail system should only be accepted in the form of a money order.
- B. When funds are received in the mail, the mail clerk shall:
 - 1. verify that the inmate is currently incarcerated in the WCCF;
 - 2. verify the inmate's ID number;
 - 3. Log the amount received into the JMS mail log, along with the sender's information;
 - 4. The Administration Clerk shall process funds, as listed in JG 03/02.05, placing copies of the receipts inside the envelope for delivery to the inmate.

JG 03/02.08 **Procedure: Receiving DNA Funds**

- A. When an individual wishes to place funds on an inmate's account for DNA testing, the staff member receiving the DNA funds shall:
 - 1. process the funds into the inmate commissary banking system, marking the "suppress debt" box, and make a notation that the funds are for DNA testing;
 - 2. drop the funds into the drop safe designated for receiving inmate funds;
 - 4. enter the Disbursements to the DNA - State and DNA - Weber funds for the appropriate amounts. (Note: If staff member is unable to process disbursements, the Administration Clerk should be contacted to complete the processing.)
 - 5. forward receipts to the intake area Lieutenant, with a copy distributed to the inmate via the mail clerks; and
 - 6. make a notation in the JMS Detainer screen that DNA funds have been paid.
- B. **Intake/Booking Staff Procedures**
 - 1. Booking staff receiving DNA funds shall complete a goldenrod DNA Money Transfer Form (including DSI Name Number and amount received) and attach funds to this form. This information should then be forwarded to the Intake Lieutenant/designee.
 - 2. The Intake Lieutenant/designee should then report to the Department of Corrections the names of those tested and the amount paid. The information and funds received should then be submitted to Sheriff's Complex Comptroller/designee.
- C. Sheriff's Complex Comptroller shall process funds monthly, in accordance with current Department of Corrections procedures, forwarding the appropriate amount to the Department of Corrections, and depositing the remaining funds with the Weber County Treasurer.

JG 03/02.09 **Procedure: Receiving Money/Accountant**

- A. The WCCF Accountant shall process the booking funds and bail funds as indicated above.

- B. The Accountant shall reconcile funds received from the Administration area drop safe, to include visitor funds and funds received in the mail.
- C. The Accountant shall prepare a CA-100 Form, listing appropriate deposit amounts.
- D. The Accountant shall forward the total deposit to the designated staff member for re-counting and preparation of the final bank deposit slip.
- E. Upon preparation of the bank deposit slip, the Administration Clerk shall transport the deposit to the banking institution, returning the validated bank deposit slip/receipt.

JG 03/02.10 **Procedure: Inmate-to-Inmate Transactions**

- A. It may be determined that inmate-to-inmate money transfers are taking place when:
 - 1. a third party wishes to leave money on two or more inmates' accounts;
 - 2. one inmate is releasing money to a third party (JG 03/03.07) and that individual wishes to leave money on another inmate's account;
 - 3. a third party wishes to leave money on an inmate's account and indicates that the money is owed by another inmate; or
 - 4. WCCF staff have other reason to believe the money is inmate-to-inmate.
- B. If the money is determined by a WCCF staff member to be inmate-to-inmate, staff may deny the acceptance of funds.
 - 1. The WCCF staff should inform the individual wishing to leave the money that it will not be accepted because it has been determined to be inmate-to-inmate transfer of money.
 - 2. The WCCF staff member should document the denial, listing the inmate(s) involved, the reason for denial, and any other pertinent information.
 - 3. This information should be given to the housing Lieutenant or Sergeant when there is a management concern or if there is evidence that "strong-arming" or other major violation of policy is taking place.

JG 03/03.00 **RELEASING FUNDS**

JG 03/03.01 **Policy**

It is the policy of the WCCF that:

- A. proper handling and accounting shall be performed for all funds released to inmates upon their release from the WCCF; and
- B. proper handling and accounting shall be performed for all funds released to other persons or funds released for bail as a result of a written request from the inmate.

JG 03/03.02 **Rationale**

Final return of arrestee/inmate money must be supported by clear accounting documentation showing proper accountability and release of that money.

JG 03/03.03 **Procedure: Releasing Funds to Inmates from Booking Area**

- A. The Lead Booking Officer shall release money to an arrestee who is released from custody, provided the money has not been transferred to the bail room clerk by:
 - 1. removing the money envelope from the booking area drop safe;
 - 2. entering the amount of money listed on the envelope as a property released item on the arrestee's computer screen property list;
 - 3. counting and returning the money to the arrestee;
 - 4. printing a copy of the property receipt form from the computer screen;
 - 5. requiring the arrestee to sign the property receipt form acknowledging receipt of the money, noting any discrepancies (or claimed discrepancies) on the post log; and
 - 6. ensuring the property receipt form is placed in the designated area.
- B. If the funds are not returned to the inmate/arrestee, the Booking Officer shall instruct the inmate that he may pick up his funds at the business office or have the check mailed to the inmate's address.
 - 1. If the inmate elects to pick up his money at the business office, the IWIB shall be given to the inmate with instructions to take the IWIB to the Administration Window during normal business hours.

2. If the inmate elects to have the money sent to his home address, the inmate shall fill out a money transfer form with mailing instructions. Note: Postage will be charged to the inmate's account before the account is closed.
 - a. The money transfer form shall be forwarded to the Accounting Office.
 - b. The Accountant/designee shall close the inmate's account, after all charges have been posted (including a charge for the postage), and issue a check to the inmate.
 - c. The Accountant/designee shall mail the check to the address indicated on the money transfer form.

JG 03/03.04 **Procedure: Releasing Funds to Inmates from Accounting Office**

- A. When an inmate is released from custody, the Accountant/designee shall close the inmate's account after verifying all charges have been posted the inmate's account.
- B. The Accountant/designee shall prepare a check from the Inmate Trust Account, provided funds are remaining.
- C. The check shall be given to the individual surrendering his IWIB.
- D. If no IWIB is surrendered, or if there is a question of identity, proper ID (i.e., Driver's License, State ID card, ID from other staff) shall be provided.
- E. The individual shall be required to sign the check stub or receipt generated with the close of account, as his acknowledgment of receiving the funds.
- F. The original check shall be given to the individual.
- G. The duplicate copy and the original signed receipt attached to the back of the duplicate check or appropriate stub of the check containing the individual's signature shall be retained,, which shall be placed in the designated area.
- H. If the individual states he has no identification to cash the check:
 1. a Signature Specimen form shall be filled out and signed by the Accountant/designee, as well as the individual receiving the check; and
 2. the individual shall be instructed to cash the check at the designated financial institution.

JG 03/03.05 **Procedure: Releasing Funds for an Inmate Transferred to Another Institution**

- A. If the Accounting Office has prior notice that an inmate is being transferred to another facility, the inmate's account can be closed, generating a check, if funds are available.
 - 1. The original copy of the check shall be taken to the property room with the receipt for the inmate to sign when released.
 - 2. A duplicate copy of the check shall be retained in the Accounting Office. Information should be kept with the duplicate copy of the check indicating where the check was taken and/or who the check was left with until a signed receipt/check stub is returned.
 - 3. When the inmate signs the receipt/check stub, it shall be returned to the Accounting Office.
- B. If no check has been generated and funds are available:
 - 1. the Booking Officer shall instruct the inmate that his funds shall be transferred by check to the receiving institution within three business days of the transfer;
 - 2. the IWIB shall be returned to the Accounting Office, with the name and address of the institution the inmate is being transferred to; and
 - 3. the Accountant/designee shall close the inmate's account, after all charges have been posted, issue a check to the inmate, and send the check to the designated institution within three working days.

JG 03/03.06 **Procedure: Releasing Funds for Bail**

- A. If an inmate is requesting to post bail using all or a portion of the funds in his inmate account, he may do so by filling out a money transfer form.
 - 1. The inmate shall request the money transfer form and fill out the form in the officer's presence.
 - 2. The money transfer form shall be dated and include instructions that the funds are to be used for bail.
 - 3. The inmate must sign the money transfer form in the presence of the officer.
- B. The Accountant/designee shall, upon the receipt of a properly prepared, signed and witnessed money transfer form:

1. verify that all current charges have been posted the inmate's account;
2. insure that there are sufficient funds to cover the bail amount requested;
3. write a bail check to the appropriate court, agency, or bail bond company for the appropriate amount; and
4. submit the bail check with the bail receipt to the bail clerk for processing and dropping into the bail room safe.

JG 03/03.07 **Procedure: Releasing Funds to a Third Party**

- A. When an inmate desires to release money from his inmate account to a third party, the inmate shall fill out a money transfer form.
 1. The inmate shall request the form from the housing unit officer.
 2. The inmate shall fill out the form, including the date, the name and address of the person to whom the money shall be released, the reason for the release of funds, and whether the funds shall be picked up at the WCCF or should be mailed at the inmate's expense.
 3. The inmate shall sign the form in the officer's presence.
- B. The inmate shall place the money transfer form into the housing unit mail box to be picked up by the mail clerk the following morning.
- C. The mail clerk shall forward all money transfer forms to the Accountant/designee.
- D. The Accountant/designee shall verify that all current charges have been posted to the inmate's account, including a postage charge if necessary, and write a check to the third party if sufficient funds are available, leaving a balance of at least \$3.00, so as not to put the inmate on Indigent status.
 1. If the person receiving the funds is picking up the check in person:
 - a. identification of the person receiving the check must be verified with a Driver's License or State ID card;
 - b. the person receiving the check must be the person listed on the money transfer form;
 - c. the person receiving the check must sign a receipt, acknowledging receipt of the funds; and

- d. the person should not be told the balance of the inmate's trust account.
2. If the check is to be mailed, it shall be mailed to the address listed on the money transfer form or in an envelope attached by the inmate. The inmate shall provide a stamped, addressed envelope or postage shall be deducted from the inmate's account prior to mailing these funds.
3. If the MTF is greater than \$500, the amount shall be verified prior to the release of funds.

JG 03/03.08 **Procedure: Releasing Unclaimed/Stale Dated Funds to the County Treasurer**

- A. Each month, the Accountant/designee shall print a list of all of those accounts that have been inactive for at least one year.
 1. For accounts with balances less than \$25.00, a check shall be dispersed and submitted to the State of Utah as unclaimed property.
 2. For accounts with balances of \$25.00 or greater, an attempt shall be made to contact the individual.
 - a. A telephone call may be made to the individual, indicating that the funds are available. (The last known telephone number may be obtained through the JMS.)
 - b. If no telephone contact can be made, a letter shall be issued to the last indicated address on the JMS, stating the individual has 30 days to respond and/or pick up the funds.
 - c. If no telephone number or address exist, or if no response is generated within 30 days, the funds shall be dispersed and submitted to the State of Utah as unclaimed property.
- B. A report of stale dated checks (checks that have been written and dispersed but never cashed) from the previous one year shall be generated, on an annual basis (in December). These checks shall be indicated as stale dated, the funds shall be dispersed and submitted to the State of Utah as unclaimed property.

JG 03/04.00 **DEPOSITS AND RECONCILIATIONS**

JG 03/04.01 **Policy**

It is the policy of the WCCF that:

- A. deposits to the Inmate Trust Account must be made each working day;
- B. the inmate accounts and Inmate Trust Account are reconciled each working day; and
- C. the Inmate Trust Account is reconciled each month upon receiving the monthly bank statement.

JG 03/04.02 **Rationale**

- A. Daily deposits of inmate funds must be made as a good accounting practice. This also lessens the possibility of embezzlement, theft, mishandling, and loss.
- B. A daily reconciliation of the inmate financial system is essential to assure inmate accounts are being posted correctly and to facilitate the daily and monthly reconciliation of the Inmate Trust Account. This is necessary:
 - 1. to check postings in the inmate financial system against the original documents;
 - 2. to ensure that individual inmate accounts in the inmate financial system are posted correctly;
 - 3. to ensure that all items which affect monthly reconciliation of the inmate trust account are noted for use later during the reconciliation process.
- C. A reconciliation of the inmate trust account should be done each month upon receipt of the bank statement to:
 - 1. verify bank postings of checks and deposits;
 - 2. record bank charges;
 - 3. match the balance in the bank statement against the inmate accounts; and
 - 4. ensure that all items which affect monthly reconciliation of the bank account are noted.

JG 03/04.03 **Procedure: Depositing Funds into the Inmate Trust Account**

- A. The Accountant/designee shall prepare a CA-100 Form with the daily deposit breakdowns.
- B. The Accountant/designee shall prepare a bank deposit form for the Inmate Trust Account.
- C. A second WCCF employee shall verify the total deposit amount.
- D. The deposit shall be taken to the designated banking institution in which the Inmate Trust Account is drawn.
- E. A duplicate copy of the bank deposit slip shall be attached to the CA-100 Form, along with the validated bank receipt.

JG 03/04.04 **Procedure: Daily Reconciliation of Inmate Accounts and Inmate Trust Account**

The Accountant/designee shall enter the daily account information into the Daily Reconciliation template. This report shall balance daily.

- A. If not, all figures shall be re-checked until the discrepancy is found.
- B. If all figures are found to be correct and the difference is still not "0.00", an explanation shall be noted.

JG 03/04.05 **Procedure: Monthly Reconciliation of the Inmate Trust Account**

- A. When the monthly bank statement is received, a checkbook reconciliation should be performed.
- B. Any discrepancies shall be researched and checked.
- C. Original copy shall be filed with monthly bank statement. Duplicate copies of the reconciliation and bank statement shall be routed to the Auditor's office.

JG 03/05.00 **COMMISSARY**

JG 03/05.01 **Policy**

It is the policy of the WCCF:

- A. to provide a commissary for prisoners;
- B. to offer commissary at least once per week;
- C. to provide a product list to prisoners;
- D. to provide a commissary process for prisoners, requiring the prisoner's signature; and
- E. that commissary shall not be operated for substantial profits, but that any profit shall be returned to the county general fund, or used by direction of the county commission.

JG 03/05.02 **Rationale**

- A. Items shall be provided to prisoners, as prisoners cannot go to a "store" to buy wanted or needed items. Some items are legally required for prisoners to access courts and counsel, therefore jails must have a "store" to provide these items.
- B. Commissary should be provided at least once per week to:
 - 1. provide items to newly arriving prisoners; and
 - 2. prevent inmates from violating inmate rules, as inmates with a large accumulation of supplies may be encouraged to sell or gamble with these items.
- C. Providing a product list to inmates prevents the need for moving inmates, thus saving time and possible problems.
- D. A purchase process requiring the prisoner's signature ensures that funds are handled correctly and that prisoners cannot make fraudulent allegations.
- E. Utah law provides authority for the county commissioners to establish funds, audit accounts, and expend funds generated for proper transaction of county business.

JG 03/05.03 **Procedure: Ordering of Commissary**

- A. The commissary company shall ensure that order forms are delivered to inmates in a timely manner.
- B. A list of commissary items, with a corresponding numerical code, shall be posted in the housing units. (Instructions for filling out the order sheets shall be included on the commissary list.)
- C. Commissary order sheets shall be picked up by the housing unit officers, and then forwarded to the Operations Sergeant.
- D. The commissary order sheets shall be picked up by a commissary employee for entry into the commissary system.
- E. The Accountant/designee shall facilitate questions or requests from the commissary employee(s) concerning commissary orders.

JG 03/05.04 **Procedure: Delivery of Commissary**

- A. Orders shall be filled and sealed in plastic bags.
- B. Orders shall be delivered by the commissary employees, under the supervision of a WCCF Correctional Officer.
- C. **Delivery Procedure**
 - 1. Inmates shall remain orderly during delivery of commissary.
 - 2. Commissary employees shall call each inmate's name and verify the name on the order sheet with the name on the wrist band.
 - 3. Items shall be removed from the plastic bags and compared with the charge sheet. Plastic bags shall be retained by the commissary employee.
 - 4. Inmates shall sign the charge sheet. The original copy shall be retained by the commissary employee and a copy shall be given to the inmate.
 - 5. Any discrepancies shall be noted, as corrections will be processed in the business office after commissary delivery is complete.
 - 6. Inmates receiving credits shall receive a copy of the credit slip via the inmate mail system.

7. If an inmate has been transferred to another facility, his account shall be credited and the commissary items returned to the commissary employees for billing credit.
8. If an inmate has been released, he may pick up his commissary order during regular business hours (0800 to 1700, Monday through Friday).
9. If an inmate fails to pick up his commissary within seven days, the order will be donated to charity.

JG 03/05.05 **Procedure: Commissary Limits and Exceptions**

- A. Transfer of commissary items is prohibited.
- B. Commissary items may be limited if:
 1. the item is gender-specific (e.g., sanitary napkins);
 2. the quantity is deemed excessive by WCCF staff;
 3. the inmate is on punitive isolation; or
 4. the maximum number has been exceeded as listed on the commissary list.
- C. Confiscation of commissary does not occur:
 1. when an inmate is on TRO; or
 2. when an inmate is on PI.
- D. Confiscation of commissary occurs when the inmate's classification changes and commissary items are not available to inmates in the new housing area.
 1. Commissary items are to be collected, verified, and given to the accountant/designee.
 2. Exceptions may be made by the WCCF with respect to certain items. Certain items may be disposed of, donated, or credited to the inmate.

JG 03/06.00 **INDIGENT INMATES**

JG 03/06.01 **Policy**

- A. It is the policy of the WCCF that inmates who have no funds on their books shall be supplied personal hygiene items, postage, and writing materials.
- B. It is **not** the policy of the WCCF to provide free postage to inmates who are not indigent.

JG 03/06.02 **Rationale**

The U.S. Constitution requires that prisoners be provided postage, though not unlimited, and writing materials to ensure adequate access to courts and counsel.

JG 03/06.03 **Procedure: Regulations**

- A. An inmate who does not have at least three dollars (\$3.00) in his inmate account is considered indigent.
- B. Indigent status shall include limited mail privileges, personal hygiene items, and writing materials.
- C. A disciplinary report shall be issued for inmates that have misused or abused the privileges of indigent status.

JG 03/06.04 **Procedure: Request for Indigent Items**

- A. An inmate wishing to receive indigent items should complete only the name and ID number on a commissary request form.
 - 1. When an inmate has less than \$3.00, he may order an Indigent Pack. This pack consists of personal hygiene items and writing materials.
 - 2. When an inmate has less than \$3.00, he may order items designated as indigent items on the order sheet. Other products on the commissary order form may not be ordered.
- B. Commissary request forms are to be requested from the housing unit staff.
- C. Commissary order sheets shall be picked up by the housing unit officers, and then forwarded to the Operations Sergeant.
- D. In exigent circumstances, the inmate may request personal hygiene items and/or items to mail privileged correspondence until his request is processed.

JG 03/06.05 **Procedure: Obtaining Indigent Items**

- A. The Booking Officer or Property Officer is responsible for issuing personal hygiene items to all inmates when received.
- B. If an inmate has more than \$3.00, he may not order an Indigent Pack, but may order other personal hygiene items and writing materials designated as indigent items, if desired.
- C. An inmate with indigent status will be charged for all commissary items (i.e., Indigent Packs and other personal hygiene items and writing materials designated as indigent items), thus creating an Accounts Payable within the inmate's account.

JG 03/06.06 **Procedure: Providing Indigent Items**

A. Hygiene Items

- 1. Inmates approved for indigent status may receive:
 - a. a toothbrush (DX every 30 days);
 - b. toothpaste (once a week);
 - c. soap (once a week);
 - d. a haircut (every 90 days).
- 2. The inmate commissary contract employee shall ensure personal hygiene items are distributed to inmates upon request on the scheduled commissary day.

B. Writing Materials

- 1. Inmates should receive:
 - a. four (4) sheets of writing paper per week;
 - b. two (2) pre-stamped envelopes per week; and
 - c. one (1) institutional pencil (DX).
- 2. The inmate commissary contract employee shall ensure writing materials are distributed to inmates upon request on the scheduled commissary day.

C. Mail

Indigent inmates should receive a maximum of two (2) First Class, one-ounce envelopes, per week.

JG 03/07.00 **INMATE FUND CHARGES**

JG 03/07.01 **Policy**

It is the policy of the WCCF:

- A. to reasonably charge inmates for:
 - 1. commissary items;
 - 2. work release;
 - 3. indigent items;
 - 4. medical visit co-payments;
 - 5. medical prescription fees;
 - 6. restitution;
 - 7. over-the-counter medications; and
 - 8. inmate postage due; and
- B. to collect from inmates those amounts charged, but not in a manner which would leave an inmate without funds for commissary.

JG 03/07.02 **Rationale**

- A. Inmates are provided a commissary system through this policy. Inmates are able to utilize this system through charges for items. The charges are able to be collected through the inmate's account.
- B. Other charges have been set forth throughout this Policy and Procedure manual for management purposes. The inmate's account enables the charge and collection of these charges.

JG 03/07.03 **Procedure: Inmate Fund Charges**

- A. Commissary charges are deducted from an inmate's account for payment of commissary and hygiene items ordered by inmates.
- B. Work Release charges occur, as directed in JJ 05, Inmate Work Procedures.
- C. Medical charges occur in conjunction with JH 02, Medical Co-Payment.

- D. Prescription charges occur for ordering, handling, and processing of each prescription.
- E. Restitution is generally ordered through due process by the IDHO.
- F. Over-the-counter medication charges are initiated by inmate request during medical rounds in the inmate's cell block.
- G. Postage due charges are generally authorized by the inmate for additional postage on out-going mail, packages, or other related requests.
- H. Charges are entered into the computer system by WCCF staff.
- I. Receipts for charges, other than OTC medications, should be distributed to inmates by mail staff as soon as possible to notify inmates of charges, collection, and account balance information.

JG 03/07.04 **Procedure: Inmate Fund Collection**

- A. Inmates will not be denied indigent items, medical services, or medication due to inability to pay.
- B. Negative balances, therefore, may occur on an inmate's account.
- C. If a charge is made on an inmate's account, the amount will be collected from the inmate's commissary account. If any funds are left owing:
 - 1. 40% of the amount of any subsequent adds will be collected and distributed to the various funds owed, until the balances are zero. 60% of these adds will remain on the inmate's commissary account.
Exception: If Work Release funds are owed, they will be collected at 100%.
 - 2. If an inmate owes money and is closing his account (i.e., due to release), 100% of the funds will be collected toward owed funds until all owed balances are zero.
 - 3. If the inmate still has funds owing after the close of his account, this negative balance will remain on his account. Any future incarcerations or funds received could enable the collection of these owed amounts until all balances are zero.
 - 4. Inmate money transfers or releases cannot be effected if an inmate has a balance owed on his account.