

Resolution 2004-12

A resolution establishing a Lincoln County Inmate Checking Account and adopting an Administrative Policy and Procedure Manual on how money will be received and expended from the Lincoln County Inmate Checking Account.

WHEREAS, it is the desire of the Lincoln County Board of Commission and the Lincoln County Sheriff to establish a cashless inmate checking account within the Lincoln County Sheriff's Office. This account will from here forward shall be titled the 'Lincoln County Inmate Account.'

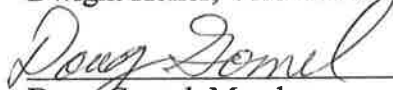
WHEREAS, the Lincoln County Sheriff's Office Administrative Policy and Procedure Manual for Inmate Funds and Commissary Funds as attached in Exhibit 'A', shall become the procedures set forth by the Lincoln County Board of Commission and shall be strictly adhered to.

NOW THEREFOR, the Lincoln County Board of Commissioners approved the establishment of the Lincoln County Inmate Checking Account. Adopted this 7<sup>th</sup> day of June, 2004.

LINCOLN COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Terry L Finch, Chairman

  
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Dwight Heller, Vice-Chairman

  
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Doug Gomel, Member



  
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Dawn M Harlow, County Clerk

**LINCOLN COUNTY SHERIFF'S OFFICE  
ADMINISTRATIVE POLICY AND PROCEDURE MAUNAL  
INMATE FUNDS AND COMMISSARY DTN: 502**

Effective May 2004

Revised May 2004

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**PURPOSE:** To establish a cashless inmate account within the Lincoln County Sheriff's Office

**POLICY:** All money received from inmates booked in to Lincoln County Jail will be Deposited in an inmate account with a local bank. When the inmate is Released any remaining funds will be released to the inmate in the form of A check.

The Account will be titled as Lincoln County Inmate Account.

**COMMISSARY EARNINGS:**

Any profit made on the inmate account will be used for purchase of items that Will benefit the inmates. i.e. books, games, etc.

**PROCEDURE:**

- (A)
1. Receiving members will remove all cash money from all inmates During the booking process.
  2. Inmates will not be allowed to posses any money while in custody.
  3. All currency will be logged on the booking report. A receipt Will be placed in the inmate file with the amount taken. A deposit Slip will be filled out for the bank. The inmates name and booking Number will be added to the deposit slip.
  4. A prisoner financial report will be completed. The amount of money The inmate possessed will be put in the balance column.
  5. During the inmates detention any additional funds will be credited To the inmates account. A receipt will be provided to the individual Providing the money. A copy of this receipt will be placed in the Inmate file. A bank deposit slip will be filled out with the amount, Inmates name and booking number and deposited in the bank.
  6. During normal banking hours the bank deposit will be taken to the Bank and deposited. After normal banking hours the deposit will be Taken to the bank and placed in the night deposit.

7. All deposits will be entered in the bank book and balanced.

(B) Inmate Commissary

1. Inmates will be allowed to purchase commissary items provided by The Lincoln County Sheriff's Office.
2. Commissary forms listing available and approved items will be Provided to the inmates.
3. The inmates will indicate on the form the items they wish to purchase.
4. Before the inmate will receive any commissary, the member will first Pull the inmates file and check their prisoner financial report balance to Determine if the inmate has sufficient funds to purchase the amount Requested.
5. The member will deliver the commissary and have the inmate sign that The items have been received. The member will also sign the commissary Form indicating that the commissary was delivered.
6. The member will then deduct the amount purchased from the prisoner Financial report and put in the correct balance.

© Release of Inmate Money

1. An inmate may release money from their account at any time.
2. The inmate will complete the Authorization to Release Property Or Money form.
3. The member will then pull the inmates file and check the Prisoner Financial Report to determine if the inmate has sufficient funds.
4. The person receiving the money from the inmate will sign the bottom Of the form. The original will be placed in the inmate file.
5. The member conducting the transaction will deduct the amount from the Prisoner Financial Report and balance the account.

(D) Release of Inmates

1. Prior to the release of an inmate the releasing member will audit the Inmates Prisoner Financial Report.

2. If the releasing member determines an error then all entries will be double checked for correctness. Any errors will be corrected. Another member will verify that the audit is now correct.
3. Upon determining the balance amount is correct, the releasing member will issue a check for the balance. Two members will be required to sign the check. Members who sign the check must not be related.
4. The bank book will be balanced.
5. The inmate will be provided their check.
6. A zerox copy of the check will be placed in the booking report.

(E) Transfer of Commissary Funds

1. Money generated from inmate purchases will be transferred to Lincoln County Sheriff's Office Commissary Fund to replenish items purchased.
2. Two members will sign a check with the amount to be transferred.
3. The bank book will be balanced.

(F) Audit

1. Daily the swing shift Communications Technician will audit the check Daily.
2. Each month upon receipt of the bank statement, the records will be provided to the Treasurers Office for an audit.
3. Yearly the records will be audited by the auditing firm that performs the Annual audit of all Lincoln County records.

(G) Misuse of Inmate Funds

1. Misuse of inmate funds by any member of the Lincoln County Sheriff's Office may result in Disciplinary Action and or Criminal Prosecution.