

Section 2: Reception and Release

Subject: Recoding Inmate Funds

Minimum Standard: 5120:1-8-01(6)(a)(b)

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing money or any form of currency shall be confiscated and counted in the inmate's presence and secured. No inmate shall be permitted to possess currency in any form during confinement in the Erie County Jail. Currency removed from the inmate at booking and any funds subsequently mailed to the inmate shall be processed and secured in accordance with the procedure of this policy. All forms of currency shall be counted in the inmate's presence when possible. The inmate's signature shall be affixed to the completed inventory. The inmate will sign to acknowledge its accuracy. If the signature cannot be obtained, the inventory shall be witnessed by another officer.

DEFINITIONS

Funds: includes United States or foreign currency, checks, money orders, savings bonds, cashier's checks, debit cards, credit cards or any monetary instrument, with the exception of debit or credit cards, issued to allow the inmate to access the jail commissary system.

PROCEDURE

- A. All funds shall be immediately confiscated from Erie County Jail inmates during the initial booking process.
 1. All confiscated funds will be counted in the presence of the inmate and the amount will be properly recorded.
- B. United States currency will be recorded utilizing the inmate commissary system.
 1. All other funds in the inmate's possession at the time of booking shall be recorded in the appropriate inmate property field.
- C. Procedure for handling United States currency:
 1. The officer collecting United States currency from an inmate will feed all paper bills into the commissary bill collector for proper receipt and accounting. All coins will be counted, their total amount logged on the inmate's property sheet, and will be placed in the inmate's property bag; and
 2. The officer will provide the inmate with one of two copies of a receipt for the total amount of funds confiscated from the inmate. The second copy of the receipt will be placed in the inmate's file; and
 3. The inmate commissary provider will collect and reconcile the deposited funds. The total amount of funds in paper currency in the inmate's custody will then be available for the inmate for his/her use through the jail commissary.

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D. Procedure for handling money orders:

1. The employee receiving a money order will ensure that the money order is endorsed by the payee; and
2. The amount of the money order will then be entered into the in-house commissary system as a deposit for the inmate to whom the money order was issued; and
3. The endorsed money order, along with a printed receipt, will be placed in an envelope and will be deposited in the drop safe located in the Inmate Processing Room. The funds from the money order will then be available for the inmate for his/her use through the jail commissary system.

E. Procedure for handling foreign currency:

The total amount of foreign currency, if such amount can be determined, will be documented and all such currency will be placed in the inmate's property bag. Such funds will not be available for the inmate for his/her use through the jail commissary.

F. Procedure for handling checks:

Payroll, government issued, or personal checks in the possession of an inmate will not be deposited into the inmate's commissary account until the check has been determined to be legitimate and that sufficient funds are present to cover the amount of the check.