

I. PURPOSE

To provide procedures for processing inmate money within the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that a financial accounting record be established and maintained for every individual incarcerated within the Fairfax County Adult Detention Center.

III. PROCEDURE

A. Money received into the ADC will be processed as outlined below:

1. Money Received Upon Booking an Inmate into the ADC

a. Male Inmates

1) When an individual first enters the ADC as an inmate, the receiving deputy will take the individual's money, count it and place the money in a money envelope. Another deputy will verify the amount of the money in the envelope and both deputies will initial and write their EIN (employee identification number) on the seal part of the envelope. The inmate will initial the money envelope as being correct. If the inmate is unable or refuses to initial the envelope, it shall be noted on the last line of the envelope.

a) Only U.S. currency will be counted and placed in the money envelope. All foreign currency will be inventoried and placed in the inmate's personal property.

b) Any currency that has been soiled with blood, urine, or feces will be counted, placed in a separate money envelope from any unsoiled currency, and marked "BIOHAZARD."

c) No payroll checks or personal checks will be placed in the money envelope. Only checks issued by another correctional facility are to be placed in the money envelope.

2) The money envelope will be placed in the moneybox. All checks will be placed into the inmate's property bag. The processing deputy will note the amount of money taken from the inmate on the property form. A copy of the property form will be given to the inmate as a receipt.

b. Female Inmates

1) Money received from female inmates will be handled according to the same procedures as outlined for male inmates. If there is only one deputy available in female receiving, a supervisor will be called to verify the amount and to take the money envelope to the moneybox.

2) Under no circumstances will money be kept in female receiving.

2. Money Received In Visiting Lobbies
 - a. Money Received at Posts 18 & 18A
 - 1) Individuals leaving money orders, cashier's checks (no cash or other checks, including government checks, will be accepted) will be directed to place the completed money order or cashier's check in money safes provided at Posts 18 and 18A. Visitors will be informed, via signage, that anything other than money orders and cashier's checks that are placed in the money safes, including correspondence to inmates, will be destroyed.
 - 2) Each weekday morning, except holidays, the Inmate Finance staff collects the money orders and cashier's checks from the money safes and ensures they are deposited into the inmate's accounts.
3. Inmate Money Delivered Through the U.S. Mail
 - a. Only money orders and cashier's checks will be accepted through the mail. Mail containing other forms of money will be returned to the sender. The money order or cashier's check should have the inmate's name and inmate number, as well as the sender's name and address printed on the face of the document.
 - b. The Sheriff's Office accepts no responsibility for cash sent through the mail.

B. Releasing Inmate Money

1. The Inmate Records Unit will notify Inmate Finance by 1400 hours each weekday (except holidays) which inmates will be released between 1530 and 0800 hours the next day. By 1400 hours on Friday, the Finance Unit will be notified which inmates are to be released between Friday, 1530 hours and Monday, 0800 hours. This includes inmates who will be transferred to other institutions. Upon receipt of this information, the Finance Unit will check the inmate's account and prepare a check, which will be given to the deputy assigned to the Intake Control Booth (CB2). Checks for inmates being transferred to other institutions will be mailed. All checks written for \$500.00 or more from the Inmate Trust Fund require two authorized signatures.
2. If an inmate is released after 1530 hours, Monday through Friday or on a weekend or holiday, the deputy releasing the inmate will ensure that if the inmate's money has not been deposited, that the money is retrieved from CB2 and returned to the inmate before the inmate is released from the receiving area. If the inmate's money has been deposited, the booking deputy will verify the inmate's mailing address and inform the inmate that his/her money will be mailed to them. The booking deputy will update SIMS and make a notation including the inmate's name, inmate number and correct mailing address in the log maintained at the booking desk. If the inmate has no mailing address, he/she will be instructed to return to Post 18 on the next business day to pick up their funds.
3. If an inmate, whose money has not been deposited, is released Monday through Friday between the hours of 0800 and 1530, the receiving deputy will retrieve the money envelope from CB2 and return the inmate's money to him/her before releasing the inmate from the receiving area. Money received from inmates during

the booking procedure will be held in CB2 for up to 48 hours. This allows inmates that are released within that time to receive their money when released. Inmate Finance will pick up the money Monday through Friday, except holidays at 1500 hours.

4. If an inmate, whose money has been deposited, is released Monday through Friday between the hours of 0800 and 1530, the booking deputy will notify Inmate Finance of the inmate's impending release. Inmate Finance will deliver a check to the Booking Desk staff. The Booking Desk staff will ensure that the inmate is given her/his money before releasing the inmate from the receiving area. Inmates will not be instructed to wait in the ADC lobby for their funds.

C. Financial Transactions Between Inmates

1. Financial transactions between inmates are not permitted.
2. Exceptions may only be granted by approval of the Commander, Confinement Division.

IV. ADMINISTRATIVE PROCEDURES

A. Inmate Finance staff will establish and maintain a financial account record for each inmate. When an inmate receives money from outside sources, his/her account will be credited as soon as possible. A record of account transactions is available on the inmate kiosk.

B. Banking Inmate Money

1. Money received in the ADC through the mail will be credited to an inmate's account record and deposited in the bank daily, Monday through Friday, except holidays.
2. The deposit will contain all money received during the preceding 24-hour period. Money received after Friday at 0800 hours will be deposited Monday.
3. This account will not be used to cash personal or county checks.

C. Debiting Inmate Accounts

1. When an inmate buys items from the commissary, or incurs any other expenses while confined, the inmate will have his/her account record debited for the exact amount of the money expended. When an inmate requests to have money released to a designated individual, he/she must make the request in writing and have it verified by a deputy who will forward the request to Inmate Finance. The inmate shall provide Inmate Finance with a stamped and addressed envelope. The requested amount will be mailed by check to the designated individual.

D. Monthly Reconciliation of the Inmate Trust Fund

1. Inmate Finance will make the past month's check stubs, deposit slips and balance sheets available to the contract auditor after the fifteenth (15) of each month. The computer generated Inmate Trust Fund transaction report and Inmate Trust Fund statement will also be made available at this time. The bank statement, the computer generated outstanding checks, and the canceled checks will be made available to the auditor as soon as possible after they are received from the bank. After reconciliation, the auditor will provide a written report to the Finance Manager.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 200
SUBJECT: INMATE TRUST FUND ACCOUNTING**

The auditor shall also notify the Finance Unit in writing when adjustments need to be made to the account.

E. Unclaimed Money

1. Money left at the ADC by inmates after having been released for 12 months is considered unclaimed personal property according to Virginia Statute 53.1-228.
2. In October, all unclaimed funds from the previous fiscal year (July – June) will be sent to the Treasurer of the Commonwealth.
3. Amounts for \$100.00 or more are governed by the provisions of Virginia Statute 55.1-210 and must be forwarded to the Treasurer of the Commonwealth on forms provided by the Treasurer's office.
4. If a former inmate attempts to claim money that has been forwarded to the Commonwealth, he/she should be informed of the procedures required to claim money from the Treasurer of the Commonwealth's office.



**STACEY A. KINCAID
SHERIFF**

**09/12/01
DATE APPROVED
02/01/19
EFFECTIVE DATE**

Revised: April 2003, January 2019