

I. PURPOSE

To provide procedures for the processing, financial accounting and management of inmate money within the Fairfax County Sheriff's Office Alternative Incarceration Branch (AIB).

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 Alternative Incarceration Branch.

III. PROCEDURE

A. General

1. Any employee knowing of, or suspecting, any irregular accounting, fraudulent activity, or other unexplained discrepancy concerning the AIB Inmate Trust Fund Account shall immediately report this knowledge or suspicion to a supervisory deputy sheriff not involved in the irregularity, discrepancy or suspected fraud.
2. Good business practice dictates that the responsibility for the custody, depositing and disbursing of funds, recording transaction activity, and the reconciliation of transactions should be separated to ensure the accuracy and the integrity of the accounting records and reports generated. A separation of duties will be adhered to as delineated below.
 - a. The custody of funds is maintained by a commercial banking institution and will be combined with the ADC inmate funds to create a singular Inmate Trust Fund Account.
 - b. The processes of deposit and disbursement of these funds are performed by separate Inmate Finance staff.
 - c. The official records of transaction activity are maintained by a commercial banking institution. All bank statements, canceled checks, debit and credit notices, and other correspondence to or from the banking institution are maintained by the Supervisor, Inmate Finance Section.
 - d. The reconciliation of transactions is performed by a Supervisor, Inmate Finance Section.
3. Program Inmates are required to surrender all earnings from employment, and monies received from other sources, while assigned to the Alternative Incarceration Branch (AIB).
 - a. When an inmate enters the AIB, the processing deputy will take the individuals' cash 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) in the space provided on 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.
- b. The money envelope will be placed in the money safe located next to processing station. The inmate name, inmate number, deputy name and amount of money will be noted on the AIB Deposit Sheet located in the AIB Control Booth
 - c. All paychecks will be placed directly into the money safe by the inmate.
4. Money Received In AIB Lobby
- a. Individuals leaving money orders, cashiers' 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 the money safe located in the AIB lobby.
 - b. Visitors will be informed, via signage, that anything other than money orders and cashier's checks that are placed in the money safe, including correspondence to inmates, will be destroyed.
5. Inmate Money Delivered Through the U.S. Mail.
- a. The Confinement Branch; Inmate Property Section is responsible for the sorting and searching all inmate mail.
 - b. 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.
 - c. The ADC Property Deputy or designee shall place all money orders and cashier's checks in the money safe located in the ADC Property Room.
6. All funds of this nature will be receipted utilizing the automated finance accounting system, or manually if the automated finance accounting system is disabled.
- a. Each inmate who submits money in any form receives a receipt for the exact amount. A copy of the receipt is placed with the monies to be deposited. If manually drafted, an additional legible copy of the receipt remains in the receipt book.
 - b. All receipts are written legibly and complete. Care will be taken to accurately record:
 - 1) The exact amount turned in. In the case of payroll checks, the number of the inmate's check will be recorded on the receipt.
 - 2) The nature or purpose of the transaction (i.e., pay check, EIP fee, etc.).
7. AIB staff members who receive monies in any form from program Inmates will place such monies in the safe for safe keeping.
- a. Monday through Saturday the receipts and any cash or checks will be picked up by a member of the Inmate Finance Section.

8. The Inmate Finance Section will be responsible for depositing all monies received from program inmates on a daily basis during regular banking hours.
 9. All debit transactions involving an inmate's funds will be by check, or if disbursed to another non-inmate AIB sub-account, by transfer. Checks written in amounts of five hundred dollars or more shall require two signatures. The Chief, Financial Services Branch, Supervisor, Inmate Finance Section, and Inmate Finance Staff are authorized signatories on the Inmate Trust Fund.
- B. Work Release Program Accounting
1. The Inmate Finance Section staff are responsible for managing the Work Release Program Account.
 2. Monies received from Work Release Program Inmates will be credited to their individual accounts. Debit transactions will also be reflected on the inmate's individual account. Credit transactions will be the responsibility of the Inmate Finance Staff.
 3. Inmate Loans.
 - a. The Inmate Finance Section issues inmate loans utilizing the Inmate Loan Account only upon receiving written authorization as specified in this standard operating procedure. Transportation loans- \$20.00 on two separate occasions, for a total of \$40.00 during any period of incarceration
 4. Reporting Requirements
 - a. Providing financial information to Inmates: Inmates may request the current balance in their accounts at any time utilizing the inmate request form.
 5. Distribution of Wages. Sections 19.2-354, 53.1-60, 53.1-131 & 53.1-131.2 of the Code of Virginia regulate how the earnings of Work Release and Electronic Incarceration Program inmates may be used after standard payroll deductions required by law have been made. The AIB and Inmate Finance Section have prioritized these and other payments from an inmate's account as follows.
 - a. To pay travel and other such expenses made necessary by the inmate's employment or participation in an educational or rehabilitative program;
 - b. To repay any Work Release Fund advances or loans to the inmate that are outstanding;
 - c. To provide support and maintenance as ordered by a court for the inmate's dependents or to make payments to the local department of social services or the Commissioner of Social Services, as appropriate, on behalf of dependents who are receiving public assistance;
 - d. To pay an amount to help defray the cost of an inmate's keep;
 - e. To pay an amount toward fines, restitution, or costs ordered by the courts;

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

**SOP NUMBER: 302
SUBJECT: FISCAL MANAGEMENT**

- f. To provide voluntary support and maintenance for the inmate's dependents, furlough expenses and other releases of money as specified in the Inmate Financial Plan or in accordance with an approved request for funds submitted by an inmate through a deputy counselor;
 - g. To close the inmate's account and pay any remaining balance to the inmate 7 days after the completion of sentence or release.
 - 6. Damages to County Property. Inmates will be required to pay for damages to County property if they are found to be responsible. Inmates will also be required to pay a ten-dollar fee for a lost inmate room key.
 - 7. Room and board/ GPS Fees. All employed Work Release Inmates are required to reimburse Fairfax County with a portion of their wages to help defray the cost of their keep unless otherwise provided for in this SOP. Room and board/GPS fees may be revised at the beginning of each fiscal year by the Commander of the Support Services Division with the approval of the Sheriff.
 - a. Inmates will pay ten dollars per day room and board and ten dollars per day GPS for a total of \$20.00 per day.
 - b. A one-time \$25 processing fee is assessed to each inmate entering the Work Release Program. This fee is collected jointly with the inmate's first room and board fee.
- C. Electronic Incarceration Program (EIP) Accounting
 - 1. Program fees owed by EIP Inmates will be debited against their respective accounts at the rate of twenty dollars per day.
- D. Cash Account Fund
 - 1. A Work Release Fund will be established and maintained in Inmate Finance of not more than three thousand dollars. These funds are part of the Inmate Trust Fund. Custodial duties of the Work Release Fund are the responsibility of the Inmate Finance Section and may only be used for the distribution of transportation monies to work release inmates and the weekly stipend of personal funds given to AIB inmates.



**STACEY A. KINCAID
SHERIFF**

**02/03/03
DATE APPROVED**

**04/08/19
EFFECTIVE DATE**

Revised: November 2002, December 2013, October 2015, April 2019