

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01/23/22
Number: B.5.M
Subject: INCARCERATED PERSONS MONEY ORDERS
AND CHECKS Related Sections: P.3, P.5, Q.47

PROCEDURE

Cash, approved checks, money orders or government checks/drafts received through mail, will be processed in accordance with Detention policy section P.3 and per the following.

POLICY

I. If the incarcerated person elects to have their check/money order cashed:

Endorsed checks/money orders and Check Cashing Form (J-48) forms will be placed in the locked box located in ^{Govt. Code 6255(a)} Prior to depositing any checks/money orders, sworn staff must make an entry in the cash/check/money order ledger.

II. If the incarcerated person elects to have his check/money order placed on their property:

Checks/money orders along with the Incoming Property Receipt (J-53) forms will be placed in the locked box located in ^{Govt. Code 6255(a)} Prior to depositing any checks/money orders, sworn staff must make an entry in the cash/check/money order ledger.

III. Cash via incoming mail:

The EMRF Custody Information Office is ^{Govt. Code 6255(a)} Staff processing cash during those hours will have to place a completed J-53 form along with the cash in a Kapak bag. The Kapak bag must then be sealed and placed in the locked box located in ^{Govt. Code 6255(a)} Prior to depositing any cash, sworn staff must make an entry in the cash/check/money order ledger.

The East Mesa Reentry Facility Detentions Processing Supervisor (DPS) or designee will sort out deposits on a daily basis. The DPS or designee will distribute deposits to accounting staff, property clerks or Detention's Information Assistants (DIA) for final processing.