

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MAY 13, 2022
NUMBER:	B.5.L
SUBJECT:	MONEY ORDERS AND CHECKS

PROCEDURE

Endorsed checks/money orders along with the Check Cashing Form (J-48) will be placed in the locked box located in the Custody Information Office. Prior to depositing any checks/money orders, sworn staff must make the following entries into the check/money order ledger:

- A. Date the check is deposited into the box.
- B. Full name of the incarcerated person.
- C. Full booking number of the incarcerated person.
- D. Check/money order number.
- E. Amount of the check.
- F. The ARJIS number of the deputy making the deposit.