

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>July 14, 2022</b>
<b>NUMBER:</b>	<b>B.5.C.1</b>
<b>SUBJECT:</b>	<b>INCARCERATED PERSON MONEY ORDERS AND CHECKS</b>

**PROCEDURE**

The Mail Processing Center (MPC) will sort and prepare all money orders or checks received via the US mail. The money orders and/or checks will be transported to SDCJ **Safety/Security Interests - 7922.000**. The Processing Sergeant will remove the money orders and/or checks and task the Kitchen Deputy with delivering them to the incarcerated person (IP).

The Kitchen Deputy will verify the IP's identity with their wristband; and inquire if IP wants money order or check cashed or placed in their personal property.

Money orders to be cashed:

1. Complete a check cashing request form (J48).
2. Have the IP endorse the check.
3. Have IP verify all information is correct on J48 form and sign it.
4. Deputy will sign the J48 form on the "Officer Receiving Check(s)".
5. Give the white copy of J48 form to IP.
6. Complete the check cashing log in Key Control.
7. Place J48 money order and/or check in locked box in Key Control.

In the event the IP would like to have the money order and/or check placed in his personal property, the deputy will fill out an "incoming slip" and deliver the money order and/or check to the property clerk.