

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 9, 2021
NUMBER:	B.5.V
SUBJECT:	INMATE MONEY ORDERS AND CHECKS
RELATED SECTIONS:	

PROCEDURE

If an inmate wishes to have a cashier's check, government check, or money order removed from his/her property and placed on their inmate account, an Outgoing Property Receipt form (J-54) and a Check Cashing Request form (J-48) will be completed. The deputy will have the inmate sign the J-48 and give him/her the "white copy." The deputy shall log the item into the ledger located at the Accounting/Payroll office prior to depositing the item into the check box with the J-48.