

DATE:	MAY 13, 2022
NUMBER:	B.5
SUBJECT:	MONEY ORDERS AND CHECKS
RELATED SECTIONS:	P.3 , Q.47

PURPOSE

To provide a secure process for the receipt of approved checks, money orders or government checks/drafts and posting of funds for persons in custody.

POLICY

Detention facilities shall allow incarcerated persons to sign and cash approved money orders, cashier's checks or government checks/drafts. Detention facilities shall allow the public to place cash deposits on an incarcerated persons' account. Amounts that would place an incarcerated persons' account balance over \$500 will not be accepted.

Personal checks shall be accepted only for the purpose of posting bail or paying fines in compliance with Detention Services Bureau Policies and Procedures section Q.47.

PROCEDURE

- I. The following documents can be accepted:
 - A. Cashier's checks issued from United States banks.
 - B. Money orders issued by U.S. businesses (e.g., U.S. Postal Service, Western Union, Credit Unions, Banks, Savings & Loans Associations, etc.).
 - C. California Department of Corrections and Rehabilitation and Honor Camp (San Diego County Probation Department) checks in any denomination.
 - D. Other government instruments (e.g., government payroll, retirement checks or other similar drafts).

NOTE: An incarcerated persons' account may be increased over the \$500.00 limit, and checks or money orders in excess of \$200.00, may be accepted for cashing with the approval of a detention processing supervisor or watch commander.

- II. Unacceptable checks or money orders:
 - A. Checks or money orders in excess of \$200 delivered to the Information Office for deposit into an incarcerated persons' account.
 - B. Checks or money orders in excess of \$200 received in the U.S. mail. Mail Processing Center (MPC) deputies will complete an Incoming Property Receipt (J-53) form with the description of the item (i.e., serial/check number, denomination, and bank or company

name where appropriate). The check or money order will be placed in the incarcerated persons' property with the appropriate copy of the J-53 form.

- C. Personal checks (other than for the purpose of posting bail). Staff will complete a J-53 form with the description of the item (i.e., check number, denomination, and bank or company name where appropriate). The check or money order will be placed in the incarcerated persons' property with the appropriate copy of the J-53.

III. The following procedures shall be followed when approved checks, money orders, or cash are received through the mail.

A. Cash

1. The MPC deputies will complete a J-53 form with the denomination amount in the description section.
2. The deputy will hand deliver the cash to the Custody Information Office with the J-53 form. The detention information assistant will immediately post the money to the incarcerated persons' account and print the funds receipt.
3. The incarcerated persons' copies of the funds receipt and the J-53 form will be given to the deputy and delivered to the incarcerated person.

B. Approved checks and money orders

1. Once incoming mail is cleared for delivery, MPC deputies will secure all money orders in locking bank bags that correspond with each facility. Each bag will be marked with a facility specific indicator. Each bag will contain all processed money orders and unopened legal mail. The bags will also contain a packing list which will detail each item contained in the bags.
2. The housing unit deputies shall contact the incarcerated person and advise them of the receipt of the check/money order.
3. If the incarcerated person desires to have the check/money order cashed and the funds placed on their account:
 - a. The incarcerated person will be provided with a Check Cashing Form (J-48).
 - b. The J-48 form shall be filled out completely by the MPC deputies. The housing unit deputies will have them endorse the check/money order.
 - c. The deputy shall deliver the endorsed check and J-48 form to the locked box/drawer marked for the accountant.
 - d. The detention facility accountant shall retrieve and process the request according to established guidelines.

4. If the incarcerated person does not wish to have the funds placed on their account, the housing unit deputy will complete a J-53 form with the description of the item (i.e., the serial/check number, denomination, and bank or company name where appropriate). The check or money order will be placed in the incarcerated persons' property with the appropriate copy of the J-53 form.
- IV. Posting of funds to an account shall be subject to a waiting period of five working days if the check/money order is in excess of \$200.00. Checks issued by a federal, state or county agency may be posted to an incarcerated persons' account immediately upon receipt of the signed J-48 form by the accounting personnel.
 - V. To cash a check or money order, the incarcerated person must endorse the check and fill out the upper portion of the J-48 form in triplicate. All information requested must be filled in. After the waiting period of five working days expires, and/or the money has been deposited into the account (reflecting the new balance), the pink copy of the J-48 form shall be returned to the incarcerated person.
 - VI. If a check or money order is not honored, it shall be returned to the incarcerated persons' property with the endorsement canceled. A property receipt will be given to the incarcerated person.
 - VII. Occasionally, an incarcerated person shall be released from custody before the five working days waiting period has expired. The detention facility accountant shall send a notice by mail to the individual advising they have an unclaimed amount of money at the detention facility. The subject shall be advised to contact the detention facility accounting office so payment may be arranged. The individual must be advised to bring proper identification.
 - VIII. Should an incarcerated person be released from custody after money has been posted to their funds account and the balance has not been exhausted, the detention processing technician (DPT) at release will load the remaining balance onto a debit card. The debit card will be given to the incarcerated person along with a pin number and an instructional pamphlet regarding usage, additional fees and instructions for contacting customer service.
 - A. The DPT will follow the process outlined in the DPT Manual for loading the credit card.
 - B. For account balances exceeding \$9,500, only \$9,500 will be loaded onto the debit card, and the remaining balance will be issued via check from the financial division.
 - C. The incarcerated person will sign the detention funds receipt from the Numi Financial website and the funds release receipt from the Jail Information Management System.