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## Cash Handling, Security and Management

### 1209.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure office members handle cash appropriately in the performance of their duties in accordance by General Statute, County or Office Policies and controlled and monitored by accepted accounting practices, which are supported, monitored and audited by the County Finance Department. This policy does not address cash-handling issues specific to the Property and Informants policies.

### 1209.2 POLICY

It is the policy of the Montgomery County Sheriff's Office to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of office operations and ensure the public trust.

### 1209.3 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties to include but not limited to evidence technicians, drug enforcement personnel and those who accept payment for office services, such as service of civil process papers, tax warrants, will discharge those duties in accordance with the procedures established for those tasks (see the Property and Informants policies).

### 1209.4 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property Policy.

### 1209.5 INMATE TRUST FUND ACCOUNTS

Inmates confined in the Detention Center will not be allowed to possess cash. All funds will be held for the inmate in an Inmate Trust Fund account to be maintained and controlled by the agency and overseen by the County and held at a local bank. The agency will deduct reasonable amounts from inmate's trust fund for commissary items, medical co-pays and damage to county property.

#### **SPECIFIC PROCEDURES:**

1. Detention Officers will properly deposit, withdraw and account for inmate funds in order to maintain the integrity of the Inmate Trust Fund account system. Any officer responsible for an error in depositing or withdrawing inmate money will notify their supervisor to correct the error. Detention Officers may also be subject to disciplinary action up to and including dismissal from employment, as well as criminal charges, for improper handling of inmate funds.

2. All cash will be received and deposited in the Inmate Trust Fund computerized accounting system kiosk immediately upon admission. The computerized accounting system serves as the only documentation of the inmate's account balance. Checks, money orders, credit cards, debit cards and pre-paid cash cards are to be considered inmate personal property and shall be recorded and kept as all other personal property such as jewelry and clothing.
3. Inmates may receive funds into their account through the services of a contracted vendor by:
  - a. The computerized accounting system kiosk in the public lobby.
  - b. The internet via the contracted vendor's website as an Automated Clearing House (ACH) transaction.
  - c. Receipt of a money order via US Mail.

If the inmate is no longer in our facility at the time these funds are received, they shall be returned immediately to the sender and not be held or forwarded on their behalf.

4. If a Detention Officer discovers an Inmate possesses cash after they have been received into the facility the officer will seize the funds and forward it to the supervisor for deposit to the inmate's trust fund. The inmate shall be disciplined pursuant to Inmate Rules and Regulations. If any currency is located and is unclaimed a report of the incident shall be written to accompany the currency to the county finance department who shall forfeit and deposit it into the detention center department supplies account which assists with the needs of indigent inmates.

#### **Management of Computerized Accounting System:**

The Sheriff's Office will utilize the service of a contracted vendor who will provide the Detention Center with an appropriate number of computerized accounting system kiosk and accounting programs for the use of inmates and visitors to properly receive, manage, account and dispense funds on behalf of inmates. The Director of Detention Services will designate and limit the number of personnel who will have administrative and physical access to the system and the funds maintained.

1. Booking Kiosk- The computerized accounting system kiosk located in inmate booking should be used only by inmates unless an inmate has impairments or is uncooperative. In such events detention personnel shall use the device on behalf of the inmate, which will be witnessed by a second detention officer.
  - a. Only personnel assigned to manage inmate trust fund accounts shall have access to and remove funds from the device and this should be done on a regular basis and handled according to county policy pertaining to deposits.
    - i. Any concerns of irregularities shall be reported immediately.
2. Public Lobby Kiosk- The computerized accounting system kiosk located in the public lobby is for use by the family or visitor of an inmate. Detention personnel should not receive any cash, check or money order but should instruct the public to utilize the kiosk. Personnel can provide assistance to use the kiosk but should never deposit funds or hold funds.
  - a. Only personnel assigned to manage inmate trust fund accounts shall have access to and remove funds from the device and this should be done on a regular basis and handled according to county policy pertaining to deposits.
    - i. Any concerns of irregularities shall be reported immediately.

3. Inmate Transfers- Checks or money orders issued by or on the behalf of federal, state or local correctional or detention facilities received as part of an inmate's transfer into our facility shall be received and deposited via the procedures outlined above. If the inmate is no longer in our facility at the time these funds are received, they shall be returned immediately to the sender and not be held or forwarded on their behalf.
4. Personnel assigned to manage the Inmate Trust Fund shall utilize and maintain the program software provided by the contracted vendor to keep and maintain an accurate balance of the fund(s).
5. Detention personnel will ensure that inmates receive their surplus funds remaining in their individual account upon being released or transferred to another facility, in the following methods.
  - a. Debit card
  - b. Printed check (only if they are transferred to another detention or correctional facility)

**Prohibited Acts:**

Detention personnel are prohibited from doing any of the following

- A. Depositing any funds into an inmate's account.
- B. Receiving any funds from an inmate's account.
- C. Releasing any funds to anyone for any reason other than to the inmate as part of their release or transfer procedures.
- D. Writing or issuing any check to anyone for any reason other than to the inmate as part of their release or transfer procedures.
- E. Conducting any off site financial transactions on behalf of an inmate, i.e. depositing funds or checks at a financial institution, cashing checks or paying any accounts or bills owed by the inmate. (This is the responsibility of an inmate's family or other caregiver)