
**NEVADA COUNTY
SHERIFF'S OFFICE**



**CORRECTIONS
DIVISION DIRECTIVE**

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Effective Date **01/01/94**
04/18/2018

SUBJECT	ACCOUNTING FOR INMATE FUNDS - 1029
POLICY	It shall be the policy of the Nevada County Corrections Division to establish an Inmate Trust Account for each inmate booked into the Nevada County Correctional Facilities.
PURPOSE	To account for all money received or released from an Inmate Trust Account
CODE REFERENCE	California Penal Code §4003 California Code of Regulations, Title 15, §1029 Cash Management Guidelines and Policy and Auditing and Approving County Disbursements Manual
CASE LAW	
DEFINITIONS	A. Department – shall mean the Nevada County Sheriff's Office B. Corrections Division – shall mean all the Nevada County Correctional Facilities. C. Institutional Banking System (IBS) – shall mean the computer program used by the Corrections Division to control inmate money accounts D. Inmate Trust Account – shall mean an individual inmate's money account.
PROCEDURE	A. Opening an Inmate Trust Account 1. All inmates, regardless of whether money is received or not, will have an Inmate Trust Account opened when they are booked into the Wayne Brown Correctional Facility. 2. The following are the only inmates that we do not open an account for:

- a. Inmates returning from California Department of Corrections for a parole revocation hearing.
 3. All funds received will be double counted by two officers, and placed in a Nevada County Jail Inmate Money Record envelope. Both officers will initial and print their badge number on the front of the envelope verifying the amount of funds received.
 4. An Inmate Trust Account will be opened using the Institutional Banking System. The computer prints out a two copy receipt. The receipt that is labeled "Inmate Copy" is given to the inmate and the receipt with a signature line is signed by an officer and placed in the Nevada County Jail Inmate Money Record envelope. The envelope is then placed in the booking room safe.
 - 5. Under no circumstances will funds be transferred from one inmate's trust account to another inmate's trust account.**
- B. Receiving Funds From Visitors or by Mail
1. Correctional staff will not receive funds from visitors or by mail. Checks will either be returned or booked with inmate's property unless check is from another correctional institution. Any exceptions would need approval through the Chain of Command.
- C. Releasing Inmate Account Funds
1. All monies will be released in the form of a credit/debit card unless inmate is being transferred to another correctional institution.
 2. Inmate Trust Account checks will be signed by authorized personnel. Corrections Division Captains, Lieutenants, Sergeants, and Facility Training Officers are authorized to sign checks when inmate is being transferred to another correctional institution.
- D. Closing Inmate Trust Accounts
1. All Inmate Trust Accounts will be closed whenever an inmate is released from custody or transferred to another agency.