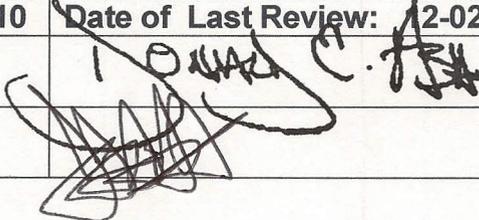


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-175
Subject: Commissary/Detainee Funds		References: ACA Standards, 3-ALDF; 1B-16, 1B-17, 1B-18, 1B-19, 1B-20	
Section: Detainee Rights, Privileges, Services, and Programs		Effective Date: 10-01-99 Revision Date: 12-02-10 Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center shall provide a commissary service for all inmates housed in the Detention Center. The Detention Center will receive and secure in its possession monies for inmate accounts.

II. PROCEDURE

A. Process of Funds at Admission:

1. The arresting officer will place all accounted monies in a sealed envelope the sealed envelope of cash will be placed in the side pocket of the yellow property bag and booking personnel will immediately upon receipt of the property will re-verify cash write a receipt for the cash, the original top receipt copy will go with money and drop the sealed envelope into the inmate money drop box, log on the form with name and time and date.
2. The yellow copy will accompany the yellow bag so that when the property officer verifies the cash who then enters the amounts into the management system and the yellow copy will be given to the inmate at the time of signing for issued items.
3. The monies envelope totals will be tallied sealed and verified by the supervisor at the end of shift and will then place in the business office lock box.

Note: retrieval of any money from the inmate lock box will require

a supervisor and the property officer. Each will be assigned a key to open the box. No one is authorized to use these keys nor shall they be left in drawers or desks, they shall remain on the person at all times.

4. Any discrepancies in money amounts will be brought to the attention of the shift supervisor.
5. These monies will be secured according to inmate property procedures (C-120).
6. Upon Court disposition that the inmate is to be released all funds in the inmate's property will be released with the inmate.
7. If Court disposition is to hold the inmate in the Detention Center, an initial account may be set up by the Property Officer for the Inmate utilizing the funds in the Inmate's property as authorized by the Inmate.
8. A receipt of all funds placed in the account will be provided to the Inmate.

B. Account Withdrawals/Deposits:

1. An Inmate may use this account to purchase items from commissary, post bond, or pay medical co-pays.
2. The Detention Center will accept money orders, and cashiers checks through the mail.
3. Friends or relatives may make deposits in Inmate accounts using any three methods:
 - a. on line through at <http://payments.touchpaydirect.net>.
 - b. calling Touch Pay at 866-232-1899
 - c. visit any Touch Pay Facility and follow the prompts
4. Depositors must give full name of inmate and current booking

number and give facility locator number #266101

4. Inmates may release funds from their Inmate Account with the approval of Shift Commander to Bondsman Or Attorney only.
 - a. To release funds, an Inmate must fill out a Property Release Form designating the amount of monies to be released, and the person to which the money will be released.
 - b. The Inmate must sign the Property Release Form, and his signature must be witnessed by an Officer, and approved by a Supervisor.
 - c. To obtain a Property Release Form, an Inmate must fill out an Inmate Communication Form (ICF), requesting this process and justifying the need for the release of funds.
5. All money and receipts collected will be routed to the Commissary Account Manager

C. Commissary Purchases:

1. The Pod Officer will receive blank commissary order forms distributed by the Commissary Unit, to be provided to all inmates
2. The Pod Officer will collect all completed commissary order forms from the Inmates in accordance with the established schedules posted in each pod.
3. The completed and collected commissary order forms will be picked up by Commissary Unit.
4. The Commissary Unit will process and debit the orders from each Inmate Account.

5. The type of and cost of items available in the Commissary can be changed at any time without prior notice to the Inmate.
6. All bagged orders will be delivered by the Commissary Unit to the Inmate population in accordance with the established procedures.
7. Any discrepancies, at the time of delivery, will be noted by the Commissary Unit.

D. Commissary Items for Indigent Inmates:

Indigent Inmates who do not have access to funds may obtain limited items from the Commissary by following the same procedures outlined in C above. However, their account will retain a negative balance for the indigent items purchased. Any funds deposited on the Inmate's account must first be applied to clear any negative balances.

E. Medical Co-Pays:

Co-pays for Medical Services will be deducted from the Inmate's account. If any inmate is indigent, the inmate account will reflect a negative balance. Medical treatment will not be refused due to an inability to pay.

F. Transfer of Funds:

There will be no transfer of funds from one Inmate's account to another unless authorized by the Detention Administrator.

G. General Information:

1. Money Orders and Cashier's Checks: All money orders and cashier's checks must be clearly made out to the Inmate and properly endorsed. Any item that is altered in any way will not be accepted. Any cashier's check that is more than six months old will not be accepted.
2. Personal checks will not be accepted.

3. Deposits in Inmate accounts using any three methods:
 - a. on line through at <http://payments.touchpaydirect.net>.
 - b. calling Touch Pay at 866-232-1899
 - c. visit any Touch Pay Facility and follow the prompts
6. Depositors must give full name of inmate and current booking number and give facility locator number #266101.
7. Those inmates placed in Administrative Segregation will receive restrictions on commissary privileges (Refer to Policy F-190).