
LAURENS COUNTY LAW ENFORCEMENT CENTER
STANDARD OPERATING PROCEDURES

SOP # A-235

PAGE # 1

SUBJECT: INMATE CASH BONDS OR OTHER MONIES

INDEX AS: CASH BONDS
PAYMENTS
INMATE MONIES
MONEY RECEIVED FOR INMATES
BOND FEES-\$13.00

EFFECTIVE DATE: 6/24/2005

REVISED DATE:

I. PURPOSE:

To establish procedures by which Laurens County Sheriff's Department Personnel Handle Money received for an Inmate.

II. DEFINITIONS:

Cash Bonds, Fine Payments or Payments for Court Orders:

Monies received for an inmate to be processed through the General Accounting and forwarded to the appropriate Court or Designated person or Department.

Inmate Monies: Monies received from an inmate when the inmate is brought into the Jail.

Money Received for Inmates (Not Cash Bond or Payment Money):

Money brought to the Jail by another person for a specific inmate to be deposited into the Inmate account for the personal use of the Inmate, such as making purchases in the Jail Store.

Bond Fees- A \$13.00 fee will be required for each bond processed for an inmate

III. Policy - Receipts for Cash Bonds, Payment of Fines or Payments for Court Orders and Bond Fees:

A. All monies received must be in the form of a money order or bank check unless special approval is given by the Sheriff, Major, Jail Administrator or other authorized personnel. When money is received by the Jail Booking Officer or the Accounting Clerk for cash bonds and bond fees, it must be documented on a cash receipt and signed by the Officer or Clerk receiving it. The receipt must have the Inmate Master number and Booking number. When the money is received and receipted by the Jail Booking Officer, it should be attached to the receipt and placed in the secure drop box to be picked up by the Administrative Personnel. Two Administrative Personnel will handle all money pickups from the Jail Drop Boxes. Administrative Personnel will log the receipts in the log book and

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SOP # A-235

PAGE # 2

both personnel are required to sign and date the log. The money will then be turned over to the appropriate Administrative Accounting Clerk for proper handling. When monies are received in the mail by Administrative Personnel it will be forwarded to the appropriate Accounting Clerk for Receipt and proper handling.

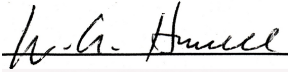
B. Receipts for Inmate Monies:

All monies received from an inmate at the time of booking will be documented on a special cash receipt to record inmate monies and signed by the Jail Officer receiving the money. It will be entered into the computer during the booking process or later by an Accounting Clerk. The Jail Officer will place the receipt and money in the secure drop box for pickup by Administrative Personnel using the same procedures as stated in Section A.

C. Receipts for Inmate Monies brought to the Jail for the Inmate's Personal Use .

All money received for Inmates for the Inmates personal use will be in the form of a money order or bank check. The money received will be written on a special cash receipt by the Jail Officer or Accounting Clerk receiving the money. It will be handled the same way if the money is brought in personally or received in the mail. The money with the receipt will be placed in the secure drop box in Central Control for pick up by Administrative Personnel. It will be deposited by the Accounting Clerk in the Inmate account and entered in the computer to reflect the deposit in the individual Inmate Account specified.

All monies, except monies on the Inmate's person at booking, should be in the form of a Money Order or Bank Check. Any other actual cash monies received from the Jail Drop Boxes by Administrative Personnel should be documented and brought to the attention of the Jail Administrator for review.


**W. A. HARRELL
SHERIFF**

6/24/2005

DATE