

215.00 – Inmate Accounting System

Refer:

- Oregon Jail Standards F-301, F-302, F-303, F-304, F-305, F-306
- Multnomah County Resolution 2011-035

Definitions:

- Accounting Hold – All transactions are frozen until the Fiscal Unit, has reviewed the account.
- Accounts Used in the Inmate Accounting System -
 - 1) Cash - All inmates with funds start with a Cash account, which starts out at a zero (0) balance and then can have a positive, or zero (0) balance as charges and deposits are posted.
 - 2) Debt - A Debt account is created when the inmate's Cash account has a negative balance. A Debt account cannot have a positive balance.
 - 3) Other Funds Owed - Inmates with long term debt (outside medical, damage to facility charges) have an Other Funds Owed account.
 - 4) Self-Bail - A Self-Bail account only remains open for seven (7) calendar days or less. At seven (7) days an alert is raised for Fiscal/Corrections/Programs to review.
- Bail and Self-Bail – Bail is the amount of money that has been set by the court for an inmate to be released from custody pending the inmate's trial or hearing. The bail amount can be paid by the inmate (self-bail) which may include contributions from third parties which the Inmate Accounting System supports. In the case of self-bail the inmate is liable for the bail amount if they fail to appear to court. Bail can also be paid directly by third parties outside of the Inmate Accounting System who take on the liability if the inmate does not report to court.
- Deposit Types – There are three (3) different types of deposits in the Inmate Accounting System -
 - 1) A booking deposit – cash on the inmate at the time of booking which is entered into the booking intake kiosk. Transfer checks from other institutions are also considered booking deposits.
 - 2) A cash account deposit - cash/credit/debit deposits that are made directly into the inmate's cash account through TouchPay lobby kiosks, online or phone. Checks that meet the acceptable method criteria in Procedure Section 4 below also are posted to the cash account.
 - 3) A self-bail account deposit – deposits that are made directly into the inmate's self-bail account through TouchPay lobby kiosks, online or phone.
- Deposit Splitting – A deposit made into an inmate's account for an inmate who has debt owed to the County is split by percentage, between the Cash account, the Debt account and/or Other Funds Owed.
- Inmate Accounting System – A software system linked to the Sheriff's Warrant & Inmate System (SWIS) and consisting of Inmate Accounting, Inmate Pay and Commissary applications.

Policy:

1. The Multnomah County Sheriff's Office has established an Inmate Accounting System to hold inmate funds in trust while the inmate is in custody.
2. For inmates with Court-set bail amounts the Inmate Accounting System will support the collection and processing of self-bail funds regardless of the County debt account status of the inmate.
3. The Inmate Accounting System will allow for deposits to be split on a percentage basis between a cash account and the debt account(s) owed to the County.
4. The acceptable methods of deposit into the Inmate Accounting System are to be set by the Sheriff, or Sheriff's designee.

5. Deposits into the cash account are limited to a maximum account balance of \$2,500 dollars; there is no limit on deposits made to the self-bail account.
6. An inmate may make a request through an Inmate Service Request Form to transfer funds from their cash account to their other accounts (Debt, Other Funds Owed, or Self-bail). Equipment/Property Technicians (EPTs) will process this request.
7. Cash account funds can be released to a third party by the inmate in an amount of up to \$500 and this can occur no more than twice per month, unless approved by a Facility Commander.
8. Inmate Debt payoff is to be applied by the charge priority list maintained by the Fiscal Unit.
9. An accounting hold can be placed on an inmate's account when needed by Inmate Accounting System users. Examples are when Sheriff's Warrant & Inmate System (SWIS) ID's are merged and also during transfer booking situations. Accounting holds must be cleared by the Fiscal Unit.
10. All funds in the cash account will be provided to the inmate upon release or transfer to another institution.
11. Direct Payment to the Other Funds Owed account – Third parties may wish to directly pay off an inmate's major surgery/critical care medical or restitution charges. The Fiscal Unit will coordinate with Corrections Health as needed for direct payments to be made.
12. Long Term Inmate Account Balances Write-off Policies:
 - 12.1. Other Funds Owed charges for non-hospital charges are to be written off after seven (7) years of no financial activity on the account.
 - 12.2. Outside hospital charges are to be written off as required by Health Department debt write off policy.
 - 12.3. Inmate Debt account balances are to be written off after two (2) years of no financial activity on the account.
 - 12.4. For positive account balances remaining after two (2) years of no account activity, an attempt is made to contact the inmate and if unsuccessful the balance is turned over to the Oregon Department of State Lands in the inmate's name (or other State depending on the inmates last known address). This is to be conducted as an annual process by the Fiscal Unit.

Procedure:

1. Self-Bail:

- 1.1 At any time the inmate can request funds to be placed in the self-bail account using the Inmate Request Form.
- 1.2 At the seven (7) days alert if it is determined by the Fiscal Unit, that the self-bail is to be no longer held for that purpose, then the Fiscal Unit transfers the externally deposited money to the Cash Account where it would be treated like a cash deposit and subject to the split. Internally transferred self-bail funds are not subject to the split.
- 1.3 Third-Party methods to provide funds for an inmate's self-bail – Online, phone or lobby kiosks can be used up to \$2,300 per transaction. Larger self-bail deposits can be arranged via Touch Pay.
- 1.4 Once an inmate reaches their self-bail amount in the Self-Bail account the inmate initiates the bail process by contacting MCSO staff in the jail.

2. Deposits:

- 2.1 Deposits to the cash account are to be split with 70% to the Cash Account and 30% to Debt or Other Funds Owed Account, paying the MCSO Debt account first before Other Funds Owed.
- 2.2 Booking deposits are not split, 100% is posted to the cash account.
- 2.3 As Labor credits are earned, 100% are to be posted to the cash account.
- 2.4 Lobby Kiosk/Telephone/Online TouchPay transactions are subject to deposit splitting with the exception of self-bail.
- 2.5 Government, Payroll or other acceptable checks are subject to deposit splitting unless the inmate has designated placement in the self-bail account.
3. Cash Account Procedures:
 - 3.1 Items to charge to the Cash account: Commissary goods; disciplinary fines; restitution fines; other MCSO fees; Corrections Health fees.
 - 3.2 The Cash account should never have a negative balance; any negative charges will be posted to the inmate's Debt account or Other Funds Owed account.
 - 3.3 The maximum balance for the Cash account is \$2,500; any additional amount is issued as a check and placed in the inmate's property.
 - 3.4 All funds in the cash account will be provided to the inmate upon release from Jail in the form of a debit card, or check if transferring to another supervisory authority. Amounts over the \$9,500 debit card limit will be in the form of a check.
4. ACCEPTED Inmate Accounting Deposit Methods:
 - 4.1 Transfer check from another jurisdiction
 - 4.2 United States currency at time of booking
 - 4.3 Lobby Kiosk/phone/internet - cash/debit/credit card through TouchPay
 - 4.4 Government Check
 - 4.5 Payroll Check
 - 4.6 Inmate Pay
 - 4.7 Refunds/Credits
 - 4.8 Special exceptions approved by the facilities commanders (Inheritance checks, insurance settlements, local bank cashier's checks, etc.)
 - 4.9 Multnomah County issued release debit card upon return to jail at booking.
5. NOT Accepted Inmate Account Deposit Methods:
 - 5.1 Money orders
 - 5.2 Personal checks

5.3 Third party checks

5.4 Western Union/other wire transfers

5.5 Cash in the mail

5.6 Foreign currency

5.7 Damaged or contaminated United States currency

History:

- Originating Policy/Procedure: 10/18/17
 - *Rescinds inmate accounting provisions within 2017 Corrections Division Operational Policy and Procedure Manual Chapter 2*
- Next Review Date: 10/18/19
- Review By: Fiscal Services
- Reviewed 1/15/2020
- Next Review Date: 1/15/2022
- Review By: Fiscal Services Unit