

# POLICY AND PROCEDURES

NUMBER: 203

SUBJECT: Inmate Check Verification

ACA STANDARDS: 4-ALDF-7D-11, 16

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/00 REVISION DATE: 5/05, 5/08, 4/09, 3/10,  
4/11, 8/11, 11/13, 12/15



## I. POLICY

The St. Louis County Department of Justice Services will ensure all checks written from inmate accounts are co-signed and verified from the original document.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' *Accounting Supervisor* responsible for the inmates' account and all authorized cosigners are responsible for the following procedures.

## III. PROCEDURES

- A. The *Accounting Supervisor* responsible for the inmates' account is responsible for writing all checks from the inmates' account. An appropriate designee will be approved for writing these checks when the *Accounting Supervisor* is unavailable.
- B. The only original documents that authorize the *Accounting Supervisor* to write a check from the inmates' fund are:
  1. Special Check Request (See Attachment 1)
    - a. It is the responsibility of the Corrections Case Manager to ensure the following:

- (1) The entire special check request is written in ink
  - (2) The inmate has sufficient funds to cover the amount of the special check request, including a \$5.00 special check request fee, per St. Louis County Ordinance 24,110-2009.
  - (3) The payee's name and address are legible
  - (4) The Inmate Master Number (IMN) on the request is correct
  - (5) The payee is not an inmate in the Justice Center or any other correctional facility
  - (6) Allow two (2) business days for processing
  - (7) Checks paid to an attorney will have the name of the attorney followed by "Attorney at Law"
  - (8) All Special Check Requests forms are to be given to the *Accounting Supervisor* or designee directly. If the *Accounting Supervisor*/designee is not in, the form will be given to Administrative staff who will ensure the form is given directly to the *Accounting Supervisor*/designee upon his/her return. At no time is the request to be left lying on a desk or placed in a mailbox.
2. Memorandum from the Transportation Section regarding the transfer of inmates to the Missouri Department of Corrections (See Attachment 2)
3. Summary of Historical Balances (See Attachment 3)
4. Inmate Account Activity (Attachment 4)
- C. When the check has been written, it is the responsibility of the authorized *Accounting Supervisor*/designee to have an authorized staff member co-sign the check.
- D. The following staff are authorized to co-sign a check from the inmates' account:

1. Director
  - 2.. Superintendents
  - 3.. Accountant Manager
  4. Accountant III
  5. *Accounting Supervisor*
  6. Personnel Specialist
  7. User Support Specialist
- E. When the authorized *Accounting Supervisor*/designee needs to have a check co-signed he/she will attach the check to the original document that authorized the transaction for verification.
- F. The staff that is authorized to co-sign the check will first verify the following information on the check and the original document:
1. Payee's name
  2. The check number
  3. The amount of the check
- G. After the information has been verified, the cosigner will either initial each line item or place a single initial at the bottom of the original document.
- H. The authorized cosigner will then sign the check and return the check and original document to the *Accounting Supervisor*/designee.
- I. *Special checks designated "hold for pick up" will be delivered to bonding. The special check request log will be signed by fiscal and bonding to denote that the check was received by bonding. Bonding will verify the payee's identification, the payee will sign the log book acknowledging receipt of the check, and bonding will sign the log for release of the check. Bonding will return unclaimed checks over one month old to fiscal.*

