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**To:** [REDACTED]  
**Subject:** Proper Storage of Monies During Booking Process  
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All,

It's crucial that we ensure the proper handling and safekeeping of all prisoners' belongings, especially their money. To this end, I'd like to review the current policy. During the booking process, all funds found on the prisoner or during a search of their belongings should be counted and placed in the small manila envelopes provided in the booking rooms. This process should be recorded on the officer's BWC. Once the funds are placed in the envelope, the booking officer will write the prisoner's name, the amount collected, and the booking officer's name on the envelope.

Once the prisoner is taken into the jail, the booking officer will give the money and any other valuables or miscellaneous items collected to the detention officer. The detention officer will also count the money in the envelope as part of the checks and balances process. The detention officer document the counting of the money on their BWC, and once the amount is confirmed correct, will seal the envelope. This will remain sealed until the money is returned to the prisoner upon release or transfer to another facility. Please remember that any funds collected over \$500 will be booked in property and the prisoner will receive a copy of the property safekeeping receipt.

The above procedure is in accordance with Lexipol Police 1040.2 (d) Cash Flow – Monies Received.

- (d) **Jail Section- Funds are collected for Prisoner Safekeeping, Inmate Worker (Pay-To-Stay) Program and Bail.**
1. All funds removed from prisoners for safekeeping at the time of booking shall be listed on the prisoner's booking sheet. Any funds in excess of \$500.00 will be booked in property and the prisoner will receive a copy of the property safekeeping receipt. The prisoner's copy of the booking sheet shall serve as their receipt for property and funds.

If the prisoner has more than \$500, please adhere to Pasadena Procedure 804.3 – Currency and Coin listed below:

### **804.3 CURRENCY AND COIN**

- (a) The currency/coin will be placed into the clear plastic into the clear plastic "Bank of America" bags provided in the Report Writing Room or the Main Property Room. A money count receipt must be completed after at least 2 employees have signed the bottom of the receipt indicating the correct amount. If the amount being booked in exceeds \$100, a supervisor must countersign as a check. Consult a supervisor before placing a hold on any cash. It is very seldom that cash is ever introduced as evidence in court. Remember, up to \$500 can be booked into the prisoner's property in Jail.

Lastly, the department will be installing lockers in the jail sallyport near the entrance to the jail elevator. The locker will be used for the temporary storage of bulk property for arrestees that will be cite released. All prisoner money and valuables will still be booked in the jail with the prisoner. At no time will money or valuables be left in the lockers. These lockers will be installed in the very near future and there will be additional instructions and policy updates provided.

Please contact me if you have any questions or concerns.

Thank you,