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DETENTION FACILITY POST ORDERS		
DETENTION DIVISION CHIEF <i>CHRIS LAWS</i> <u>C. G. Laws 1903</u>	EFFECTIVE DATE 04/01/2009	REVISED DATE 08/01/2014 09/28/2021
NUMBER 012.1	TITLE	POSTS INVOLVED
PAGES 4	BOOKING FEE	RECORDS/ACCOUNTING

PURPOSE:

A **booking fee** will be charged to individuals who are arrested and booked into and released from the Adams County Detention Facility pursuant to CRS 30-1-104(l)(n). The Booking Intake Kiosk will ensure money received at the time of booking is accounted for and properly recorded on inmate's commissary account or are handled through best practices. Most US Currency brought in by arresting officer will be deposited into the Booking Intake Kiosk during the booking in process.

PROCEDURE:

1. **Collection:** When an individual is arrested and booked into the Adams County Detention Facility on local criminal charges, warrants, or detainers from any Colorado law enforcement agency, a \$30.00 (Thirty dollars) booking fee is charged and may be collected through a combination of means:
 - a. The new arrest will be received in the sally port, charging paperwork scrutinized, and money counted and dropped into the vault in the receiving sally port. The funds shall be deducted from the inmate account by automatic computer withdrawal.
 - b. Upon booking, if the inmate does not have enough cash funds available, computer-controlled accounting processes initiated by the Jail accounting system will commence whereby funds may be deducted from the inmate's money account any time money is deposited, until the booking fee has been satisfied.
 - c. The inmate will be unable to purchase commissary items until the booking fee has been satisfied.

2. **Process:** The Accounting Tech will be responsible for collecting and accounting for the \$30.00 (Thirty) fee through approved accounting practices and the use of the approved in-house computer system.
3. The Accounting Tech will be responsible for depositing funds into the appropriate County revenue account for disbursement. as defined by statute.
 - a. 20% of the funds will go to administer a community-based treatment program for the treatment of offenders with mental illness or addiction.
 - b. 20% of the funds will go to the training of law enforcement officers in topics such as crisis intervention to meet the needs of offenders with mental illness or addiction issues.
 - c. 60% of the funds will be spent to defray law enforcement costs of processing prisoners into and out of custody.
4. **Exception:** Should the inmate be indigent or choose not to maintain a money account, the inmate will not be held in custody in lieu of the funds. The debt balance on the inmate money account will carry over to any subsequent booking(s).
 - a. The booking fee will **not** be assessed under the following circumstances:
 - i. A courtesy hold for other agencies.
 - ii. Inmates being returned to the Adams County Detention Facility from other detention facilities (State or Federal Prisons, County Jails/Detention Facilities) on writs addressing on going local charges.
 - iii. Mental health or detox holds that do not involve criminal charges.
 - iv. With the review and approval of the Detention Facility Administrator.
 - b. The booking fee will be charged on individuals being extradited back to Adams County on local charges.
5. **Refunds:** If an individual is later found not guilty of all original or amended charges, or all original or amended charges are dismissed or dropped, in the Colorado court of jurisdiction, or an inmate on probation hold, technical parole hold, or community correction holds are not in fact revoked, the individual may contact the Adams County Detention Facility and request a return of the booking fee.
 - a. The affected individual will fill out a written Booking Fee Refund Request form provided to them by the ACDF Front Desk staff or through a mail request.

- b. The request will be forwarded to the Records Supervisor, who will review the request and cross check it against established computerized court records (i.e. COCOURTS, QT JUD, and ICON) for validity.
 - c. Once the not guilty/charges dismissed status have been verified, the Accounting Tech will be notified. The Accounting Tech will print a check for a Refund. The Check should be issued and mailed to individual within two weeks from date of receipt.
6. Intake Kiosk Procedures
- At time of booking the arresting officer will deposit U.S. Currency from the inmate's possession into the Intake Kiosk located in the sally port.
- a. Touch the intake kiosk screen to start the Inmate Registration
 - b. Select a language – English or Spanish for Officer to use system
 - c. Select “Next” in the bottom right corner to proceed past the reminder screen
 - d. Enter the Booking ID number, select “Next”
 - e. All Fields in the registration screen must be filled out, if missing information please follow chart posted above the Intake Kiosk for examples.
The following fields must be entered with correct information at time of registration to allow system to deposit money into the right account:
 - ***First, Last name must be entered correctly to allow money to be matched during verification.***
 - ***Date of Birth.***
 - f. Follow screen prompts to deposit coins, and currency
 - g. At the end of the transaction a receipt will be printed that shows the total amount deposited into the inmates account. Receipt will be dropped into the file pocket attached to the side of the safe in the sally port. Any discrepancies must be adjusted on custody sheet.
 - h. Select “DONE” to complete the entry
 - i. All Agency checks will be placed in a money envelope with the inmate's first and last name, amount and booking number. Then the money envelope will be placed in the booking safe located in the sally port.
 - j. Foreign bills and coins must be placed in the inmate's property.
 - k. Counterfeit bills must be given back to arresting officer at time of booking.
 - l. Any cash deposit in the amount of \$10,000.00 or above (US Currency only) must be handled at the Jail Front Desk due to required Federal Forms.

****The Booking Intake Kiosk will not accept foreign coins or counterfeit bills. If the machine rejects a bill try to re-insert it a couple of times, if there are creases try to straighten the bill out before re-inserting.***

*****Bills do not have to be organized or facing any certain way for the machine to accept them***

******Currency that is blood stained, wet or soiled is to be packaged in a separate plastic bag and sealed. Document the inmate's name and booking number on the bag and place into the Booking Safe. CURRENCY OF THIS TYPE IS NOT TO BE PLACED IN A MONEY ENVELOPE. Document this type of property with a complete and accurate inventory of the amount of funds on booking jacket. Example: \$50.23 kiosk and \$5.00 bill contaminated in safe total funds \$55.23.***