

*The Legislative Joint Auditing Committee, at its September 13, 2013 meeting, adopted the procedures below in accordance with Act 1158 of 2013 which amended ACA 14-25-112 for Sheriffs to issue debit cards to clear inmate's commissary accounts.*

Establish a written policy for the use of debit cards to close an inmate's commissary trust account.

The amount on the debit card shall be the balance in the inmate's account.

Debit cards shall be prenumbered and identifiable with the inmate's account.

The inmate shall sign a form when receiving a debit card. The form shall contain the inmate name, date, amount of debit card, debit card number, and signature of inmate. The form is to be retained by the Sheriff's office and available for audit. If possible, the inmate should change the PIN upon release.

The Sheriff's Commissary bank account shall not be debited by any outside vendor without prior documented approval from the Sheriff's office.

Debit cards shall be recorded in the cash disbursements journal or ledger for the commissary fund.

The computer software application to be used in the issuing of debit cards shall be in compliance with the Information Systems Best Practices Checklist provided by the Legislative Joint Auditing Committee.