

Polk County Sheriff's Office

Jail Division

Public Notice

INTER-OFFICE MEMORANDUM

TO: Jail Population, Public and staff

FROM: Jail Administration

DATE: June 6th, 2008

SUBJECT: **Lobby Cashier (Kiosk)** **Required for deposits affective July 1st, 2008**

Affective June 18th, 2008, family and friends of inmates housed at the Polk County Jail will be able to deposit funds into inmate commissary accounts utilizing the new Lobby Cashier Kiosk Payment Acceptor located in the lobby of the Polk County Justice Center. The Lobby Cashier will accept Cash, Debit Cards and Credit Cards.

A deposit into the Lobby Cashier will immediately credit the money into the Inmate's account avoiding delays during holidays or weekends and making the money readily available for commissary purchases. Any monies deposited will be subject to the normal collections for debts owed to the jail by the inmate.

The Lobby Cashier accepts United States currency in 5, 10, 20, 50, and 100 US denominations. Deposits may be made in the lobby area 24 hours each day, seven days a week.

There is a \$3.25 convenience fee for utilizing the Lobby Cashier. The fee will be deducted from the amount deposited into the Inmate's account for each transaction.

The Lobby Cashier:

- ✓ Will only accept \$5.00 dollar bills or higher for a cash deposit to inmate commissary accounts.
- ✓ Family and friends will have to know the **Inmate's ID** number and **full, correct name**
- ✓ Funds deposited will be immediately credited to the inmate's account.
- ✓ A receipt will be issued from the Lobby Cashier to the person depositing the funds.
- ✓ A receipt will be issued from the Jail to the inmate.



For alternative ways to deposit funds visit the Polk County Web Site at:

<http://www.co.polk.wi.us/law/Inmateaccounts.asp>

Effective July 1st, 2008 electronic deposits of funds will be required. The jail staff will no longer be accepting cash, checks etc at the service window.