3-01/040.45 - Safeguarding Money, Property, and Evidence

All employees shall be responsible for safekeeping public or county money, prisoners' money and property, and evidence while it is in their possession. This includes all funds within the Department such as Station funds, inmate funds and any funds which may come into existence within the Department for any legitimate purpose in keeping with county and Department regulations.

Employees shall not borrow from these funds, nor shall they be utilized to cash personal checks. They shall observe the controls regarding the handling of money and when money is received, it shall be held for safekeeping.

Because of the wide range of policies covering money, property, and evidence in the Department manual, the subheadings that follow serve as a guide to safekeeping procedures which are currently in effect within the Department.

Cash Bail

Cash bail shall be handled as outlined in the Fiscal and the Prisoners chapters.

Miscellaneous Fee Collections

Monies collected in payment of fees for deposit to the Miscellaneous Bank Account shall be safeguarded as outlined in the Fiscal chapter.

Prisoners' Property

Responsibility for the property of prisoners is outlined in the Prisoners chapter.

Property and Evidence

Property and evidence which is cash shall be handled by stations or units other than jails, as outlined in the Property and Evidence chapter.

Revolving Fund

Responsibility for the change fund is outlined in the Fiscal chapter.

Employee Funds

Responsibility for employee funds is outlined in the Fiscal chapter.

Station Safes

Responsibility for station safes is outlined in the Fiscal chapter.