3-05/060.20 - Bail/Fine Account Bank Deposits

The procedures outlined in this chapter deal with the actual deposit of bail/fine monies. Coverage of the acceptance and processing of bail/fine payments will be found in the Prisoners chapter.

The Bail/Fine Accounts shall be used only for the deposit of monies collected in payment of bail and fines.

With the exception of the Avalon Station account, the Bail/Fine Accounts are set up through Bank of America.

Unit commanders shall be responsible for the safekeeping of monies prior to actual deposit of same and for the unit records of the deposits.

Bail/Fine payments are to be made by cash or cashier's check only. NO personal checks shall be accepted.

Preparation of Bank Deposit

Deposits to the bank account shall be made each working day (Monday thru Friday) in order to have sufficient funds in the account to cover the checks drawn against the account.

The following procedures shall be followed in preparing the bank deposit:

- Obtain from safekeeping the monies for deposit;
- Arrange the Bail/Fine Receipt (SH-AD-462 Rev 6/94) in receipt number order;
- Prepare an original and two copies of the deposit slip for the Bail/Fine Account,
- On the face of the three-part deposit slips, directly beneath the unit's name, enter the following:
- "Deposit covers receipt #'s_____thru_____;"
- Complete all information of the deposit slip. If there is insufficient room to list all of the checks for deposit, use a second set of deposit slips to continue the listing. Be sure to list the bank numbers for each cashier’s check;
- Balance the deposit by making certain that the total of the monies is in agreement with the total of the Bail/Fine Receipts; and
- Immediately upon receipt, endorse all cashier’s checks for deposit as follows:

"For Deposit Only L.A. Co. Sheriff's Department."

Making the Bank Deposit

Take the money and deposit slips to the bank for deposit. The bank will retain the monies and the original deposit slip. Have the teller certify (stamp and initial) the pink and yellow copies of the deposit slip for return to the unit. Distribution of the certified copies of the deposit slip shall be as follows:

- Yellow copy of the deposit slip shall be retained as the unit's file copy; and
- Pink copy shall be forwarded to Fiscal Administration, Attention: Revenue and Billing Section, together with the first two (white) copies of the Bail/Fine Receipt and the original bank transaction record.

  NOTE: Include any voided copies of the Bail/Fine Receipt for return to Fiscal Administration.