# 5-03/090.40 - Station Responsibility for Cash Prior to Deposit

On a given shift, the jailer shall be responsible for:

- Receipting and handling of all cash bail accepted;
- Entering the record of cash bail only on the Jailer's Record Form (SH-CR-452) and maintaining a running balance of the cash bail received; and
- Maintaining under lock and key the cash and related bail forms.

At change of shift, the jailer going off duty and the relieving jailer coming on duty shall jointly reconcile the cash on hand with the balance to date figure on the SH-CR-452.

If there is an overage or shortage, the procedures outlined in the following subsection shall be followed.

The outgoing jailer shall turn over the key to the locked cash bail container to the incoming jailer. The container shall remain locked except when opened to add additional bail.

On the next working day on which the banks are open, the jailer on the day shift shall prepare the bank deposit for the Bail/Fine Bank Account (see Fiscal chapter). On the next open line of the bail information portion of the SH-CR-452, he shall make a notation of the date and amount deposited and sign his name following the deposit entry. A new running balance on SH-CR-452 shall begin following the deposit entry.