5-04/090.60 - Release of Trust Fund Money

Money deposited to the trust fund shall be released, when permissible, to the owner or the owner's designee. The following steps shall be followed:

1. The investigating officer shall ensure the claimant/owner's name and address are correct in PRELIMS so that a county warrant may be prepared and sent to the proper person;
2. The investigating officer shall change the status of the item deposited in the Trust Fund from DISPOSED to READY TO RELEASE TO OWNER. This type of status change will require lieutenant or designee approval in PRELIMS;
3. Financial Programs Bureau will routinely query PRELIMS for any currency (item type) with a status of READY TO RETURN TO OWNER and shall prepare a requisition for a trust warrant and forward such to the auditor-controller for each item so designated; and
4. When the county warrant is issued, Financial Programs Bureau shall update the appropriate item in PRELIMS with the warrant number and shall be responsible for updating the status of each item in PRELIMS for which a warrant has been issued to DISPOSED. This type of status change will require lieutenant or designee approval in PRELIMS. A designated individuals at Financial Programs Bureau shall function in this capacity.

Financial Programs Bureau shall dispose of all unclaimed monies deposited in the trust account in accordance with applicable sections of the government code.