

LCS Unit Order 9

LANCASTER STATION

UNIT ORDER # 9

MISCELLANEOUS FEES CASH RECORD (SH-R-343)

PURPOSE:

The purpose of this unit order is to clarify and establish procedures for the handling of the Miscellaneous Fees Cash Record (SH-R-343), as outlined in Manual of Policy and Procedures Section 3-05/060.15, *Miscellaneous Fees Account Bank Deposits*.

ORDER:

1. This cash record is required by the Sheriff's Business Office and must be filled out completely and accurately. It must be filled out as follows:

Date: The date the form was completed.

Shift: EM, DAY, or PM

Payer and Reason: Person's full name and type of report (459, 594, T/C, etc).

Receipt number: The receipt number located in the upper right-hand corner of the form.

Amount: The amount for which receipt was issued.

Total: This should be a running amount of the total cash taken in between bank deposits, and not the amount indicated on the receipt.

Signature: The watch deputy shall sign here at the start of their shift to indicate the amount on hand used to make change for transactions. (\$25.00 is to always remain in the cash drawer and utilized as change). **The watch deputy is solely responsible for all funds received, and receipts utilized, during their shift without exceptions.**

2. The watch deputy **shall** count monies at the beginning and end of each shift in order to balance monies with receipts.
3. Per MPP 3-05/060.15: The station watch deputy at the public counter, and the range sergeant at each range facility, shall be responsible for the security of monies received over the counter. Such money and receipts shall be kept under lock and key during the shift.

Watch deputies and range sergeants shall be responsible for the continuing audit of cash on hand resulting from fee collections. The continuing record shall be maintained on the Miscellaneous Fees Cash Record (SH-R-343). At the start of a shift, the deputy shall enter the name of the shift (Day, PM or EM) and the date.

The deputy shall:

Verify the amount of money on hand with the watch deputy from the prior shift and if it is correct, place a full signature in the space provided.

Enter the total cash on hand at the end of the shift, even if no collections are made during the shift.

If fees are collected during the shift, the total cash on hand at the close of shift shall be entered and each transaction shall be identified (e.g. John Smith- Fingerprints) and the receipt number and the amount of fees shall be entered.

Should a bank deposit be made during the shift, the amount of the deposit shall be entered under the column for "Deposit" and so identified. The deputy shall sign each line on which they have recorded a cash transaction.

The (SH-R-343) record shall be maintained on each shift and be kept with the cash until the next working day on which the banks are open. When the bank deposit is made, the date and the amount of the deposit shall be entered on the line following the last cash transaction which was included in the deposit.

4. Only currently trained sworn deputies, community service assistants (CSA), community service officers (CSO) or Law enforcement Technicians (LET) **shall** fill out the receipts. **RECEIPTS ARE NEVER TO BE THROWN AWAY AND REFUNDS ARE NOT GIVEN.** In the event a refund is requested, it **shall** be handled as a **VOID**.
5. The employee issuing the receipt **shall** print his/her name, rank, and employee number in the lower, right hand corner of the receipt.
6. All voided receipts shall be approved by the watch commander who **shall** write a brief explanation of the void in the lower left hand corner of the receipt. The watch commander **shall** also sign the voided receipt in the upper right hand corner. [Note: The voiding of the receipt **shall** be completed prior to separating the copies. The white and pink copies will then be detached and included with the next deposit to the watch commander's safe. Both the blue and yellow copies are to remain in the receipt book.
7. Additionally, when a receipt is voided, it **shall** be done by the watch deputy, and a memo shall be drafted by the watch deputy to the watch commander explaining the circumstances in detail.
8. The watch deputy **shall** deposit the miscellaneous fees at the bank when the amount of actual monies reaches \$500.00 dollars.
9. Any questions regarding the procedure **shall** be directed to the watch deputy.
10. Altered receipts shall not be accepted. They must be voided and a new receipt issued. See above procedures for voided receipts.
11. Watch commanders **shall** compare the total amount of money to be deposited with the total amount indicated on the receipts to ensure that all monies are accounted for. This is to be done prior to allowing the watch deputy to deposit any money.
12. If the amount of money reaches \$500.00 on any shift where the bank is closed, it is the responsibility of the watch deputy on that shift to complete the bank deposit via the point of sale system. All monies shall

be held in the watch commander safe pending the deposit when the bank opens.

13. The watch deputy shall create a call (924 bank deposit) and dispatch a uniformed patrol deputy to transport the deposit to the bank.
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