

16-003: Trust Fund and Miscellaneous Fees Account Procedures

PURPOSE:

The purpose of this Station Order is to identify the duties of the Property/Evidence Custodian and/or Watch Deputy in handling monies to be deposited in the Trust Fund, and establish procedures safeguarding the Miscellaneous Fees Account at Compton Station.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Property/Evidence Custodian and/or Watch Deputy positions, as well as supervisory personnel overseeing deposits.

ORDER:

Effective immediately, the Property/Evidence Custodian and the Day Watch Deputy shall adhere to the following procedures in preparing monies for Trust Fund Deposit and the accurate processing of monies into the Miscellaneous Fees Account, in accordance with Manual of Policy and Procedures sections 5-04/040.15 and 3-5/060.20, respectively.

The Property/Evidence Custodian's Responsibility in this process shall be:

1. Obtain URN'S from the Detective Bureau's Operation Sergeant which have been cleared by the assigned investigator.
2. List each URN on the "Trust Fund-Summary Form" (SH-AD 359A). The form shall be completed in quadruplicate as follows:
3. - Date – the date the Miscellaneous Receipt is prepared
- From – name of Station making deposit
- Miscellaneous Receipt Number – the pre-numbered receipt number
- URN – of the case involved, which is on the corresponding Property Label
- Safe Property Leger – the book, page, and line number, which is shown on the corresponding Property Label and the receipt
- Amount – the total of the monies being deposited for that particular URN
- Total for Deposit – total of all amounts entered

Note: Should there be more than one separate set of monies for the same URN, each separate labeled amount of monies will require a separate entry.

3. Contact the Watch Commander and have listed monies removed from the safe.
4. The Property Custodian signs the safe ledger for each entry. The Watch Commander counter signs.
5. The Property Custodian counts the monies from each package in the presence of the Watch Commander.
6. The total of monies counted is compared and verified to the total amount listed on the Summary Form.
7. The Property Custodian obtains a Miscellaneous Receipt for the total of monies counted from the Watch Commander. The pre-printed number of the Miscellaneous Receipt is recorded in the Safe Ledger by each removed entry by the property Custodian. Copies of the Receipt, the Summary

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Form, and the monies are given to the Service Assistant for deposit in the Miscellaneous Fees Account.

8. A copy of the Miscellaneous Receipt and Summary by the Property Custodian.
9. The Property Custodian maintains a file specifically for these transactions for record keeping purpose.

The following procedures shall be adhere to, without deviation, in order to accurately process the Miscellaneous Fees Account:

1. There shall be only (1) Miscellaneous Fees Receipt book in use at a time and by lowest numerical order.
2. After completely using the present Receipt book, the next book to be put into use shall be taken in numerical order.
3. The Watch Deputy shall count the monies and receipts at the beginning of his or her shift. Such count shall be documented in the Miscellaneous Fees Cash Recorded Ledger as follows: Date, shift, beginning balance, signature, and employee number.
4. The Watch Deputy shall, at the end of his or her shift, perform another audit and make an entry in the ledger to reflect this total as follows: Date, shift, beginning balance, signature, and employee number. The Watch Deputy shall sign his or her signature/employee number to each receipt that he or she completes, or initial those receipts not completed by him or her, to acknowledge such transaction (i.e., sales of reports).
5. No one other than the Watch Deputy shall enter transaction/entries in the Ledger.
6. Change of monies shall not be made from this account, unless it is related to an actual transaction being performed.
7. The Watch Deputy shall make deposits at the bank in accordance with County Code 1.3.7.1, General Controls Over Deposits. Following the deposits, the Watch Deputy shall complete and forward all the receipts, deposit slips, and forms on a Transmittal of Miscellaneous Fees (SH-AD 359) to Fiscal Services Bureau on the next business day following a bank deposit.
8. The Watch Deputy shall immediately report any discrepancies to the Watch Commander. _
9. The Watch Deputy shall keep the Miscellaneous Fees under lock and key at all times.

Note: Per County Code 1.3.7.1, General Controls Over Deposits; Departments that collect \$500 or more in cash or checks daily should make the deposit by the close of each business day.

When the Compton Station Cash Drawer balance exceeds \$500, a deposit shall be made by the end of that day. Monday through Saturday, a deposit shall be made prior to the close of normal bank hours on each day the Cash Drawer balance exceeds \$500.

If the Cash Drawer exceeds \$500 during non-bank hours, a deposit shall be made on the next day in which the bank is open.

On any day that is followed by a bank holiday, and/or on Saturday Day-Shift when the Cash Drawer balance exceeds \$400, the Watch Deputy shall make a deposit prior to the close of normal banks hours.