98-02 MISCELLANEOUS FEES ACCOUNTS-BANK DEPOSITS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 30, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 98-02**

MISCELLANEOUS FEES ACCOUNTS/BANK DEPOSITS (Revised 04-30-06)

Purpose of Directive:

This Management Directive establishes procedures for the collection and bank deposit of miscellaneous fees received at Carson Station. These procedures are established in the furtherance of Department Fiscal Procedures (Manual of Policy and Procedures, 3-05/060.15).

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station, both sworn and civilian. Although the Day Shift Watch Deputy is tasked with performing the necessary functions to deposit fees collected, the Day Shift Watch Commander shall have overall responsibility for ensuring that miscellaneous fees are collected and deposited properly.

Directive:

The Watch Deputy on each shift, with periodic review of the Watch Sergeant, shall be responsible for the security of monies (miscellaneous fees) collected in payment for transactions occurring at the station's public counter, (i.e., fingerprint cards, copies of reports, etc.) Checks

accepted for payment shall be respectively endorsed immediately.

As mandated by Departmental policy, and in addition to the normal fee collections, stations shall:

Include their "Hold in Trust" cash property with the monies deposited to the Miscellaneous Fees Bank Account, as outlined in the Property and Evidence chapter of the Manual of Policy and Procedures. Such money and receipts shall be kept under lock and key during the shift.

TSR:MH:mh