Station Order 40/10.00 Station Cash Management and Handling Procedures

ORDER:

I. COLLECTIONS, OVER THE COUNTER

A. Personnel Involved: Desk Personnel
1. Watch Deputies, Complaint Deputies, DOA's, CSO's, Civilian Volunteer's, Etc.

B. Duties:
1. Accept checks, money orders, cash
   a. For copies of reports1 print cards1 clearance letters, etc.
2. Restrictively endorse all checks and money orders:
   a. Stamped For Deposit Only, L.A County Sheriff's Department" on back.
3. Issue separate receipt, for each transaction.

C. Miscellaneous fees cash record (SH-R-343) and cash on hand.
1. Watch Deputies responsibility to safeguard and verify totals.
   a. Cash drawer kept locked during shift.
   b. Audit conducted each shift, verified by full signature of Watch Deputy.

II. COLLECTIONS, OVER THE COUNTER

A. Personnel Involved: Secretarial Staff
1. Supervising Secretary and a designated assistant, jointly.

B. Duties:
1. All checks and money orders to be restrictively endorsed, immediately upon opening of the mail.
   a. Stamped: L.A. County Sheriff's Dept" on back
2. Maintain a log of received mail, to record individual amount received.
3. Prepare a single miscellaneous receipt for the daily total of monies received.
   a. Show total number of each type of report purchased on receipt.

III. VOIDED RECEIPTS

A. Personnel involved: Watch Sergeant
1. Voided Receipts signed by Watch Sergeant.
2. Brief explanation for the void, shall be included.

IV. MISCELLANEOUS FEES, BAIL/FEE DEPOSITS

A. Miscellaneous Fees Deposit
1. Each shift Watch Deputy shall prepare deposits.
2. Deposits shall be made next business day, when receipts on hand total $100.00 or more.

a. Three copies of deposit slip.

B. Transmittal of miscellaneous fees prepared (SH-AD~359)

C. Copy of deposit slip, copy of transmittal, and pink copies of miscellaneous cash receipts, forwarded to Fiscal Services:
L. A. Sheriff's Department
Business Office
Fiscal Accounts

3. All monies on hand, at the end of the business day on Friday (1700 hours), shall be deposited on Friday (prior to 1800 hours).
a. Deposit prepared by PM Watch Deputy.

B. Bail/Fines Deposit
1. Local court (Citrus or Pomona) checks to be placed in an envelope and given to appropriate Court Deputy for delivery to court.
2. Any other court checks to be placed in window envelope, for delivery by U.S. mail.
3. Day Watch Commander shall prepare deposit slips when bail funds exceed $100.00.

V. DEPOSITS

A. Personnel Involved: Desk Personnel and Designated Field Crew.

B. Deposit must be made by someone other than the person who prepared the deposit slip.

C. Deposit must be made by armed Deputy Sheriff.