

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 1 of 7

Purpose:

To establish guidelines and procedures for the handling of cash and checks within the Court Services Bureau Civil Division.

Policy:

All Civil Division personnel shall know and comply with the procedures set forth in this section when handling cash and/or checks. All other Sheriff's units interacting with the Civil Division in regards to cash and/or check handling shall be familiar with this section as it relates to them.

Procedure:

I. Civil office safe

The civil office safe is to be locked at all times when staff is not removing or placing items into the safe. The civil office safe will not be utilized by the field office or any other agency.

II. Staff cash bags

A. Issuance of cash bags

1. Staff will be issued a cash bag at the beginning of each workday by the supervisor (or lead clerk/designated person).
2. The cash bag will be counted by the staff member and the supervisor (or lead clerk/designated person).
3. Both the staff member and the supervisor (or lead clerk/designated person) will sign the Daily Cash Bag Record acknowledging that the cash bag contained the correct amount of currency when it was issued.

B. Return of cash bag

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 2 of 7

1. Staff will remove any cash they receipted during the workday and include that cash with their Daily Balance Report.
2. At the end of the workday, staff will return their cash bag and Daily Balance Report to the supervisor (or lead clerk/designated person).
3. The cash bag will be counted by the staff member and the supervisor (or lead clerk/designated person) together.
4. Both the staff member and the supervisor (or lead clerk/designated person) will sign the Daily Cash Bag Record acknowledging that the cash bag contained the correct amount of currency and checks when it was returned.
5. The cash bag will be placed in the civil office safe immediately after its contents have been verified.

C. Contents of each cash bag

- a. All cash bags in Area 1 (San Diego) will contain \$50 (fifty) dollars.
- b. All cash bags in Area 2 (Chula Vista, El Cajon, and Vista) will contain \$100 (one hundred) dollars.

D. Civil Division Daily Cash Bag Record

1. Each civil office will maintain a Daily Cash Bag Record.
2. The Daily Cash Bag Record will be retained for 2 years.

III. Cash authentication.

All bills \$20.00 and above, including bills collected by the field deputies for a keeper, till tap, or other levy will be checked for authenticity by the civil staff member receiving the cash. The bill will be tested for authenticity using either a counterfeit detector pen or the civil office's electronic bill tester. Bills that are believed to be counterfeit should be examined by a sworn deputy if possible;

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 3 of 7

otherwise, they will be returned to the customer at the counter. Counterfeit bills obtained during a levy will be returned to the field office.

IV. Proper receipting.

Cash is to be receipted as cash and checks are to be receipted as checks. If staff makes an error, they will immediately notify their supervisor (or lead if the supervisor is not available) who will void the transaction.

V. Keeper, Till Tap and other levy monies

- A. The field office will tender all levy monies to the civil office in a sealed envelope (if possible).
- B. The envelope will be opened, counted and examined for counterfeit bills in the presence of the field staff tendering the levy monies.
- C. If any bills are suspected to be counterfeit, the envelope and its contents will be returned to the field staff.
- D. If the tendered amount does not reconcile with the levy receipt, the envelope and its contents will be returned to the field staff.
- E. After the contents of the envelope have been verified, both the civil office staff receiving the money and the field person tendering the money will sign (and ARJIS) the pink levy receipt.
- F. The civil office staff receiving the money from the field office will cashier the levy money and place it in their cash bag until it is time to complete their Daily Balance Report. The pink levy receipt will be placed into the case file.

VI. Vista Traffic Citation monies

The Vista court must finalize their Cashier Daily Balance report by 3:30 PM each day and deliver their traffic citation monies and Daily Balance Report to the Vista civil office no later than 4:00 PM daily.

VII. Cashier Daily Balance Report

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 4 of 7

At the office's designated time, each staff member that has checks and/or money to deposit will print and verify their Cashier Daily Balance Report.

- A. Print the Cashier Daily Balance Report.
- B. Put all checks in the same order as listed on the Cashier Daily Balance Report.
- C. Verify each check against the Cashier Daily Balance Report, ensuring that the file number, check number and check amount match. Also, verify that the check is made payable to the Sheriff's Department, that the written and dollar amount of the check match and that the check is signed.
- D. Multi checks: If staff has a multi check and they cannot write all of the information on the check, staff must write "multi" on the face of the check and include a copy of the check stub with the payment breakdown when submitting their Cashier Daily Balance Report to the supervisor.
- E. Staff will verify that the funds to be deposited match the amount shown on their Cashier Daily Balance Report.
- F. All discrepancies are to be corrected immediately.
- G. Staff will run an adding machine tape to include with their Cashier Daily Balance Report. Staff should add and total their checks first to verify the check total and then should combine the check total and cash total to obtain the grand total. The grand total of their adding machine tape should match the total on their Cashier Daily Balance Report.
- H. After the Cashier Daily Balance Report has been verified, staff will imprint it with the verification stamp and sign and date the "Counted By" line. They will bundle the report, adding machine tape, checks and cash, and cash bag and submit everything to their supervisor (or lead clerk/designated person).

**VIII. Daily Tender Report**

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 5 of 7

At the end of each day, the supervisor (or lead clerk/designated person) will verify all Cashier Daily Balance Reports and verify the Daily Tender Report for their office.

- A. The supervisor (or lead clerk/designated person) will verify each Cashier Daily Balance Report, ensuring that the file numbers, check numbers and check amounts match. They will also verify that the check is made payable to the Sheriff's Department, that the written and dollar amount of the check match and that the check is signed. Additionally, they will verify that the cash tendered matches the cash amount indicated on the Cashier Daily Balance Report.
- B. After verifying each Cashier Daily Balance Report, the supervisor (or lead clerk/designated person) will sign and date the Cashier Daily Balance Report on the "Verified by" line of the verification stamp.
- C. Print the Daily Tender Report.
- D. The supervisor (or lead clerk/designated person) will total the check amounts from all of their office's Cashier Daily Balance Reports. This amount should equal the check total shown on the Daily Tender Report. (The mail check and counter check totals will need to be added together to get the final check total.)
- E. The supervisor (or lead clerk/designated person) will total the cash amount from all of their office's Cashier Daily Balance Reports. This total should equal the depositable cash total shown on the Daily Tender Report.
- F. The supervisor (or lead clerk/designated person) will run an adding machine tape to be included with the daily deposit.
- G. If the Daily Tender Report does not match the total of all Cashier Daily Balance Reports, the supervisor (or lead clerk/designated person) must review all Cashier Daily Balance Reports to determine the cause of the discrepancy and it must be corrected immediately.
- H. The Daily Tender Report may be verified against the Account Master Deposit Report and the individual office's total from the Cashier Miscellaneous Item Report. The total on the Daily Tender Report should

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
 COURT SERVICES BUREAU  
 POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 6 of 7

equal the total of the Account Master Deposit Report and the office's total from the Cashier Miscellaneous Item Report. (Refer to the Daily Balancing Flowchart in CAS Online Help.)

IX. Daily Deposit

After all Cashier Daily Balance Reports and the Daily Tender Report have been verified, the daily deposit will be done by the supervisor (or lead clerk/designated person). The daily deposit for all offices will be done at the end of the business day.

- A. Retrieve a deposit bag, a 2-part deposit slip and a barcode for the bank courier from the safe.
- B. Place the courier barcode on the deposit bag above the office information section or complete the courier receipt as shown on the **Daily Deposit Civil Reference**, as applicable.
- C. Write the office information, date and deposit total on the deposit bag. Mark the appropriate box(es) on the deposit bag and remove the top tear strip from the deposit bag. The tear strip may be discarded.
- D. Write the date and the deposit bag number on the deposit slip. Complete the deposit slip appropriately. The check total will be listed on the first check line. Do not list all checks on the deposit slip.
- E. Make a copy of the Daily Tender Report and a copy of the deposit slip. The original Daily Tender report will be forwarded to Financial Services along with the yellow copy of the deposit slip.
- F. Insert the white copy of the deposit slip into the deposit bag in its designated pouch.
- G. Place all checks, money, and the adding machine tape for the full deposit into the main pouch of the deposit bag and seal the deposit bag with the tamperproof seal.
- H. The deposit bag will be placed into the safe until the bank courier arrives to pick up the deposit.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
MAY 10, 2011	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 7 of 7

- I. The supervisor (or lead clerk/designated person) who completed the deposit will fill in the "Deposit Completed by" section of the Civil Division Daily Cash Bag Record.
- J. Put the copy of the deposit slip, the Daily Cash Bag Record and the copy of the Daily Tender Report (in that order) on top of the Cashier Daily Balance Reports and place all items in the Daily Deposit binder.
- K. After the courier picks up the deposit bag, attach the receipt from the courier to the copy of the deposit slip in the Daily Deposit binder.
- L. Daily Deposit records are to be retained for 2 years.