

DATE:	NOVEMBER 3, 2008
NUMBER:	B.3
SUBJECT:	CASH CONTROLS AND OPERATIONS
RELATED SECTIONS:	B.1 & B.5

PURPOSE

To establish controls and guidelines for cash operations within the detention facilities.

POLICY

Proper management controls and procedures will be adhered to for all detention cash handling operations.

PROCEDURE

- I. All cash operations shall be governed by written cash handling procedures.
 - A. Procedures shall be available for reference at each workstation where cash handling operations occur.
 - B. Procedures will establish the responsibility of staff within the detention facilities in regard to cash and shall cover the procedures listed below where applicable.
 - 1. General Cash Procedure
 - 2. Checking Account Maintenance
 - 3. Safe Operation
 - 4. Bail or Fine Cash
 - 5. Booking Cash
 - 6. Final Release Cash
 - 7. Cashier Cash
 - 8. Accounting Office Cash
- II. Detention facility supervisors will provide training to appropriate staff using the written cash handling procedures.
- III. The written cash handling procedures are to be reviewed on an on-going basis (and updated annually) by submitting suggested changes to the Financial Services Division manager.