

<b>NUMBER:</b>	<b>1.9</b>
<b>SUBJECT:</b>	<b>CHECK ACCEPTANCE PROCEDURE</b>
<b>CATEGORY:</b>	<b>ADMINISTRATION</b>
<b>DATE:</b>	<b>DECEMBER 26, 2007</b>
<b>REVISED:</b>	<b>AUGUST 18, 2010; JUNE 27, 2018</b>
<b>RELATED SECTIONS:</b>	<b>1.8 FRONT COUNTER PROCEDURES</b>
<b>IN COMPLIANCE WITH:</b>	<b>SHERIFF'S DEPARTMENT POLICY AND PROCEDURE, SECTION (6.26) FEES FOR DOCUMENTS AND SERVICE</b>

**PURPOSE AND INTENT:**

To establish standard procedures for accepting and processing personal or business checks received in payment for services rendered by the Records & Identification Division.

**BACKGROUND:**

Section 6.26 of the Sheriff's Department Policy and Procedure Manual authorizes the Records & Identification Division to accept personal checks for the payment of documents or services provided to customers.

**POLICY:**

The Sheriff's Records and Identification Division will accept personal or business checks for the payment of services rendered when the criteria provided within the procedures below are met. In all other cases, the customer will remit cash, money order, cashier check, certified check or Credit/Debit card for payment. Payment is required in advance or at the time the request is submitted.

**PROCEDURE:**

**A. PERSONAL CHECKS**

1. Checks may be drawn on a California or Out of State Banking institution. Checks should be preprinted with the customer's name and address, and the bank's information and routing information (i.e., MICR line encoded with bank ABA number and customer account number). Temporary checks will not be accepted unless the check is pre-printed with the customer's name and address. If a check doesn't meet the above requirements, it should be brought to a supervisor.
2. Checks must be made payable to the San Diego County Sheriff's Department.
3. Checks must be for an amount equal to or less than the amount of the fee or fees due. If less than the amount of the fee, the difference shall be accompanied by cash, credit or debit or other negotiable paper to make up the exact amount of the fee.

4. If the check amount is greater than the processing fee the customer must be contacted. We do not provide change.
5. "Two Party" or "Second Party" checks are not acceptable.
6. Checks must not be postdated or predated, nor have any irregularities.
7. An assessment fee of \$25 will be charged for any returned check.
8. The preferred form of identification will be a government issued photo ID from the "Primary Identification" list below. All identification must be current, valid, and unexpired. If the subject does not possess a government issued photo ID, he/she may present one of the items from the "Secondary Identification" list along with at least two (2) separate items from the "Supporting Documents" list below. For example, if a birth certificate accompanied by a voter registration card and a pay stub is acceptable, however, two of the same supporting document such as two pay stubs would not be acceptable.

a. **Primary Identification**

1. State Issued Driver's License
2. State Issued Identification Card (if the state's identification card standards are the same as for the driver's license).
3. Federal Issued Government Identification Card
4. US Military Identification
5. US Passport
6. Foreign Passport Stamped "Processed for I-551", or Accompanied by Valid I-94 Form
7. US Immigration Issued Identification (Border Crossing Cards, Resident Alien Cards, etc.).
8. Matriculate Consular Card (issued after 04/22/02 by the Consul General of Mexico).
9. Certificate of Citizenship

b. **Secondary Identification\***

1. State Issued Birth Certificate
2. Government Issued Marriage Certificate
3. Social Security Card

\*Note that these items will not serve as valid ID unless accompanied by at least two (2) separate items from the "Supporting Documents" list below.

c. **Supporting Documents\*\***

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1. Utility Bill (must show name and address)
2. Voter Registration Card
3. Vehicle Registration Card/Title
4. Paycheck Stub
5. Public Assistance Card
6. Cancelled Check or Bank Statement
7. Mortgage Documents

\*\*Note that each of these items must show the subject's name.

9. If the subject presents an expired identification card, he/she would either have to take steps to renew the card, or present two items from the "Supporting Documents" list before receiving service. Note that any discrepancies in the name that the subject presents and that which is listed on the ID must be reconciled with appropriate documentation (marriage certificate, court order for name change/gender change/adoption/divorce, etc.).
10. At the time of acceptance, the accepting clerk will verify the payee by physically viewing the identification card (i.e., customers need to remove the card from their wallet or purse), and ensuring that the picture bears a reasonable likeness to the customer, and that the card does not appear to be tampered with or defective. If there is any doubt, then the accepting clerk is authorized to ask for another form of identification from the above list.
11. The customer's identification number, identification expiration date, and identification type (i.e., CDL, Military ID, Contractor Badge#), will be written on the front of the check by the accepting clerk. Beneath this, the accepting clerk will place their initials and ARJIS # (see example below).

John D. Smith 123 Oakland Ave San Diego, CA 92021	<u>CDL/C1234567/Exp:06-30-06</u> <u>Rcvd by: JKB/#1234</u>	#6459 89-9838/2123
Date <u>08/18/10</u>		
Pay to the order of <u>San Diego Sheriff's Department</u>		<u>\$14.00</u>
<u>Fourteen and 00/100</u> -----		Dollars
Bank of America San Diego, California	For <u>Background Check</u>	<u>John D. Smith</u>
❖ 2123489838 ❖8929 ❖ 1011238908   ❖101		

12. If the address that is on the identification card does not match the pre-printed address on the check, a single line shall be drawn through the incorrect address and the new address written on the front of the check, if room permits, or on the back of the check, if necessary.
13. Personal checks received via mail must be accompanied by a copy of one of the above forms of identification. The accepting clerk shall use the copy of the identification card to verify the identity of the requestor to the extent possible (i.e., compare the picture, signature, etc. to information contained within jail jacket, case reports, etc., when appropriate). If there is any doubt as to the authenticity of the identification, or the identity of the requestor, then the accepting clerk shall approach their supervisor for further instructions on how to proceed.
14. A receipt will be issued to all customers who present payment. The receipt shall be presented at the time payment is received at the front counter. The receipt shall be mailed to the customer, along with the appropriate requested document (i.e., case report, criminal history summary, etc.), for checks received through the mail.
15. All personal checks will be given to the front counter person for processing.
16. The front counter person will keep personal checks in the cash register along with all cash received.
17. Checks will be included with daily deposit. Refer to Policy and Procedure 1.8 Front Counter.