

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 1 of 5

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 regarding cash and/or check handling shall be familiar with this section as it relates to them.

Procedure:

- I. Civil office safe
  - A. 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.
  - B. Whenever the civil office safe is opened, it shall only be open as long as necessary to complete the task at hand and shall be locked immediately upon completion of the task at hand.
  - C. Each civil office shall maintain a Safe Activity Log to record whenever the safe is opened.
  - D. Each time the civil safe is opened, an entry will be made in the Safe Activity Log documenting the following:
    1. The date and time the safe is opened.
    2. The name and initials of the employee opening the safe.
    3. The time that the safe is locked.
    4. The name and initials of the employee locking the safe.
    5. The name and initials of the employee verifying that the safe is locked.
    6. The purpose code for why the safe was opened.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 2 of 5

- E. At the end of each month, the civil office supervisor shall scan a copy of that month's Safe Activity Log into the civil division's Safe Activity Logs folder then discard the log.

II. Individual Cash bags

- A. Each civil office shall maintain two individual cash bags for use at the front counter, when needed. The bags maintained by the San Diego and Hall of Justice offices will contain \$50.00 each and the bags maintained by the Chula Vista, El Cajon, and Vista offices will contain \$100.00 each.

Note: If the San Diego and Hall of Justice civil offices consolidate in the future, all four cash bags will be maintained at the new, consolidated San Diego Civil Office.

- B. Each civil office's designated allotment of individual cash bags shall be kept in the office safe when not issued to a civil office employee.
- C. Each civil office shall maintain a Daily Cash Bag Record to record when an individual cash bag is issued to a civil office employee, and when the individual cash bag record is returned by the civil office employee.
- D. Issuance of individual cash bags
  - 1. When an individual cash bag is to be issued to a civil office employee, the supervisor, lead clerk, or that day's deposit clerk, shall retrieve the cash bag from the safe and the cash bag will be counted in the presence of the civil office employee receiving the cash bag then the cash bag will be handed to the civil office employee.
  - 2. The civil office employee receiving the cash bag shall count the cash bag in the presence of the employee issuing the cash bag and retain custody of the cash bag after confirming that the cash bag contains the correct amount of cash.
  - 3. After the cash bag has been issued to the civil office employee, the safe will be re-locked and both the employee issuing the cash bag and the employee receiving the cash bag will make an entry in the Daily Cash Bag Record documenting the issuance of the cash bag. (Both employees shall also make an entry in the Safe Activity Log to document that the safe was opened.)

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 3 of 5

C. Return of individual cash bags

1. Any cash bag that was issued to a civil office employee shall be returned to that day's deposit clerk when the civil office employee turns in their daily deposit.
2. If the civil office employee who was issued a cash bag has receipted any cash during the workday, the employee shall remove the receipted cash from the cash bag prior to completing their daily deposit.
3. The civil office employee returning the cash bag shall count the cash bag in the presence of the deposit clerk then the cash bag will be handed to the deposit clerk.
4. The deposit clerk receiving the cash bag shall count the cash bag in the presence of the civil office employee returning the cash bag and retain custody of the cash bag after confirming that the cash bag contains the correct amount of cash.
5. The deposit clerk and the civil office employee returning the cash bag shall make an entry in the Daily Cash Bag Record documenting the return of the cash bag.
6. The deposit clerk shall retain custody of all returned cash bags which will be placed in the safe when the office's daily deposit is placed in the safe.
7. The Daily Cash Bag Record shall be attached to and retained with that day's deposit.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 4 of 5

- III. Each civil office, other than the Hall of Justice office, shall maintain a petty cash fund of \$100.00.
- IV. The San Diego Civil Office shall maintain a property sale fund of \$1,500.00.
- V. 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; otherwise, they will be returned to the customer at the counter. Counterfeit bills obtained during a levy will be returned to the field office.

- VI. 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 retain the funds locked in their desk until it is time to complete their individual daily deposit. The pink levy receipt will be placed into the case file.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 5 of 5

VII. Daily Deposit

- A. At the civil office's designated time, each civil office employee that has checks and/or money to deposit shall complete their individual daily deposit per the current Daily Deposit desk manual instructions.
- B. After all civil office employees have turned in their individual daily deposit to the employee assigned to complete the daily deposit for the office, the assigned employee shall complete the office's daily deposit per the current Daily Deposit desk manual section.
- C. When the office's daily deposit is turned over to the bank courier, the employee turning over the daily deposit to the bank courier shall ensure that the courier signs the courier's logbook, and the employee shall also ensure that an entry is made in the Safe Activity Log.
- D. The Daily Deposit documents shall be retained for two (2) years.