

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject ACCOUNTABILITY OF MONIES AND NEGOTIABLE INSTRUMENTS	Policy Number DC-2 Effective Date 10-30-20
Related Information DC-3, <i>Facility Safes</i> DC-4, <i>Inmate Fund Accounts</i> GD-12, <i>Collecting, Safeguarding, and Disbursing Cash</i>	Supersedes DC-2 (05-15-03)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for accepting, handling, safeguarding, and disbursing bond and fine monies, and inmate funds. This Office Policy does not apply to currency that has been placed into an inmate's personal property as unacceptable for deposit or at the request of the inmate. Information regarding currency as property may be found in Office Policy DC-4, *Inmate Fund Accounts*.

POLICY

It is the policy of the Office to accept, process, safeguard, and disburse all acceptable monies in a safe, secure, and expeditious manner.

DEFINITIONS

Acceptable Currency: United States (U.S.) currency which is presented in good condition. The Office reserves the right to refuse any altered, defaced, contaminated, damp, soiled, or otherwise damaged currency. Foreign currency shall not be accepted.

Acceptable Negotiable Instrument: Cashier's check, (official check), a U.S. Postal Money Order or Western Union Money Order, or an accepted credit card. The Office reserves the right to refuse any altered, defaced, contaminated, damp, soiled, or otherwise damaged negotiable instruments.

PROCEDURES

1. **Accountability and Security:** Strict accountability and security shall be maintained on all monies collected from the general public, other agencies, organizations, and inmates. All monies shall be kept in a secured cash drawer or facility safe and shall be counted and verified by the assigned cashier and shift supervisor **together** prior to the end of each shift. Each shift is responsible for counting and verifying their monies; it shall not be left for the next shift to complete. Appropriate entries shall be made in the Safe Logbook, Shift Log, or other electronic record keeping systems.
2. **Acceptable Bond and Fine Payments:** Any cash presented of \$1,000.00 or more shall require two employees to count and verify that the amount is correct. The counting must be performed in front of each employee and in front of the payer. The following shall be acceptable for payment of a bond or fine:
 - A. Acceptable U.S. currency.
 - B. Acceptable negotiable instruments: Cashier's Check (official check), a U.S. Postal Money Order, a Western Union Money Order, or through the use of an Office accepted credit card subject to fees and conditions. The following shall apply:

1. All acceptable negotiable instruments shall be payable to the Maricopa County Sheriff's Office/MCSO, in the exact amount of the bond or fine;
 2. All cashier's checks are subject to verification; and
 3. All money orders are required to include the full name and address of the purchaser.
3. **Processing a Self-Bond:** When an inmate requests to self-bond the following shall apply:
- A. An *Inmate Request Form* will be completed by the inmate and provided to Sheriff's Information Management System (SIMS) personnel for processing;
 - B. The cashier shall process a Funds Release from the inmate's fund account system in Sheriff's Inmate Electronic Data (SHIELD), releasing the funds; and
 - C. The cashier shall process the inmate's bond or fine in SHIELD as a self-bond.
4. **Acceptable Deposits for Inmate Fund Accounts:**
- A. Deposits made to an inmate's fund account by a member of the public may be done through TouchPay kiosks located at Office jail facilities. The kiosks accept U.S. currency, and specific credit cards which are subject to fees and conditions. Deposits may also be made electronically to inmate's fund account through the TouchPay website.
 - B. The Office does not physically accept any US currency or checks which includes a U.S. Postal Money Order or Western Union Money Order for deposit into an inmate's fund account from members of the public. All money deposits from members of the public for inmate fund accounts are to be completed, as specified in this Office Policy.
 - C. Any checks or foreign currency in an inmate's possession during booking will be required to be placed into their sealed property bag and listed by the arresting agency on the inmate's property inventory in SHIELD.
5. **Division and Employee Responsibilities:** Only designated employees may process inmate fund account transactions and bonds and fine monies. The following also applies:
- A. SIMS shall accept, receipt, and account for all bond and fine monies.
 - B. Only Office authorized booking facilities shall process inmate-booking deposits.
 - C. Designated employees are responsible for the following, applicable to their assignment:
 1. Accepting, receipting, and accounting for bond and fine monies, using the formats in the inmate fund account system in SHIELD;
 2. Accepting and receipting monies, and other acceptable negotiable instruments, for deposit in the inmate fund account system in SHIELD;
 3. Preparing surplus monies and other acceptable negotiable instruments for transfer by contracted armored car personnel to a designated bank for deposit to the Sheriff's Prisoner Fund, and entering such transactions into the inmate fund account system in SHIELD; and

4. Maintaining strict accountability and security on all monies received in payment of an inmate's bond or fine, deposited to an inmate's fund account, or awaiting transfer to a designated bank for deposit.
6. **Fund Transfers:** Designated employees shall determine whether inmate funds being held at their respective locations exceed established cash limits. Those funds in excess of the established cash limit shall be deposited directly from the Office to a designated bank using the following procedures:
 - A. **Facilities:** Deposits shall be prepared and available on scheduled pick-up days. All funds prepared for deposit shall be counted and verified by two employees, one of whom shall be a supervisor, in the presence of each other, placed into authorized plastic deposit bags, along with all necessary documents, and sealed. The sealed deposit bags shall be immediately taken to the designated secured area to await armored car pick up. There must always be two employees present and both must provide signatures on the necessary documents. Any accounting discrepancies or security breaches shall be immediately reported to the shift supervisor and investigated as specified in Office Policy GD-12, *Collecting, Safeguarding, and Disbursing Cash*.
 - B. **SIMS:** As scheduled, the plastic deposit bags from SIMS shall be delivered to a designated bank by contracted armored car personnel.
 - C. **Armored Car Pick-Up:** The contracted armored car personnel shall be required to sign the Armored Car Logbook for each plastic deposit bag. SIMS shall maintain the Armored Car Logbook, documenting the pick up of funds to be deposited. It shall include, but not be limited to, the following information:
 1. Date and time of pick up;
 2. The designated bank where the funds are to be deposited;
 3. Amount of deposit;
 4. Deposit bag numbers; and
 5. Number of deposit bags.
 - D. **Documentation:** The transactions shall be entered into the appropriate inmate fund account system format in SHIELD. The resulting *Cash Storage Funds Transfer Transmittal Receipts*, along with attached documentation, shall be retained by the Office for not less than three months. After this period, the receipts shall be sent to the Sheriff's Office Warehouse for retention.
7. **Inmate Canteen Funds:** All monies retained by Inmate Canteen shall be kept in a safe, in a secured room. Only designated employees shall have access to the safe, and shall follow the procedures for facility safes, as specified in Office Policy DC-3, *Facility Safes*.
8. **Receipt Books:** Receipt books shall be used in the event the inmate fund account system in SHIELD becomes inoperable. Depleted receipt books shall be maintained by the Office for a period of 60 days and then forwarded to the Sheriff's Office Warehouse for retention.
9. **Accounting Discrepancies:** Any accounting discrepancies or security breaches shall be immediately reported to a shift supervisor. When a discrepancy is discovered, the procedures in Office Policy GD-12, *Collecting, Safeguarding, and Disbursing Cash*, shall be followed.