

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**BOOKING OF MONEY**  
**SUBJECT**

**DATE:** August 12, 2016

**NO:** G-3

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Booking of Money  
Release of Money  
Transfer of Money to City Treasury  
Inspections / Audits

**I. POLICY**

A. Purpose

The purpose of this order is to make available to Department members all information needed for the correct handling of money received by them for custody as well as documentation needed when handling large amounts of money which are not booked as evidence.

B. Scope

The guidelines contained in this order pertain to money turned over to Property Unit personnel and the forms, policies, and procedures used to safeguard those monies. The guidelines contained in this order also address the documentation of the disposition of large amounts of money which are not turned over to the Property Unit.

**II. CASH HANDLING PRINCIPLES**

A. Whenever personnel take a subject into custody who has in their possession large sums of money (in excess of \$100) which are not booked as evidence, the following procedures will be strictly adhered to:

1. Confirm with the arrested subject the amount of money in their possession.
  - a. If a discrepancy exists at that time, a supervisor should be notified and should respond.
2. The amount of money the arrested subject had in their possession at the time of the arrest will be documented in the arrest report.
3. The disposition of the money will be documented in the arrest report. (i.e. turned over to arrested subject's spouse at his request, booked for safekeeping, booked at the jail with the arrested subject's property, etc.)
4. A supervisor will be notified regarding the incident, the amount of money involved and its disposition. Such supervisory notification will also be documented on the arrest report.
5. Consideration should be given to booking the money as property held for safekeeping and following the money booking/handling procedures outlined below.

B. In order to achieve an effective system of internal controls and accountability, the following principles will be strictly adhered to when cash is booked into the Property Room:

1. Only the Property Room Supervisor and full-time Property Clerks will have access to cash and the responsibility for handling cash within the Property Unit.
2. All money will be secured and isolated in a safe in an alarmed, locked room with access only by a designated Property Clerk, the Property Room Supervisor, and in the supervisor's absence, the Vice Sergeant.

3. A two-person system will be used for handling all cash.
4. Money will remain in the safe for a period of ninety (90) days before it is turned over to City Treasury. If the money evidence label is noted "DO NOT DEPOSIT", or if an investigator has submitted an evidence disposition request stating to retain, the money will not be transferred to the City Treasury.
5. Inspections, verifications, and random spot checks will be conducted by the Property Room Supervisor and reported to the Technical Services Division Commander.
6. Periodic audits will be conducted no less than twice each year by the Internal Affairs Section. The results of each audit will be reported to the Chief of Police.
7. The Chief of Police must approve any deviation from policies and procedures.

### III. CASH HANDLING PROCEDURES

#### A. Booking Money

1. All money \$100 or more will be counted and confirmed by at least two officers. No amount of monies will be verified by Property Section personnel. Final responsibility rests with the officer.
  - a. Money will be separated and packaged separately from any other property. Therefore, a found wallet with a ten-dollar bill inside would require two items be booked.
  - b. If the money is wet or bloody, it shall be placed in one of the drying lockers (Lockers 93 – 105). The booking officer shall note in his/her report that money was placed in a drying locker and indicate the dollar amount.
    - (1) Property personnel will notify the booking officer when the money is dry so that the booking officer can package the money according to procedure described below.
2. Money will be placed in a transparent plastic pouch.
  - a. A Money Tally Sheet will be completed. (See attachment for sample of "Stockton Police Department, Money Tally Sheet.")
  - b. The yellow copy of the Money Tally Sheet, recording the denominations, will be placed inside each plastic pouch. The tally sheet must be trifolded with money denominations and money total showing through the clear plastic pouch.
  - c. An evidence label showing the following will be affixed to the plastic pouch. (Tally sheet totals must be visible from outside sealed pouch.)
    - (1) Name and I.D. of booking/sealing officer
    - (2) Name and I.D. of verifying officer
    - (3) Date money was booked
    - (4) D.R. number
    - (5) Property Record number
    - (6) Item number
    - (7) Total Dollar Amount
    - (8) Check appropriate box for "FOUND," "SAFEKEEPING," "EVIDENCE", "SEARCH WARRANT, or SEIZED.
  - d. The plastic pouch will be heat sealed by the booking officer.

3. The white copy of the Money Tally Sheet(s) will be attached to the officer's report.
4. For large quantities of money where multiple heat-sealed bags are necessary, each bag will contain a separate Money Tally Sheet.
5. Coins will be packaged in the same manner; however, the bag should not be so full as to be difficult to handle. (A small number of coins may be booked in the same container with paper money.) If necessary, use additional heat-sealed bags with appropriate Money Tally Sheets enclosed.
6. Money that requires examination by the lab for latent evidence shall be booked in the same manner as other money, except that a red "evidence tape seal" will be attached and a Request for Evidence Processing form completed.
  - a. After the money has been processed, the Evidence Technician will insert the cut portion of the plastic pouch inside, reseal the pouch, and initial and date a new seal.
  - b. The Evidence Technician shall complete the "Opened By" and "Date Opened" on the evidence label.
  - c. The Evidence Technician shall complete a subsequent report.
7. If the money appears to be collectible (i.e., old, rare coins, silver certificates, coin set, or other paper money collection), it will be booked in the same manner as other money with the words "DO NOT DEPOSIT" on the evidence label.
8. If the money itself is of evidentiary value (has residue, fingerprints, recorded serial numbers, etc.), place the words "DO NOT DEPOSIT" on the evidence label.
9. All money shall be placed into the Property drop safe (locker number 92).
  - a. The booking officer shall complete the Safe Log and have the entry verified by a second officer. The Safe Log will be located on the counter directly above the drop safe.
10. Any employee who books money shall be responsible for correcting errors regarding the counting, packaging, or booking of money within three (3) working days, or as soon as possible after receipt of the Notice of Correction.
  - a. Those employees not responding to the first Notice of Correction within three (3) working days will receive the second Notice from their Division Lieutenant.
  - b. If the money pouch is opened in order to make a correction, the officer will do the following:
    - (1) The officer shall insert the cut portion of the plastic pouch inside, reseal the pouch, and initial and date a new seal.
    - (2) The officer shall complete the "Opened By" and "Date Opened" on the evidence label.
    - (3) The officer shall complete a subsequent report.

B. Money Collection

1. A designated Property Clerk will collect money from the drop safe a minimum of once a week. A two-person system will be used for opening the drop safe, as well as a dual-key system.
  - a. One key will remain in the Property Unit, and the remaining key will remain in

the Investigations Division.

- b. An Investigations Lieutenant and a designated Property Clerk will open the drop safe and will extract the money previously dropped.
- c. Both the Lieutenant and Property Clerk will verify the log entries, as well as sign the Safe Log on the appropriate Property Record Number and write in the date and time the money was extracted.

C. Money Processing

- 1. A designated Property Clerk will process the money for placing into the Property Safe.
  - a. Packaging and documentation will be checked for accuracy and compliance with booking procedures.
    - (1) A Notice of Correction will be initiated by Property Room personnel whenever the Property Record or booked items are not in compliance with General Orders G-1 and G-2, this general order, or any Departmental Special Order.
    - (2) If an employee does not respond to a first Notice of Correction, the second Notice will be sent to their Division Lieutenant.
  - b. The Money Tally Sheet's total is compared with the Property Record entry.
  - c. Storage location is assigned.
  - d. Money is logged into the safe, and the log entry is verified by the Property Room Supervisor.
  - e. The Property Safe Log is completed.
  - f. Money is placed in the safe pending future action.
- 2. Investigators will be given 90 days to notify the Property Unit if there is a reason not to transfer money to City Finance (i.e., fingerprinting).
  - a. Any change in the disposition of money (i.e., "pending" or a "hold") requires the investigator to submit an Evidence Disposition Request. Property personnel will attach the request to the actual money pouch in the safe.
  - b. The Property Room Supervisor will review all money items after 90 days to determine money that is eligible for release.
    - (1) If the investigator requests the money be retained or the evidence label has been noted as "DO NOT DEPOSIT", the money will not be transferred to the City Treasury.

D. Release of Money

- (1) When written clearance by the investigating officer has been received, when money is signed out for court or investigative purposes, or when money is releasable/claimed by the owner, the following steps will be followed:
  - a. A designated Property Clerk will verify release authorization and the physical release of money.

- b. The Safe Log will be completed to record the transaction
- c. The money will be removed from the safe and handed to the officer who is conducting the release.

\*Note\* Property personnel have sole responsibility for releasing money that is classified as found or safekeeping.

- d. If the money is releasable to the owner, open the plastic pouch in front of the owner and count the money. The recipient(s) will be required to supply the following information:

For Citizen:

- 1) Valid picture identification

For Departmental Member:

- 1) Proof of identity
- 2) Bar code ID
- 3) Purpose, i.e., court, identification, etc.

- e. The Property Record will be signed by the recipient for all money received and also signed by the officer releasing the money.

- 1) The Revolution bar code system will capture the final disposition of the money.

- a) If only a portion of the total dollar amount is released, the Property Clerk will note in the narrative field of the Disposition Tab the actual dollar amount released.

- f. Any discrepancies in the money booking, Property Record, or money packaging will be reported to the Property Room Supervisor.

E. Transfer of Money to the City Treasury

- 1. Monthly, the Property Room Supervisor will evaluate the status of cash held in the Property Room Safe to determine money items that are eligible for transfer to the City Treasury.

- a. The Property Room Supervisor and a designated Property Clerk will extract money envelopes from the safe (those within a 90-day window) that are not marked "DO NOT DEPOSIT."

- 2. Two representatives from the Fiscal Affairs Unit will conduct the transfer of funds with the Property Room Supervisor and a designated Property Clerk.

- a. Money extracted will be turned over to the Fiscal Affairs Unit representatives who will then do the following:

- (1) Count money from each envelope.

- (a) The Property Room Supervisor will verify that the money count reconciles with the total amount listed by the booking officer.

- (b) The Money Release Report will be adjusted to show the actual amount released.
- (2) Prepare money in appropriate denominations and complete a Bank Deposit Slip.
- (3) Prepare a Remittance Advice and leave one copy with the Property Room Supervisor.
- (4) Place the money in a sealed bank deposit bag and deposit at the City Administrative Services Department with a Police Escort.
- (5) Utilizing the aforementioned documentation, input the information into the H T E system. Return one copy of the H T E receipt, which will include the following information, to the Property Room Supervisor:
  - (a) Cashier's name
  - (b) Date/Time
  - (c) Receipt number
  - (d) Amount
  - (e) Account No. 010-2410-374.01-00
  - (f) Identify money as "Unclaimed Cash"
- b. The Revolution Bar Code System will capture the final disposition of the money processed for release to the Fiscal Affairs Unit representatives.
- c. The Revolution Bar Code System will generate a Money Release Report which will indicate all money released, to include; Property Record number, case number, item number, dollar amount, date booked in to Property, date/time released to Fiscal Affairs Unit, and verifying signatures of the Property Room Supervisor and Fiscal Affairs Unit representative.
  - (1) The Property Room Supervisor will give the Fiscal Affairs representative a copy of the signed Money Release Report for filing with the Fiscal Affairs Manager.
- d. The Property Room Supervisor will maintain all records pertinent to the money release, and will advise the Special Investigations Lieutenant of the total dollar amount release.

F. Request for Refund

- 1. If the owner is known and requesting a refund, the appropriate officer/investigator will do the following:
  - a. Obtain appropriate court documents authorizing the release of funds held by the Department as evidence/seizure. Monies taken as safekeeping, and are not booked as evidence/seizure, may be released to the owner without any court documentation.
    - (1) If the money has not been turned over to the City Treasury, the releasing officer will make an appointment to return the money to

the owner.

- (2) The owner of the money must show proof of identity in order to receive the money.
  - (3) If the money has been sent to the City Treasury, the appropriate officer will fill out a City of Stockton Request for Refund Form, and forward the form to the Fiscal Affairs Unit.
    - (a) After release has been authorized, and a check made to the owner of the money; send a notification card, or call the owner if a phone number is available and advise of the location of the check and times it is available to be picked up.
    - (b) Have the requester of the money show proof of identity and sign out for the check.
2. If owner is unknown, hold money as specified by law and/or departmental/sectional policy.
  3. If money is unclaimed by owner, it will be transferred to Treasury as "Unclaimed Cash." (See Transfer of Money to the City Treasury.)

#### **IV. INSPECTIONS**

- A. The Property Room Supervisor will conduct random spot inspections to check the accuracy of all money transactions. These spot checks will be completed on a monthly basis and the results reported to the Property Room Commander.
  1. At least 10 cases will be randomly selected by the Property Room Commander for inspection each month. The scope of the inspection will include:
    - a. Physical inspection of plastic pouch's contents against the Property Record. The plastic pouch will not be opened, but the seal and size of the pouch will be inspected.
    - b. Safe Log
    - c. Any other document deemed necessary ensuring that all procedures are being followed.

#### **V. AUDITS**

- A. The Department's Professional Standards Section will conduct an audit twice each year.
  1. The scope of the audit will include comparisons of sealed envelopes with Property Records, Safe Logs, and any other documents that are deemed necessary to ensure that all procedures have been followed.
  2. The results of the audit will be reported to the Chief of Police by the Professional Standards Section.