

POLICY AND PROCEDURES



**ST. LOUIS COUNTY
JUSTICE CENTER**

DEPARTMENT OF JUSTICE SERVICES
ST. LOUIS COUNTY, MISSOURI

NUMBER: 201

SUBJECT: Bonding Cash Drawer
Transactions

ACA STANDARDS: 3-ALDF-1B-02, 06, 19; 7D-11, 16

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 6/98 REVISION DATE: 1/99, 3/99, 5/05, 10/08,
10/09, 8/11, 4/12, 11/13, 12/14, 12/18

I. POLICY

The St. Louis County Department of Justice Services will ensure all monies collected at the County Jail's Bonding Window are secured at all times and accounted for on each shift.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Bonding Specialist, Bonding *Office Supervisors* and Intake Service Center (ISC) Shift Supervisors are responsible for the following procedures.

III. PROCEDURES

A. General Procedures

1. The Bonding Supervisor, Bonding Specialist, Bonding *Officer Supervisors* and the Intake Service Center Shift Supervisor are the only authorized personnel to have access to the cash drawers.
2. The Bonding Specialist will close down their cash drawers at staggered times to allow one bonding window to remain open during a shift change.
3. Portions of this record are closed pursuant to Section 610.021(19) RSMo and Section 114.020(18) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in

nondisclosure outweighs the public interest in disclosure of the portions of such records.

4. The cash drawers will be kept closed and locked when the drawers are not in use.
5. Any concerns or discrepancies involving the cash drawers will be brought to the immediate attention of the Bonding Supervisor, Intake Service Center Shift Supervisor or Bonding *Office Supervisor*.
6. A Bonding Specialist will ensure that any cash amount received at the Bonding Window totaling \$2,500.00 or more will be counted by that clerk and another employee to ensure the amount is correct. All cash amounts under \$2,500.00 will be counted twice by the receiving Bonding Specialist.
7. Inmate fund deposits will be accepted at the Bonding Window only if the lobby kiosk is down and must be approved by the Bonding *Office Supervisor*, Bonding Supervisor or the Intake Service Center Manager.
8. Inmates with money in their inmate fund who are released from the Justice Center may receive their money in full or in part at the Bonding Window. The inmate must give his/her wristband to the Bonding Specialist. After comparing the picture on the wristband to the person standing at the Bonding Window, the Bonding Specialist may give the inmate his/her money. If the inmate has less than \$20.00 in his/her account will receive cash. If the inmate has more than \$20.00, the inmate will receive the account balance on a debit card, up to \$500.
9. Inmates being released to another agency will receive the inmate account balance, up to \$200.00. The Bonding Supervisor or Intake Service Manager may give authorization for any amount above \$200.00. The Bonding Specialist may override the \$200.00 limit if:
 - a. there is sufficient cash in his/her drawer to cover the transaction without “shorting” the cash drawer balance, and;
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 - (1) The inmate is being released to an out of state agency, or;
 - (2) The inmate does not reside in the State of Missouri.

10. If the inmate does not receive his/her money in full, the Bonding Specialist will:
 - a. Ensure the inmate has given his/her correct mailing address
 - b. Inform the inmate that the remaining money in his/her inmate fund will be sent to the inmate by check.
11. The Bonding Specialist will not do the following:
 - a. Cash personal checks
 - b. Accept a personal check for a bond or inmate funds deposit
 - c. Cash employee checks
 - d. Give change on an inmate fund deposit, which consists of a check or money order
 - e. Make change for the public, unless it is specifically related to making a cash bond or cash inmate fund deposit.
12. Employees will be responsible for any money in their charge, until the money is signed for by:
 - a. Another employee who is authorized to receive the money
 - b. An inmate who has been properly identified to receive the money.

NOTE: Bonding Specialists are not required to sign for the money in the cash drawer prior to performing transactions, but they are required to verify the \$500.00 beginning balance. The clerks are also required to balance the cash drawer prior to making the final money drop into the safe.

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13. If the Bonding Window is closed due to the Bonding Specialist's absence, the clerk will place a sign at the Bonding Window station regarding that fact.

B. Balancing at the Beginning of the Shift

1. The on-coming Bonding Specialist will execute the following:
 - a. Receive the cash drawer keys from the off-going Bonding Specialist or the Intake Service Center Shift Supervisor
 - b. Count and verify the amount of cash in the cash drawer.
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 - c. Perform transactions at the Bonding Window.

C. Balancing at the End of the Shift

1. The Bonding Specialist will complete the following:
 - a. Run a Preliminary Balancing Report, thirty (30) minutes prior to the end of the shift
 - b. Count out the required balance of \$500.00 for the cash drawer

NOTE: Each off-going Bonding Specialist will use good judgment in the amount of coins to be counted by the on-coming clerk
 - c. Complete a Cash Drawer Activity Sheet (See Attachment 1)
 - d. Run a Balancing Report for all transaction receipts and withdrawals for your drawer. Separate totals by:
 - (1) Cash
 - (2) Checks/Money Orders

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- e. Compare these totals to the Preliminary Balancing Report

NOTE: If the drawer has been 'skimmed' the other Cash Drawer Work Sheet screen copies will be needed to balance.

- f. Isolate and resolve any differences
- g. Count remaining cash, checks and money orders, using the Cash Drawer Work Sheet screen and agree to the Preliminary Balancing Report. Check to ensure the money is in denominational order prior to placing in the money bag.

NOTE: If the drawer does not balance see Section D of this policy.

- h. Print four (4) copies of the final Balancing Report and four (4) Cash Drawer Activity forms
- i. Complete the automated MUNIS (See Attachment 2) using Fund/org/Acct and Summary Description for each transaction type provided on the Balancing Report from the Integrated Jail Management System (IJMS)
- j. Note the number of bags in the Comment Section of the MUNIS, if funds have been skimmed during the shift
- k. Place the checks, other than non-cash funds, with the white deposit slip in the bottom deposit slot. Place the case in the upper deposit slot and seal the bag. Staple the strip from your bag to the Bonding Supervisor or Bonding *Office Supervisor's* balancing report.

- l. Mark the outside of the deposit bag as follows:

- (1) Name
- (2) Deposit Number
- (3) Dropped Bag Number
- (4) Amount

- m. Drop the bundle into the safe **201:Page 5 of 8**

- n. Leave the copy of the MUNIS report, a copy of the Cash Drawer Activity Sheet, and the deposit bag strip in the

designated tray located at the balancing work station for the Bonding Supervisor/*Office Supervisor*. Staple the pink copy of the deposit slip to a copy of the cash drawer report and the MUNIS report, for the treasurer department. Leave two (2) copies of the cash drawer report and two (2) copies of the MUNIS report for the accounting department.

- o.** Give the cash drawer keys to the on-coming Bonding Specialist or Intake Service Center Shift Supervisor.

D. If Cash Drawer will not balance, the Bonding Specialist will:

- 1.** Contact the Bonding Supervisor, Intake Service Center Shift Supervisor or Bonding *Office Supervisor* for a recount, if the drawer is short or over
- 2.** Enter the transaction type 'Over' or 'Short' as appropriate in the IJMS
- 3.** Begin with procedure B-1 or C-1 of this policy again.

E. Skimming the Cash Drawer

- 1.** In order to keep the cash drawer contents down to a reasonable level, it will be occasionally necessary to run a preliminary deposit and drop the sealed bag with the deposit in the safe.
- 2.** The cash drawer should be monitored so the balance of the cash in the drawer does not exceed **Partial Redaction**. Use the Cash Drawer Activity Sheet to monitor the drawer.
- 3.** All Cash Bonds that are **Partial Redaction** in cash or greater will be deposited in the safe immediately.
- 4.** When making a preliminary deposit, the Bonding Specialist will:

 - a.** Use the Cash Drawer Work Sheet screen to count the separate deposit
 - b.** Place the cash in the deposit bag and seal the bag
 - c.** Mark the MUNIS form and the outside of the deposit bag as follows:

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(1) Name

- (2) Shift
- (3) Dropped Bag Number
- (4) Amount

d. Drop the deposit bag in the safe.

F. Transfer Money from the Law Enforcement Lobby Property Room

1. The Intake Officer will write the information of all money envelopes to be given to the Bonding Specialist in the money transfer log, upon the Bonding Clerk's arrival at the Law Enforcement Lobby Property Room. The information will include the following:

- a.** Inmate Master Number
- b.** Inmate's Name
- c.** Amount of Money Marked on the Outside of the Envelope
- d.** Date

This will include the monies of all inmates moved from Intake to a housing unit.

2. The Bonding Specialist is responsible for receiving and signing the money transfer log for the inmates' money at the Law Enforcement Lobby Property Room. This will be done in the presence of the Intake Officer.

3. Upon returning to the Bonding Window area, the Bonding Specialist picking up the transfer funds will be responsible for counting the money in each individual envelope and opening an account for each of these inmates. There will always be another employee at the Bonding Window during this process. If the amount in the envelope is incorrect, the second employee will recount the money. If both agree the amount is incorrect, the Bonding Specialist will enter the correct amount into the system, change the amount on the envelope and notify the ISC Supervisor and

LEL Officer so that the amount can be corrected on the transfer log. Once the ISC Supervisor and the LEL Officer have been notified, the Bonding Specialist will complete an Incident Report for any amount over \$10.00 and upon request for any amount.

4. After completing each transaction, the Bonding Specialist will place the money in his/her cash drawer.
5. The envelope will be placed in the appropriate drawer and the receipt will be placed in the designated tray.

G. Transporting the Deposit Bag(s)

1. The Bonding Supervisor or designee will ensure the Supervisor checking the deposit transmittal initials each deposit entered on the Deposit Transmittal.

2. thru 7.

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