

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.04	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7D-11 P&P 2.15	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 22, 2015	
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CHAPTER: Fiscal Management	SUBJECT: Cash Drawers	

I. **PURPOSE:** To describe the controls and usage of cash drawers.

II. **POLICY:** The Alameda County Sheriff's Office shall ensure the safekeeping and monitoring of cash drawers.

III. **DEFINITIONS:**

A. **CASH DRAWER:** A drawer used for safekeeping of monies received by lobby staff.

B. **ACCOUNTING CONTROL LOG:** A control log will be used to note the following: date, time, location, and name of clerk/technician checking out a cash drawer key (see attached).

IV. **PROCEDURE:**

A. The Account Clerk will be responsible for control of the cash drawer keys and log. Lobby staff will sign for the cash drawer key at the beginning of their shift prior to accepting money.

B. The cash drawer will be kept locked at all times. Lobby staff must keep the key in continuous personal possession; the key is not to be left in the key hole at any time. The cash drawer key will only be used by the staff member who checked out the key.

C. The cash drawer is only to be used for receipt of money for inmate transactions. The cash drawer will not be used to make change for vending machines and telephones. Checks will not be cashed.

D. Approximately fifteen minutes before the end of each shift, lobby staff will balance the cash with the cash *receipts*. This task will only be performed in the lobby area. After the cash and *receipts* are balanced, the cash drawer key, cash, money orders, and *receipts* will be taken to the Accounting office. The Account Clerk will count and verify the cash and the vouchers in the presence of the staff member.

E. *Any* discrepancies will immediately be brought to the attention of the Accounting Supervisor or on-duty Booking/ITR Sergeant before the involved personnel leave their shift. If the Accounting Supervisor or Booking/ITR Sergeant is unavailable, the Watch Commander will be notified. A shortage/overage memorandum will be written to note the discrepancy. All cash shortages will be processed pursuant to Policy and Procedure [2.15](#), "Cash Shortage Procedure."

[ACCOUNTING UNIT CONTROL LOG.doc](#)