

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.10	PAGES: 1 of 1
	RELATED ORDERS: P&P 2.08	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 26, 2015	
	REVISION DATE: December 14, 2007	
CHAPTER: Fiscal Management	SUBJECT: Transportation Money Bag Errors	

I. **PURPOSE:** To establish a standard and procedure for the monies received at the jail Accounting Offices from the courts via Transportation.

II. **POLICY:** The Accounting Office will notify the appropriate Marshal's/Bailiff's Office with a memo whenever there is an error found in the transportation money bags.

III. PROCEDURE:

- A. The Account Clerk will make a notation on the Automated Jail Information System (AJIS) receipt, the original envelope, and on the transfer list of the exact amount that was received. A notation will also be made of where the money came from i.e., FHJ, HHJ, GDJ, etc.
- B. The Accounting Technician will be notified of errors as soon as possible. The Account Clerk who finds the error will complete a Transportation Bag Error form in triplicate prior to the end of their shift and forward a copy to the Accounting Technician.
- C. A copy of the AJIS receipt, transfer list, and original envelope will be placed in the transportation bag error file for processing by the Accounting staff.

The Account Clerk on duty will send a copy of the form and all attachments to the Sergeant of the duty station involved.

- D. The original letter, a copy of the AJIS receipt, a copy of the money envelope and a copy of the transfer list will be placed in an envelope with the name of the Marshal's Office on the front. The envelope will be placed in the basket along with the Transportation bags in Intake, Transfer and Release. The bags and envelopes will be picked up by Transportation for transport to the Marshal's Office, first thing in the morning.
- E. When an inmate is being released from custody and a money discrepancy exists, the Account Clerk will follow the following procedures:
 - 1. Pay the inmate only the amount of money received from the Marshal's/Bailiff's Office.
 - 2. Notify the inmate of the discrepancy and refer him/her to the Alameda County Board of Supervisors, to submit a claim via the Clerk of the Board.