

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.15	PAGES: 1 of 1
	RELATED ORDERS: ACA 4-ALDF-7D-11	
	ISSUED DATE: October 20, 1993	
	REVIEW DATE: October 26, 2015	
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CHAPTER: Fiscal Management	SUBJECT: Cash Shortage Procedure	

- I. **PURPOSE:** To establish a policy and procedure for properly processing cash shortages.
- II. **POLICY:** Employees who are involved when a cash shortage occurs will ensure that the proper person is notified and a report is immediately written.
- III. **PROCEDURE:**
 - A. When a cash shortage occurs, the employee involved will immediately notify the Accounting Technician and the on-duty Booking/Intake, Transfer and Release (ITR) Sergeant of the shortage. If the Booking/ITR Sergeant is unavailable, the employee will contact the Watch Commander.
 - B. The Booking/ITR Sergeant or Watch Commander will verify there is a cash shortage and assess whether an investigation is needed.
 - C. If the Booking/ITR Sergeant or Watch Commander finds that an investigation is necessary, he/she will immediately assign a deputy to investigate the cash shortage, obtain statements from the parties involved and have a cash shortage report written. The above actions should be completed before the involved employee(s)' end of shift.
 - D. The Booking/ITR Sergeant or Watch Commander will conduct an investigation and submit a memorandum along with the cash shortage report, of findings and recommendations for further action.
 - E. A copy of the completed cash shortage report will be forwarded to the Accounting Technician for processing.
 - F. If cash shortages continually occur due to errors by the same employee, the Accounting Technician shall notify the *Supervising Clerk III* to take appropriate action.