

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.20	PAGES: 1 of 1
	RELATED ORDERS: ACA 4-ALDF-7D-11, 7D-12	
	ISSUED DATE: December 8, 2006	
	REVIEW DATE: October 26, 2015	
	REVISION DATE: October 1, 2014	
CHAPTER: Fiscal Management	SUBJECT: Receiving and Depositing Revenue Checks	

- I. **PURPOSE:** To establish a system of accountability for all revenue remitted to the Sheriff's Office via Santa Rita Jail (SRJ).
- II. **POLICY:** SRJ shall maintain a system of accountability for revenue receipts to ensure the strict integrity of all monies received from the United States Marshal's Office, the Federal Bureau of Prisons, the State Department of Corrections, the State Board of Prison Terms, local police agencies and any other agency that contracts with the Sheriff's Office for services rendered by the Detention and Corrections Division.
- III. **PROCEDURE:**
- A. All revenue checks will be returned to a single person designated by the SRJ facility Commanding Officer.
 - B. A receipt will be generated for each check received and the check will be placed into the facility safe until it is prepared for deposit.
 - C. Deposits will be made on a bi-weekly basis by the Accounting Technician.
 - D. A memorandum from the SRJ facility Commanding Officer to the Division Commander will be generated for each deposit. The memo will provide details of the monies being deposited, including the Alco Link Journal Entry Spreadsheet and copies of the Alameda County Treasurer's deposit. A copy of the memorandum shall be sent to the Sheriff's Finance Section.
 - E. Copies of all documentation shall be maintained in the SRJ Administration Office and shall be subject to audit by the Alameda County Auditor Controller.