

Fees (Money, Bail, Cash & Checks)

12017.1 FIELD MONEY COLLECTION AND SAFE KEEPING

It shall be the responsibility of the Deputy installing the keeper or a designated replacement Deputy to monitor levies in progress and to arrange for a pickup of money when the keeper has an excess of cash or valuables. Circumstances and environment shall be the determining factors.

(a) Verification of Funds

1. The keeper shall use the cash verification record when collecting cash from a defendant.
 - i. The keeper will have the defendant sign and verify the amount seized under levy.

(b) Pick-up Funds

1. The Deputy making a money pickup shall count the money in the presence of the keeper.
 - i. Place the money in an envelope along with the copy of the receipt(s) given to the defendant by the keeper and seal the envelope.
 - ii. On the outside of the envelope the Deputy will place the date and time, the name of the business under levy, the case number, amount of money placed in the envelope, and their signature and PIN number.



(c) Relinquishing Funds

1. When the money is turned into the Sr. CPS or supervisor, the money will be counted in front of the Deputy in order to verify the amount.
 - i. Both the Sr. CPS/supervisor and Deputy will sign the cash verification record again.

NOTE: The utmost care shall be exercised when handling money and valuables. In the event of questions or unusual circumstances the Deputy shall contact the Civil Field Sergeant for assistance.

12017.2 FEES FOR SERVICE OF BENCH WARRANTS AND KEEPERS

(a) Processing Civil Bench Warrants

1. All Orange County Superior Court Civil Bench Warrants to be served in Orange County will be clerically processed by the civil office that has the same jurisdiction as the Court of issuance.

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- i. All civil bench warrants issued by Courts in other counties will be processed by the Justice Center that has jurisdiction over the city where the warrant is to be served.
 2. Field service will be provided by the appropriate Justice Center as determined by geographical location.
 3. In the event the Justice Center clerk processing the warrant cannot readily determine if the fee should be charged from the information on the face of the warrant or other attached documents, then the clerk will reject the service back to the issuing justice center where the bench warrant originated from to make corrections. Once corrections are completed, the justice center clerks will return the warrant, instructions and fee to civil bureau.
- (b) Order for Examination
 1. The statutory fee as established by Government Code Section 26744 will be charged for service of bench warrants issued for failure to appear for examination; including those cases where the order is issued pursuant to a domestic relations judgment.
- (c) Keeper Fees
 1. Not Found
 - i. If the writ is not served, the attorney/litigant will be informed and the keeper shall be paid the prescribed not-found fee.
 - ii. For the purpose of standardization, if the keeper leaves the business with the levying Deputy without a payoff, the writ will be considered served.
 2. Writ Served
 - i. If the writ is served and the keeper placed, the keeper shall be paid the appropriate fee for their scheduled shift.
 - ii. For the purpose of standardization, if the levying Deputy leaves the keeper at the business the writ will be considered served.
 3. Bankruptcy
 - i. The key to the payment of the keeper fee is whether or not the writ is served.
 - ii. The levying Deputy can only place the keeper when they have reasonable cause to believe the levy is proper and no bankruptcy exists.
 - iii. If the debtor presents information or documentation of a bankruptcy after the keeper has been placed the keeper will be paid the full keeper fee.
 - iv. If proof of bankruptcy is presented prior to placing the keeper, the keeper will receive a not-found fee.

12017.3 RECORDER FEES

- (a) County Recorder's Office

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1. The County Recorder has requested for OCSD to complete a "Requests for Document Recording" slips with "NOT TO EXCEED \$35" written in the Recording Fee Section of the form.
 - i. The County Recorder will then enter the appropriate dollar amount and return a copy to the Justice Center that requested the document recording.
 - ii. The dollar amount could vary depending on the document(s). However, "NOT TO EXCEED \$35" should be used in most cases.
- (b) Routing Request for Document Recording Slips
 1. Upon receipt of the "Request for Document Recording" slip back from the Recorder's Office
 - i. Post the costs on the case
 - ii. Scan a copy in the case file

12017.4 INTERNAL CASH CONTROL PROCEDURES

In order to standardize the procedures for the handling of cash activities at each civil office the following procedures will be followed:

- (a) Segregation of Duties
 1. Sr. CPS/Supervising Clerk will oversee cash activities performed by office staff when possible.
 2. The Sr. CPS/Supervising Clerk will review the deposit order and corresponding documentation, date and initial the documentation daily.
 3. A new cash account to general ledger has been updated and adopted by all Justice Centers.
- (b) Establishing Accountability
 1. Each civil office will produce a check log by entering all checks for processing into the automated civil system.
 2. Each office will validate the processing of every negotiable document.
 - i. All deposit transactions will be verified against the daily deposit order.
 3. Cash counting will be done throughout the day.
 4. Each time the cashier is relieved or replaced, the cash drawer will be counted and the cash drawer log signed, for the transfer of accountability.
- (c) Physical Safeguards
 1. Cash receipts will be maintained in a secured place at all times.
 2. Cash receipt books will be maintained in a secured place at all times.
 3. All cash drawers will be kept locked and the key maintained by the cashier, unless the drawer is empty.
 4. Offices will keep safes secure.

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5. All receipt books will be inventoried and logged.
 6. Each office will change the safe combination(s) as necessary.
 7. Each office will check currency with a denomination of \$20.00 or more with a validating pen.
- (d) Supervisory Review and Approval
1. Supervisors will review and approve initial cash transactions and documentation.
- (e) Any Cash amount over \$10,000
1. Before accepting cash from customer:
 - i. Notify supervisor immediately
 - ii. Contact direct supervisor, or go through chain if unavailable: Senior Supervisor, if unavailable, the Manager Contact sworn* to escort the customer to the conference room or briefing room (HJC) (*preferably a Sergeant)
 - iii. Only one customer allowed in
 - iv. Others must wait in lobby
 - v. Cash Verification form to be used to count monies
 - vi. Copies will be kept at counter
 - vii. Clerk to count monies first
 - viii. Supervisor to counter monies after clerk