



THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



# DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED			SUBJECT	
EFFECTIVE DATE 09/19/96			TERMINATION DATE / /	
CLASSIFICATION #1504			SUPERSEDES	DATED
			DISTRIBUTION A	PAGE 1 OF 2 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER	
SIGNATURE			SIGNATURE	

## I. PURPOSE

To establish policy and procedure for the safeguarding of U.S. currency.

## II. POLICY

It is the policy of the Department to safeguard all U.S. currency received during the performance of normal operations.

## III. PROCEDURES

1. Members of the Department shall be responsible for safeguarding and accounting for all cash funds that have been received by or turned over to them in the performance of their duties. Whenever such funds are turned over from one person to another, an actual physical count shall be taken by the person receiving the funds in the presence of the person turning over the funds. A receipt shall be prepared in the facility logbook in all cases where funds are transmitted from one person to another. Said receipt shall indicate the following information:
  - a. Date and time;
  - b. Total amount of funds;
  - c. Type of funds involved (inmate cash funds or monies collected in payment of cash in lieu of bails, fines, bonds or other transactions);
  - d. Signature, title and shield or I.D. number of person receiving the funds; and
  - e. Signature, title and shield or I. D. number of person transmitting the funds.

	EFFECTIVE DATE 09/19/96	SUBJECT  SAFEGUARDING OF U.S. CURRENCY	
	CLASSIFICATION #1504		
	DISTRIBUTION A	PAGE 2 OF 2 PAGES	

### III. PROCEDURES (cont.)

2. Under no circumstances shall a member of the Department entrusted with the care of cash funds be permitted to leave the facility at the end of their tour of duty without turning over funds to another designated member in accordance with the procedure prescribed herein.

### IV. REFERENCE

- A. Directive #1502, BAIL PROCEDURES, dated 05/06/91(as amended).
- B. Directive #1500R, STANDARD OPERATING PROCEDURE FOR RECEIPT, DISBURSEMENT AND ACCOUNTING OF INMATE CASH FUNDS, dated 05/01/89 (as amended).