

Policy Number: 06-002

Lucas County Sheriff's Office

Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

CCW AND WEB-CHECK MONIES

I. POLICY

It is the policy of the Lucas County Sheriff's Office to ensure that all funds collected in the Records Section are accounted for and deposited in a timely manner.

II. PROCEDURE

A. CONCEALED CARRY PERMIT MONIES

1. An individual receipt will be written for each transaction involving a concealed carry license. This includes the following:
 - a. A newly issued Concealed Carry Permit
 - b. A renewal of a Concealed Carry Permit
 - c. An emergency Concealed Carry Permit
 - d. A replacement Concealed Carry Permit
2. At the end of the shift, the Deputy Clerk assigned to the CCW desk will use the receipt book to complete the Concealed Carry Deposit Form (see attached).
3. The Deputy Clerk will sign the Concealed Carry Deposit Form and ensure that the receipt book matches the amount of cash collected for the day.
4. The Deputy Clerk will give the completed Concealed Carry Deposit Form as well as the cash to the on-duty Records Sergeant.
5. The on-duty Records Sergeant will do the following:
 - a. Review the receipt book totals
 - b. Recount the cash collected
 - c. Ensure that the monies collected matches the receipt book

- d. Deliver the collected monies to the Personnel Office at the end of the day.

B. RECORD DESK MONIES

1. An individual receipt will be written for each transaction requiring a fee that takes place at the Records desk. This includes the following:
 - a. State of Ohio BCII Web Check fingerprints
 - b. FBI Web Check fingerprints
 - c. Local background checks
 - d. Inked fingerprint cards
2. At the end of the shift, the Deputy Clerk assigned to the Records desk will use the receipt book to determine the amount of money collected for the day. This amount will be given to the Command Officer in charge of Records.
3. The Command Officer in charge of Records will do the following:
 - a. Review the receipt book total
 - b. Balance the cash register and remove the monies collected from the Records desk
 - c. Ensure that the monies collected matches the receipt book
 - d. Record the amount of the collected monies on the monthly register transaction log (see attached)
 - e. Deposit the monies in the cash box located in the Lieutenants office
 - f. At or around the 1st of each month, deliver the collected monies to the Personnel Office along with the monthly register transaction log
 - g. Lock the cash register for the day