

Safeguarding of Cash found on Premises

Policy:

1. Premises is defined as “land and all the buildings on the land.”
2. Cash found by work crews (both on and off the premises) is considered court property for purposes of this policy.
3. The reference to state employees includes those on a work crew.

Procedure:

1. The following steps shall be followed for cash found on the premises with no apparent owner:
 - a. Write down the name, address, telephone number of the person who reported the discovery. Note the description of the situation regarding the discovery, the denominations of the money and other identifying information that will help return the money to the rightful owner.
 - b. Two clerks should verify the denominations and amount of cash, then sign the document. The cash should be locked in a secure container. The key to the container should be placed in a dual control key box. If tighter storage control is needed, the court shall adopt local policy.
 - c. Upon notification to management, the cash shall be held for 30 days pending contact by the rightful owner. Law enforcement should be notified if found outside the building and request made to forward any inquiries to the Trial Court Executive/designee.
 - d. If monies are claimed, two clerks under dual control shall retrieve the money. The owner should sign that they received the cash.
 - e. If no one contacts the court to claim the money within 30 days, the funds shall be retrieved from the safe under dual control.
 - i. Funds found by non-state employees can be released to them upon signature of the recipient.
 - ii. State employees (includes work crew) must receipt the money into the computer system (in CARE payer is Unclaimed Property) to “Trust Without a Case” and eventually forward to the Division of Unclaimed Property.
 - f. All documentation shall be stored with the daily accounting records.