

OFFICE OF THE SHERIFF
Contra Costa County

*Administrative Services Bureau
Personnel and Finance Division
1850 Muir Road
Martinez, CA 94553
(925) 655-0000*



DAVID O. LIVINGSTON
Sheriff-Coroner

Michael V. Casten
Undersheriff

DATE: 01/07/2021
TO: Robert Campbell, Auditor-Controller
FROM: Alycia Rubio, Departmental Fiscal Officer *AR*
By: Heike Anderson, Supervising Accountant *HA*
SUBJECT: Relief of Shortage -- Detention Facilities

The Office of the Sheriff is requesting a relief of shortage in the Sheriff-Detention Bureau, in the amount of **\$626.42** pursuant to Administrative Bulletin #207.7-Relief of Shortages and Account Collections.

The shortages occurred on four separate occasions at the Martinez Detention Facility:

1. The first shortage occurred on January 2, 2020 during the swing shift. The exact cause of the loss has been determined. Well Fargo Bank identified fraudulent check #13301 in the amount of **\$386.42** in the deposit from that shift, bag #343041, returned the check unpaid, and deducted that amount from the WFB-3267 account.
2. The second shortage occurred on March 10, 2020 during the day shift. The exact cause of the loss has been determined. Wells Fargo Bank identified one counterfeit \$50 bill in our deposit from that shift and deducted \$50 from our WFB-3267 account. Fiscal was able to collect \$10 from the inmate and is asking for a **\$40** relief.
3. The third shortage occurred on April 7, 2020 during the graveyard shift. The exact cause of the loss has been determined. Well Fargo Bank identified one counterfeit **\$100** bill in our deposit from that shift, bag #3430044 and deducted \$100 from our WFB-3267 account.
4. The fourth shortage occurred on July 31, 2020 during the swing shift. The exact cause of the loss has been determined. Wells Fargo Bank identified one counterfeit **\$100** bill in our deposit from that shift, bag #1384458 and deducted \$100 from our WFB-3267 account.

The Martinez Detention Facility (MDF) uses a counterfeit bill detection machine and though it is quite reliable, it cannot be considered 100% effective. MDF management will ensure that staff continues to be vigilant and check each bill very carefully to minimize any future occurrences of counterfeit bills.

Management will also continue training new staff to ensure procedures are being followed.

MDF has added more procedures as a result of prior shortages, such as identifying which inmates were responsible for the counterfeit bills. That way staff was able to recover a small amount from one of the offending inmate accounts after the counterfeit bill was discovered.

I verify, under penalty of perjury, that the attached information is true and correct.



Alycia Rubio
Department Fiscal Officer

11/8/21

Date

If you have any questions regarding this request, please feel free to contact Heike Anderson at 655-0023.

Thank you.