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## TALBOT COUNTY SHERIFF'S OFFICE

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Joseph J. Gamble  
Sheriff



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January 28, 2016

### GENERAL ORDER NO. 16-008

**TO: All Talbot County Sheriff's Office Personnel**

**SUBJECT: Fees for Service**

#### **POLICY:**

The Talbot County Sheriff's Office will maintain a check register to track all requests for service. These services are, but not limited to; civil process, warrants, fingerprinting, etc.

#### **PURPOSE:**

This General Order establishes procedures for the collection of fees for service, and the recording and depositing of such fees. It is imperative that these procedures are adhered to for the integrity of the office and its employees.

#### **DEFINITIONS:**

Check Register – an electronic log/spreadsheet that records and tracks all requests for service of the Talbot County Sheriff's Office. The log provides a disposition on all cases and provides for the fee for such service requested.

Checks – a written order to a bank to pay the stated amount of money from one's account. To draw (money) from a bank by check. These checks are to be made payable to the Talbot County Sheriff's Office.

Money Order – an order for the payment of a specified sum of money, as one issued for a fee at one post, telegraph office, or bank and payable to another. These money orders are to be made payable to the Talbot County Sheriff's Office.

Cash/Money – standard pieces of gold, silver, copper, nickel, etc. stamped by government authority and used as a medium of exchange and measure of value, coin or coins, any paper note issued by a government and used in the same way.

#### **PROCEDURES:**

The Talbot County Sheriff's Office often receives requests for service that requires a fee being paid for that service. Individuals and businesses may request the service and the associated fee may be paid by a check or money order. These checks and money orders are to be made payable to the Talbot County Sheriff's Office.

**Office of the Sheriff of Talbot County**

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**SUBJECT: Fees for Service**

Under no circumstances will employees accept cash for payment of requested services. Those individuals/businesses who persist on payment by cash are to be directed to the Talbot County Finance Office where they may deposit the cash and obtain a receipt for the requested service. Upon the return to the Sheriff's Office with the receipt we will then process the requested service.

All checks/money orders and copies of receipts will be provided to the Administrative Assistant who will ensure that the the check register is completed and the funds are deposited according to policy and procedures established by the Finance Office.

**EFFECTIVE:**

This Order is effective immediately and supersedes General Order No. 09-003 and all orders and memoranda, in conflict therewith.

**Joseph J. Gamble  
Sheriff of Talbot County**

**JJG:tj**