

Operation  
Update

**19-01**

**San Leandro Police Department**  
Records Operation Update

Date: 08/29/2019

**Records Operation Update –  
Records Cash Drawer Deposit**

**I. PURPOSE**

The purpose of this directive is to update the process when completing the nightly deposit for the records cash drawer.

**II. DIRECTIVE**

When completing the nightly deposit of the records cash drawer, you must have a second signature on the deposit form verifying the money amount being deposited.

III. This directive will be in effect immediately and should be followed until directed otherwise.

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Date: 09/05/2019

## **Records Operation Update – Merging records in New World**

### **I. PURPOSE**

The purpose of this directive is to update the process when merging records in New World.

### **II. DIRECTIVE**

All merging in New World records needs to be merged one document at a time. No batch merging is to be done.

**III.** This directive will be in effect immediately and should be followed until directed otherwise.