



**Baltimore County Sheriff's Office  
Towson, Maryland**

**Sheriff  
R. Jay Fisher**

**General Order**

<b>Subject:</b> Sheriff's Sales	<b>Effective Date</b> 5/3/13	<b>Number</b> B-24
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**AMENDED INFORMATION**

*Limited distribution; Command Members shall add the following to General Order B-24.  
"Sheriff's Sales" dated 01/11/13.*

To protect the integrality of the Baltimore County Sheriff's Office, it's essential that steps be taken to prevent check fraud. The following procedure shall be followed.

**Limited Distribution, Lieutenant and above add the following, to:**

Page 5: Sections VII, Escrow Checking Account:

- A. The Field Operations Lieutenant will have physical possession of the Escrow Checkbook. Ensure that the checks have security features designed to prevent fraud.
- B. The Field Operations Lieutenant will ensure the checkbook, checks and related documentation are secured in a safe place at all times.
- C. The Field Operations Lieutenant will ensure all bills, expenses and fees for the Sheriff's Sales are paid in a timely manner, ensure all deposits are made in a timely manner. Two signatures are required for all checks that are written; therefore a co-singer is required for each check.
- D. The Sheriff shall designate a co-signer for the escrow checkbook.
- E. The Field Operations Lieutenant will ensure that the escrow checkbook is keep up to date and that the ledger is balanced.
- H. A third member of the office will review the escrow account monthly statement every month. The Sheriff will appoint the reviewing member and he/she will compare the monthly statement of deposits and checks to the checkbook ledger for accessory and consistency. The reviewing member will not be involved in the process of the Sheriff's sales.
- I. The auditing member will submit a written report to the Sheriff at the completion of the Sheriff's checkbook audit.

**General Order B-24**  
**Sheriff's Sales Amendment**

**COMMUNICATION POLICY**

This directive is effective on the date of publication.

**Distribution**

Sworn Command Members, Lieutenant and above.

By Authority of:

A handwritten signature in black ink, appearing to read "R. Jay Fisher", written over a faint, illegible stamp or background.

R. Jay Fisher  
Sheriff