

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

**SECTION: 10 OPERATION PRECEDURE**

**SUBJECT: 1001 CRIMINAL INVESTIGATION CASH FUND**

**EFFECTIVE: 01/01/2015**

1. **PURPOSE.** The purpose of the criminal investigation cash fund is to provide accessible cash to conduct special investigations, to pay informants, to pay rewards, to purchase property and narcotics in furthering investigations, and for other necessary expenses associated with criminal investigations.

2. **FUND BALANCE.** The Criminal Investigation (Confidential) Cash Fund will be maintained at a maximum of \$400.00 and may be used to support ongoing investigations when confidentiality is necessary and/or a purchase order is not practical. Money received from the Finance department shall be immediately placed in the fund and properly documented in the fund ledger.

3. **RESPONSIBILITY.** The criminal investigation supervisor shall be responsible for the maintenance and dissemination of the cash fund. An officer requesting funds must demonstrate the need. Any request over \$100.00 must be approved by the Chief of Police.

4. **FUND LEDGER.** Ledgers and receipts will remain under the control of the criminal investigation supervisor and his designee. When filled, the ledger shall be sealed, marked, and secured.

### **5. DOCUMENTING DISSEMINATION.**

A. Only the Criminal Investigation Bureau (CIB) Commander and his designee shall have access to the safe. In the event of a personnel change in any of these assignments the funds will be audited by personnel assigned by the Chief of Police.

B. Removal, disbursement, return and/or addition of any fund cash will be documented in the ledger at the time of removal or addition. The transaction date, purpose for disbursement, informant identification number and/or case number, and the officer receiving the cash will be logged in the ledger. The disbursing or receiving supervisor will initial the ledger acknowledging the transaction.

C. All cash disbursements shall be documented on two (2) vouchers. Each voucher will be completed which shall be kept separate from cash. Both the disbursing supervisor and receiving officer will sign the voucher acknowledging the transaction. The informant shall sign both copies. One voucher will be retained by the officer receiving the cash and the other voucher will be submitted to CIB for audit purposes.

Any purchases not supported by a receipt (i.e. drugs, contraband, etc.) must be documented in an investigative report.

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

**SECTION: 10 OPERATION PRECEDURE**

**SUBJECT: 1001 CRIMINAL INVESTIGATION CASH FUND**

**EFFECTIVE: 01/01/2015**

- D. Receipts for expenditures will be attached to the voucher which is provided to, retained and kept secure by CIB.
  - E. All documentation shall be completed in ink.
  - F. Funds disbursed but not expended shall be immediately returned to the fund and documented as a return (credit) in the ledger.
6. FUND AUDITS. The cash fund shall continually balance, and be audited as follows:
- A. The Logistics Chief shall audit and balance the fund yearly.

**By order of**

---

Darrell Basco  
Chief of Police