

GREELEY POLICE DEPARTMENT

General Order 232.00

Reviewed: 06/15

232.00 SPECIAL INVESTIGATIONS FUND

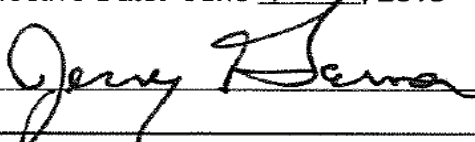
- The Investigations Section Lieutenant, Task Force Lieutenant and Patrol Day Shift Lieutenant(s) will maintain special investigations funds within their respective sections and shall be the custodians of these funds and responsible for **its proper** accounting. The lieutenants (**or designated sergeant**) will disperse these monies in accordance with departmental policy and monitor the use of these funds to ensure compliance with departmental regulations. Specific responsibilities include:
 - Maintenance of the fund in accordance with the law;
 - Proper **tracking of** disbursements and deposits;
 - Comply with established bookkeeping procedures;
 - Ensure that a quarterly internal audit and report of expenditures of the fund is conducted by Inspectional Services;
 - Maintain a file containing copies of all relevant fund transaction documents;
 - Purge of the fund records in accordance with state record retention schedule; and
 - *Note: quarterly audit should be sufficient.*
- **With the exception of the Task Force funds**, the identified section lieutenants may request cash for the fund by completing a standard purchase order request in the amount of the funds desired. *Does this exist?*
- The designated lieutenants may issue monies from the fund for the following reasons to authorized personnel:
 - To purchase services:
 - Travel or transportation of officers or informants;
 - Lease of an apartment, business front, automobile, equipment or other items required to establish an undercover operation;
 - Within reasonable limits, meals, beverages and entertainment for undercover purposes;
 - For repair services on undercover vehicles; and
 - For consultation or expert opinions in an investigation.

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- To purchase evidence including:
 - Stolen property;
 - Narcotics and dangerous drugs;
 - Firearms; and
 - Any other item which would constitute the fruit or instrumentality of a crime.
- To purchase specific information, such as payment to informants for specific information or services.
- Procedures for fund advances:
 - Prior to issuance of a cash advance, the officer will complete a written approved request for funds, "Buy Fund Expense Record."
 - The designated lieutenant **or sergeant** will have the receiving officer initial the Buy Fund Expense Record acknowledging receipt of funds
 - Unused advances shall be returned to the issuing **supervisor** within **5 business** days of the date of issuance. The receiving **supervisor** shall initial on the buy fund expense record acknowledging that such funds were received and re-deposited
- An officer may seek reimbursement for authorized expenses by **completing and presenting a buy fund expense record sheet** in order to be compensated for expenses for which an advance was not requested or which an advance did not completely cover. Receipts for these expenses are preferred.
- Accounting for expended funds:
 - All officers receiving special investigation funds shall account for all monies expended by them, utilizing the fund expense record. The documentation should include:
 - The amount and purpose of the expenditure;
 - The officer's name;
 - The informant's name or identification number, if any;
 - Information, service or material purchased;
 - Subsequent law enforcement action, if any;
 - Date and place of expenditure;
 - Crime report number and type of investigation; and
 - Copies of receipts.

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- The completed **expense record** with the supporting documents and receipts will be submitted to the appropriate supervisor for review and approval.
- For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained, unless such an action would jeopardize an operation. In such cases, the expenditure must be witnessed by a second officer and his signature obtained as well on the expenditure form.
- No funds will be spent without the prior approval of an authorized supervisor, who will make the determination if the expense is appropriate. All expenditures will be reviewed by the designated Lieutenant for their propriety. The review will ensure that **expense records** are submitted with the appropriate supporting documents and that all expenditure forms are complete and have the appropriate supervisory approval.
- No amount in excess of five hundred dollars (\$500) will be spent without the prior approval of the designated Lieutenant. Single expenditures of over two thousand dollars (\$2,000) will require the approval of the **Operations Division Commander**.
- **Weld County Drug Task Force expenditures are controlled and audited through a separate budget process. Typical day to day money decisions are left to the discretion of the Task Force Lieutenant. Cases that require expenditures which are outside the normal operational amounts should be discussed with the division commander.**
- The designated Lieutenant will ensure that sufficient cash funds are maintained on hand to ensure the accessibility of monetary resources for this purpose. The criteria for the use of funds to pay an informant will be based upon the provision of specific information and services and will include a supervisory assessment of the propriety of the expenditure based upon the value of the information or service as it relates to the course of the investigation. When funds are utilized to pay informants, officers will complete the informant section of the **expense record** form. This section allows the supervisor to complete the assessment process, accounting and auditing procedures applicable to the special investigations fund. This also applies to monies expended to pay informants.

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| General Order 232.00 SPECIAL INVESTIGATIONS FUND | Reviewed: 06/15 |
| Authorized by Jerry Garner, Police Chief | |
| Effective Date: June <u>12</u> , 2015 | |
|  | Date: <u>6-12-15</u> |

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| Greeley Police Department Special Fund Expense Record | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------|---------------------------------|
| Check One | * PE <input type="checkbox"/> | PI <input type="checkbox"/> | PS <input type="checkbox"/> | Control # | (unique number for transaction) |
| Out Ledger Line # | In Ledger Line # | Case Report # | | (if applicable) | |
| Investigator/Officer: | | Received Date/Initialed | Returned Date/Initialed | | |
| Amount Received: \$ | Date/Time | | | | |
| Amount Returned: \$ | Date/Time | | Suprv. Date/Initial | | |
| Amount Expended: \$ | Inv. Initials | | | | |
| Total: \$ | Supervisor's Initials | | | | |
| Time Extension past 5 days requested Yes____ No____ Reason_____ | | | | | |
| Misc Info: _____ | | | | | |
| EXPENDITURE/REFUND EXPLANATION | | | | | |
| | Amount | Description | Weight/Other | | |
| <input type="checkbox"/> Expended for Drugs: | | | | | |
| <input type="checkbox"/> Expended for Property: | | | | | |
| <input type="checkbox"/> Expended for Misc: | | | | | |
| <input type="checkbox"/> Expended for CI: # | | | | | |
| CONFIDENTIAL INFORMANT PAYMENT VOUCHER | | | | | |
| I acknowledge receipt of: | | | | | |
| _____ /100 Dollars (\$) | | | | | |
| This payment made to me by officers(s) of the Greeley Police Department, for information and/or actions furthering their investigations relative to the investigation of criminal activity. | | | | | |
| Payee: _____ | | Date: _____ | | | |
| Agent: _____ | | Date: _____ | | | |
| Witness: _____ | | Date: _____ | | | |
| Supervisor: _____ | | Date: _____ | | | |
| *PE- PURCHASE EVIDENCE | | PI- PURCHASE INFORMATION | | PE- PURCHASE SERVICES | |