

GREELEY POLICE DEPARTMENT

**General Order 230.00**

**Reviewed: 08/21**

**230.00 CASH FUNDS**

- Procedures for all Cash Fund Accounts: Any cash funds or accounts where departmental personnel are permitted to receive, maintain, or disburse cash will provide for the following accounting procedures:
  - A balance sheet or ledger that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;
  - Receipts or documentation for cash received;
  - Authorization for cash disbursement, including authorization from the Chief of Police for expenses in excess of a given amount;
  - Records, documentation, or invoice requirements for cash expenditures;
  - Positions authorized to disburse or receive cash; and
  - Quarterly accounting of agency cash activities.

**230.01 – Procedures for Handling Funds by Records Employees**

- Records is required to collect fees for the processing of various public requests, such as releasing reports, 911 CDs, evidence photos, etc.
- This collection of fees will either be through mail-in requests or face to face contact at the customer service window. The customer service window is located at the Greeley Police Department, 2875 West 10<sup>th</sup> Street.
- The customer service window is open Monday-Friday, 0800-1700. The customer service window is generally staffed by at least one employee at any given time; however, there are times when the customer service may be briefly unattended due to breaks, absences, etc.

**OPENING PROCEDURES AND DAILY OPERATIONS**

- Before the customer service window is opened for the day, a new drawer session is generated in the Teller system by cashing in to receive payments.

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- A lockbox containing \$50.00 in cash and coin is held at the supervisor desks at night and on weekends to ensure security.
  - At the beginning of the customer service shift on Monday-Friday, the lockbox is retrieved by the Records Specialist working the customer service window and it is then taken to their respective desk at the window.
  - All collected cash and coin are placed in the lockbox until end of shift, when any collected funds are pulled from the lockbox to create the daily deposit. The lockbox will only typically be opened before end of shift in order to create change for customers should they need it.
  - The key for this lockbox is held at the supervisor desks.
  
- Fees are collected at the customer service window and are recorded in the Teller system electronically. Cash, debit/credit cards, and checks are accepted forms of payment.
  - Cash is locked in the lockbox upon receipt, checks are locked in the lockbox upon receipt, and debit/credit card transactions are electronically recorded.
  - Checks are scanned through a check scanner and most of the data from the check is then automatically uploaded into the Teller system. The data needs to be verified as correct before electronically submitting the check into Teller.
  
- The following Records staff members are allowed to collect fees:
  - Any Records Specialist (RS) assigned to the front desk
  - Any Records Supervisor
  - Assistant Records Manager
  - Records Manager
  
- After a fee is collected for a request:
  - The payment, payment type, and requested record type should be recorded in the Teller software system.

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- A dissemination entry (DS) should be created for any Spillman accessible record in which a DS can be attached. This would exclude background checks and location searches.
- The associated request form is then either scanned into the Spillman case file, filed for QA, or otherwise filed in its designated filing cabinet.

### CLOSING PROCEDURES

- At end of shift, the RS assigned to the customer service window enacts a cash out sequence in Teller, effectively ending that day's batch and readying it for the daily deposit.
- The RS compares lockbox totals to cash receipt totals for the day and pulls out the cash deposit from the lockbox.
  - The RS ensures that there is \$50.00 remaining in the lockbox, notifying a supervisor immediately of any discrepancy to that total or with the collected deposit.
- The RS closes the credit card machine batch for the day, which prints a record of the batch total for that day of business.
- The RS retrieves all checks from the lockbox.
- The RS prints a copy of a detailed receipt listing from Teller that details all transactions from that day's batch (cash, check, and card).
- In a clear plastic baggy, the RS inserts the cash deposit, the check deposit, the batch total slip, and the detailed receipt listing printed from Teller.
- The RS places this plastic baggy into a separate wall-mounted lockbox via a narrow slot at the top.
  - The key to this lockbox is located at the supervisor desks.

### WEEKLY DEPOSIT

- The Records deposit needs to be completed weekly on Mondays by 1500.
- A Records Supervisor reconciles the cash, checks, and card totals dropped into the wall-mounted lockbox with the totals logged into the Teller system.

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- In the wall-mounted lockbox is also an envelope containing \$50.00 in cash and coin designated for change purposes only. At this time, this amount is verified and signed off on by the Records Supervisor.
- The cash and coin are placed into a bank bag with a deposit slip. The bank bag is then signed by a Records Supervisor.
- The bank bag is then placed inside the wall-mounted lockbox where it will remain until it is ready to be picked up by the bank runner service.
- In the Teller system, a Tender Summary report is printed to show the exact amounts included in the deposit. This is for the Finance department.
- In each daily deposit baggy, all credit card receipts and batch total slips are retrieved and a copy of the batch totals is created for the Finance department.
- The Tender Summary report and the batch total page are then sent to the Finance department via email.
- The bank runner picks up the deposit at the customer service window on Mondays (excluding holidays).
  - A Records Supervisor retrieves the bank bag and a log binder to be completed by the runner and provides both to the RS assigned to the customer service window.
  - If a Records Supervisor is not available to retrieve the bank bag and binder, the RS is authorized to retrieve and release the bank bag to the runner service.
- Once the runner completes the log inside of the binder, the binder should be returned to the supervisor desks.

## AUDITS

- Audits are conducted by the Professional Standards Office on a quarterly basis.
- A City of Greeley Finance department representative verifies annually that the Records section is maintaining \$100.00 of petty cash - \$50.00 in the lockbox and \$50.00 in an envelope in the wall-mounted lockbox to make change with.

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- A Records Supervisor will complete unscheduled audits as deemed necessary.

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<b>Authorized by Mark Jones, Police Chief</b>		
<b>Effective Date: August <u>17</u>, 2021</b>		
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<b>Signature</b> <small>760B52491515414...</small>		