

## GREELEY POLICE DEPARTMENT

**General Order 232.00****Reviewed: 03/23****232.00 SPECIAL INVESTIGATIONS FUND**

- The Investigations Section Commander, Task Force Commander and Patrol Day Shift Commander will maintain special investigations funds within their respective sections and shall be the custodians of these funds and responsible for its proper accounting. The Commanders (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 Professional Standards;
  - Maintain a file containing copies of all relevant fund transaction documents;
  - Purge of the fund records in accordance with state record retention schedule; and
- **With the exception of the Task Force funds**, the identified section Commanders may request cash for the fund by completing a memorandum request in the amount of the funds desired, and submit to the responsible administrative specialist.
- The designated Commanders 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.

GREELEY POLICE DEPARTMENT

- 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 Commander 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 required. Approval for missing receipts is needed by a Commander or Deputy Chief.
- 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.

GREELEY POLICE DEPARTMENT

- 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 their signature obtained 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 Commander 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 Commander. Single expenditures of over two thousand dollars (\$2,000) will require the approval of the appropriate Deputy Chief.
- 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 Commander. Cases that require expenditures which are outside the normal operational amounts should be discussed with the division Deputy Chief.
- The designated Commander 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.

**General Order 232.00**    **SPECIAL INVESTIGATIONS FUNDS**    **Reviewed: 03/23**

**Authorized by Adam Turk, Police Chief**

**Effective Date: March 14, 2023**

DocuSigned by:

*Adam Turk*

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**Date: March 14, 2023**

G **Signature**

GREELEY POLICE DEPARTMENT

Greeley Police Department Special Fund Expense Record			
<b>Check One</b> * PE <input type="checkbox"/> PI <input type="checkbox"/> PS <input type="checkbox"/>	<b>Control #</b> (unique number for transaction)		
<b>Out Ledger Line #</b>	<b>In Ledger Line #</b>	<b>Case Report #</b> (if applicable)	
<b>Investigator/Officer:</b>		<b>Received Date/Initialed</b>	<b>Returned Date/Initialed</b>
<b>Amount Received: \$</b>	<b>Date/Time</b>		
<b>Amount Returned: \$</b>	<b>Date/Time</b>		Supervisor Date/Initial
<b>Amount Expended: \$</b>	<b>Inv. Initials</b>		
<b>Total: \$</b>	Supervisor's Initials		
<b>Time Extension past 5 days requested</b> 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			

GREELEY POLICE DEPARTMENT

WELD COUNTY TASK FORCE BUY FUND EXPENSE RECORD			
Circle One Out Ledger # In Ledger #	PE	PI	PS
			Control # _____
			Task Force Case Report # _____
Officer:		Received Date	Returned Date
Amount Received: \$	Date/Time		
Amount Returned: \$	Date/Time		
Amount Expended: \$	Inv. Initials		
Total \$	Supervisor's Initials		
Time Extension past 48 hours requested Yes _____ No _____ Explanation: _____ _____			
EXPENDITURE/REFUND EXPLANATION			
	AMOUNT	DRUG TYPE	WEIGHT
Expended for Drugs:			
Expended for Property:			
Expended for Misc:			
Expended for CI:			
CONFIDENTIAL INFORMANT PAYMENT VOUCHER			
I acknowledge receipt of: _____ /100 Dollars (\$ _____ )			
This payment made to me by agent(s) of the Weld County Task Force, for information and/or actions furthering their investigations relative to the manufacture, sale, delivery and/or possession of illegal narcotics and/or other criminal investigations.			
Payee: _____	Date: _____		
Agent: _____	Date: _____		
Witness: _____	Date: _____		
Supervisor: _____	Date: _____		