

**POLICY
501**

**EFFECTIVE
DATE
12-31-93**

**Eugene
Police Department**



Investigative Funds

501.1 CASH FUND CUSTODIAN

- a. The custodian of the fund will establish and maintain a ledger which includes:
 - The date of any withdrawal or deposit.
 - The officer involved in the transaction.
 - The number assigned to the advance/expenditure report.
 - The amount of the transaction.
 - The continuing balance.
- b. The fund custodian will maintain a file of all transactions for seven years.
- c. The fund custodian may authorize cash advances to unit members for investigative needs. Record each advance on a numbered advance/ expenditure report.
- d. When funds are expended or advances returned, the custodian will collect all receipts and complete the advance/expenditure form. Both the custodian and the employee will sign the report. The employee keeps a copy of the report for his/her records. The custodian keeps the original and attaches all receipts.
- e. If funds go to a confidential informant, the custodian enters the date, amount, nature of the expense, and the case number on the informant expense record maintained in that informant's confidential file.
- f. The custodian will replenish the petty cash fund as necessary, using the procurement system.

501.2 USE OF INVESTIGATIVE FUNDS

- a. Investigate funds will only be used as follows:
 1. The purchase of contraband or evidence in criminal investigations.

2. Reimbursement for investigative expenses incurred by officers.
 3. Reimbursement for expenses incurred by cooperating individuals or confidential informants.
 4. Reward for information supplied by informants. Determine the amount paid as follows:
 - a. The value of the information and related criminal activity.
 - b. The importance of the suspect.
 - c. The reliability of the informant and willingness to testify.
 - d. The potential for successful outcome of the investigation.
- b. Expenditures of investigative funds require prior authorization in accordance with the following limits:
1. Expenditures over \$20 require the approval of the Unit Sergeant.
 2. Expenditures over \$100 require the approval of the Section Lieutenant.
 3. Expenditures over \$1,000 require the approval of the Section Captain.

501.3 ADVANCE INVESTIGATIVE FUNDS

- a. Personnel will maintain a receipt book and document any expenditures of investigative funds which are not normally receipted. Document as follows:
1. The date of the expenditure.
 2. The specific nature of the expense.
 3. The case number or suspect's name, and the nature of the investigation.
 4. The amount of the expenditure.
 5. The signatures of the employee and anyone receiving funds.
 6. The number of any confidential informant receiving funds.
 7. The nature and amount of the contraband seized, if any.
- b. When reconciling advances or expenditures, the employee will submit all original receipts, and sign the completed advance/expenditure form.

501.4 FLASH ROLLS

- a. A flash roll is money over \$500. Investigative funds may be advanced to sworn personnel when a flash roll is necessary.
1. Immediately record the serial numbers of all bills used.

2. The receiving officer must retain control of the flash roll.
 3. Return all flash roll funds to the fund custodian or the issuing bank. They cannot be used for any other purpose.
- b. The fund custodian may approve the use of flash money up to the limit of the cash balance in the investigative fund.
- c. If you need more in a flash roll than is available, follow these guidelines:
1. The investigating officer consults with the fund custodian and the Section Captain.
 2. If approved, the fund custodian follows the City procurement system.
 3. A Section Captain and the Chief of Police Services, or designee, must sign the request.
 4. The fund custodian hand carries the request to the Accounting Clerk or designee for processing.
 5. The Administrative Services Department contacts the bank and arranges for the funds, including any required denominations.
 6. Administrative Services Department issues the check to either the fund custodian or the Division Commander who will present the check to the bank, signing for, and receiving the funds.
 7. Return the funds to the Administrative Services Department or the bank by the date specified unless prior approval is obtained in the same manner as the original request. In all cases, the funds will be returned by the next business day following the completion of the operation requiring the flash money.
 8. Secure flash rolls not in use in a division safe or return them to the Administrative Services Department.

LEONARD G. COOKE
Chief of Police Services