



Sheridan Police Department
Policies and Procedures
27.3
Chapter 27 – Fiscal Management
Section 3 – Accounting

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Signature:

As the police department is a component of the larger city organization, accounting practices and procedures shall be consistent with those of the city. The Sheridan Police Department will maintain stringent control over all funds used by the agency and ensure that the funds are used only for authorized purposes.

27.3.1 Accounting

- A. Once the city council reviews, approves, and adopts its final annual budget, the finance department forwards a complete budget manual to each department. This budget reflects the amount of monies allocated to the department.
- B. The city's finance department oversees all revenues and expenditures for each department in the city.
- C. The city uses an automated requisition system (Harris) for the accounting and disbursement of budgeted funds. The system permits continuous monitoring of all activities in department accounts.

27.3.2 Confidential Fund Purpose

- A. The department shall maintain a confidential fund that provides officers with investigative expense money.
- B. The special operations lieutenant shall be the confidential fund custodian and shall have the following responsibilities with respect to the agency's confidential fund:
 - 1. Maintenance of the fund in accordance with laws and procedures;
 - 2. Security of cash funds;
 - 3. Maintaining cash balances sufficient to facilitate transactions;
 - 4. Proper disbursements, deposits, and bookkeeping;
 - 5. Direction of a quarterly internal audit of the fund;
 - 6. Maintenance of a file containing copies of all relevant fund transaction documents; and
 - 7. Purging of the confidential fund records in accordance with state records retention provisions.
- C. An annual audit of the confidential fund shall be performed by an independent accounting authority from outside the department such as the City of Sheridan Finance Department in order to evaluate the continued integrity of the fund, and the need for any additional controls.

27.3.3 Confidential Fund Expenditures and Accounting

- A. The confidential fund custodian shall make disbursements from the confidential fund only to authorized personnel for the following purposes:

1. Payments that are to be made directly to confidential informants;
 2. Investigative funds for the purchase of illegal drugs, contraband and other criminal evidence;
 3. Purchases of food and beverages for a confidential informant;
 4. Expenditures for authorized undercover operations; and
 5. "Flash" and "front" money.
- B. Prior to the issuance of any money from the confidential fund, an officer shall justify the need and identify the recipient of the money to the confidential fund custodian.
 - C. Each officer receiving money shall initial the withdrawal record.
 - D. In the event that money is paid to a confidential informant, that informant shall sign a receipt.
 - E. For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained, unless such an action would jeopardize a transaction or operation.
 - F. All unexpended funds shall be returned to the confidential fund custodian by the officer as soon as practical. The fund custodian and the officer returning the funds shall document that such funds were re-deposited as unexpended.
 - G. All officers spending confidential fund monies shall prepare a written expense report accounting for all monies withdrawn from the fund, as soon as practical. The report should include:
 1. Items or informant control number on which the monies were expended;
 2. Date and place of the expenditure;
 3. Copies of receipts;
 4. Type of investigation; and
 5. Case number, where applicable.
 - H. The written expense report with all supporting documents and receipts shall be submitted to the Chief or Patrol Bureau Commander for review and approval.
 - I. The confidential fund custodian shall not be permitted to make disbursements from the confidential fund to himself or herself.
 - J. Confidential fund transaction records shall be stored in a secured location, and access shall be restricted.

27.3.4 Other Cash Funds

- A. The records divisions is authorized to collect fees from the public for certain services (report copying, records checks)
- B. Funds maintained by the department in which personnel are permitted to receive cash will be tracked and monitored by those individuals who are assigned responsibility for the funds, supervisors, and the city finance department.
- C. A record of transactions is maintained by records staff. Reports can be provided upon request that show dates, items, credits and balances on the funds.
- D. All customer transactions will be issued a receipt.

27.3.5 Bonds

- A. Police department staff shall accept bond for charges through the City of Sheridan Municipal Court after court hours. This bond must be cash.
- B. The staff shall complete a receipt for the person posting the bond and write the receipt number on the bond envelope.

- C. The staff shall place the money in a bond envelope, seal the envelope, complete the information requested and then insert the envelope in the locked bond box in the communications center.
- D. Staff accepting bonds will notify records that a bond has been accepted. The administrative services members will empty the locked box and send the bond to municipal court in routing.