

COLUMBUS POLICE DEPARTMENT



General Order 17: Fiscal Management and Agency Property

CALEA Standards: 17.4.2
17.5.2
Replaces: General Order 17 effective September 1, 2020
Effective date: October 20, 2020

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Definitions:

When a word or term is not defined, the proper and fitting definition, as used within the context, or the generally accepted definition, as defined by the context, shall be used. When a male pronoun is used, the female pronoun is implied. When a singular word or term is used, the plural is implied unless otherwise specified.

1. Law Enforcement Recording

An audio, visual, or audiovisual recording of a law enforcement activity captured by a camera or other device that is provided to or used by a law enforcement officer in the scope of the officer's duties and is designed to be worn by a law enforcement officer or attached to the vehicle or transportation of a law enforcement officer. (I.C. 5-14-3-2(k))

17.4 Accounting

17.4.2 Cash Fund/Accounts Maintenance

Accounting guidelines for cash funds or accounts will include:

- A. Employees authorized by the Chief of Police to maintain a cash fund(s) shall maintain a balance sheet, ledger, or other system that identifies the initial balance of the cash fund, the amount of cash received, the amount of cash disbursed, and the balance on hand.
 - 1. The following authorized fees, fines and/or other sources of cash received shall be deposited in the following funds:
 - a. Fund number 1010:
 - i. Lot rent/parking meter space rental fees;
 - ii. Parking meter fines, fees and receipts;
 - iii. Ordinance and solicitation violations; and
 - iv. Applicant test fees.
 - b. Fund number 2800:
 - i. Property room money and receipts.
 - c. Fund number 2940:
 - i. Donations and grants.

- d. Continuing Education Fund, fund number 2330 (I.C. 5-2-8-2):
 - i. \$5.00 per copy of accident report (I.C. 9-29-11-1);
 - ii. \$5.00 per vehicle ID number (VIN) inspection (I.C. 9-29-4-2);
 - iii. Gun permit fees (I.C. 35-47-2-3);
 - iv. Sale of confiscated weapons (I.C. 35-47-3-2); and
 - v. Police county court costs and fees (I.C. 33-37-8-4, 33-37-8-6 and 33-37-5-8).
- e. Fund number 2810:
 - i. Asset forfeiture monies.
- f. Fund number 2830:
 - i. Alarm system connection fees; and
 - ii. Alarm response fees.
- g. Fund number 2790:
 - i. \$5.00 for up to three fingerprint cards, and \$5.00 for each additional card in excess of three;
 - ii. \$7.00 per criminal background check;
 - iii. \$15.00 per ten day solicitation license, or \$90.00 per one-year solicitation license;
 - iv. \$3.00 per solicitation employee ID;
 - v. An amount not to exceed \$50.00 for each CD containing copies of still photographs; and
 - vi. \$25.00 or less per participant in voluntary programs and courses offered to the public that are not held at the Columbus public safety training facility or firearms training facility.
- h. Fund number 3010:
 - i. Rental fees for the public safety training facility, firearms training facility, Firearms Training Simulator (FATS) and any other associated training equipment or personnel;

- ii. Monies from the sale of spent shell casings; and
 - iii. \$25.00 or less per participant in voluntary programs and courses offered to the public that are held at the Columbus public safety training facility or firearms training facility.
 - i. Fund number 2945:
 - i. An amount not to exceed \$150.00 for each copy produced of a law enforcement recording.
 - j. Restitution will go into the fund that the original payment was made from;
- 2. The records division will be authorized to maintain a cash drawer.
 - a. The cash drawer's daily initial balance will be maintained at all times in the cash drawer.
 - b. On a daily basis, the cash drawer will be audited and the amount recorded in a binder
 - c. Cash, certified checks, checks, credit cards, or money orders will be the only form of payment acceptable from individuals.
 - d. Personnel accepting money shall obtain proper identification from individuals and/or representatives of companies upon accepting checks, credit cards, or money orders.
 - e. Payments shall be logged, and tallied daily for audit.
 - f. Receipts shall be provided to persons from whom monies have been collected.
 - g. Receipts and ledgers are audited by the State Board of Accounts yearly. These items shall be retained for a period of five years.
- 3. The narcotics division will be authorized to maintain a confidential cash fund.
 - a. The Narcotics Sergeant will be responsible for maintaining the ledger that identifies the initial balance, credits, disbursements, and balance on hand. In addition, the narcotics sergeant will be responsible for authorizing proper disbursements and deposits from and to the fund, and maintenance of a file containing copies of all fund transaction records.

- i. Confidential fund transaction records shall be stored in a secured location, and access shall be restricted to the narcotics division and ILP Unit, and those within their chain of command.
- ii. Confidential fund transaction records include ledgers, department receipts for disbursements, and any receipts further documenting a disbursement, if applicable.
- iii. Confidential fund transaction records should be retained for a period of five years.
- iv. Monthly confidential fund transaction reports shall be submitted to the following for review (in this order):
 - a. Lieutenant over the Investigative Division
 - b. Administrative Captain
 - c. Deputy Chief

B. Receipts or documentation for cash received:

1. Receipts will be issued for all money accepted. The employee accepting money will be responsible for issuing the receipt. Receipts will be in duplicate, whereby one copy will be given to the person or organization making payment and a second copy being available to the department for record keeping purposes.
2. Documentation regarding receipting of monies into the confidential funds will be done in the same manner as outlined in General Order 17.4.2(D), other than the receipt will be described as a deposit, not a disbursement.
3. Documentation regarding receipting of monies into the property room will be completed by logging the property into agency records as outlined in General Order 84.

C. Authorization for cash disbursements:

1. There are no cash disbursements from the records division's cash drawer. Only exact change will be given to a customer during a cash transaction.
2. Prior to the issuance of any money from the confidential fund, any employee seeking to make disbursements from the fund must obtain approval from the Narcotics Sergeant or his/her designee(s).

- a. Disbursements from the confidential fund may be made for the following purposes:
 - i. Payments that are to be made directly to confidential informants;
 - ii. Payments for the purchase of illegal drugs, contraband and other criminal evidence;
 - iii. Purchases of food and beverages for confidential informants, suspects, victims and any other person as authorized by the Chief of Police or his/her designee(s);
 - iv. Expenditures for authorized undercover operations; and
 - v. Flash and front money.
 - b. Disbursements from the confidential fund shall not be made directly to the narcotics sergeant.
 - c. Any single cash disbursement from the confidential fund in excess of \$1,500.00 requires preapproval from the Chief of Police or his/her designee(s).
3. Cash disbursements from the property room shall be made in accordance with General Order 84.

D. Receipts, records or documentation for cash disbursements:

1. The Narcotics Sergeant will be responsible for accounting and properly documenting all funds disbursed from the confidential fund.
 - a. All officers receiving confidential fund monies shall prepare a department receipt accounting for all monies disbursed from the fund, as soon as practical. The receipt should include:
 - i. The date and time of the disbursement;
 - ii. The person to whom the money was disbursed;
 - iii. The confidential informant number to whom the money was disbursed, if applicable;
 - iv. The incident number associated with the disbursement, if applicable; and

- v. The reasoning and/or type of investigation.
 - b. The receipt shall be signed by the responsible officer, and by the confidential informant, if applicable.
 - c. If an item was purchased to where a receipt should be issued, the receipt or a copy of the receipt shall be attached to the department receipt.
 - d. The department receipts along with any supporting receipts shall be submitted every month to the narcotic sergeant's supervisor(s) for review and approval.
 - e. If the Narcotics Sergeant or his/her designee(s) authorize a disbursement from the confidential fund, the officer seeking the disbursement shall be responsible for completing a department receipt and attaching any receipt that further documents the disbursement, and submit those to the Narcotics Sergeant or his/her designee(s).
 - i. The officer shall return all undisbursed funds to the Narcotics Sergeant or his/her designee(s) as soon as practical.
 - 2. Receipts, records or documentation for cash disbursements from the property room shall be made in accordance with General Order 84.
- E. Persons or positions authorized to disburse or accept cash will be authorized by the Chief of Police, and include the following:
- 1. Records division – the Chief's Secretary, the Administrative Specialist Supervisor, the Administrative Specialists, and their designee(s).
 - 2. Confidential fund – the Narcotics Sergeant and his/her designee(s).
 - 3. Property room funds – the Property Room Manager and his/her designee(s).
- F. Accounting of agency cash activities:
- 1. On a daily basis, when the records division is open, the records division's cash drawer will be audited by the Chief's Secretary, the Administrative Specialist Supervisor, or an Administrative Specialists. Any monies collected will be forwarded to the Clerk Treasurers office.
 - 2. On a monthly basis, the Narcotics Sergeant will prepare a monthly report that accounts for all monies in the confidential fund.

17.5 Agency Property

17.5.1 Inventory and Control

- A. The Chief of Police or his/her designee(s) shall maintain and keep records of all department owned property deemed by the Chief of Police as necessary to track.
1. The Chief of Police may make his/her determination on whether property is necessary to be tracked based on its value, type, necessity to be tracked and whether it's consumable or non-consumable property.
 2. The Chief of Police is responsible to ensure an inventory log is generated to track the issue, re-issue or disposal of tracked department owned property.
- B. To ensure adequate control of tracked property utilized for operational purposes, all tracked property shall be accounted for on the appropriate inventory log to include the following information, if applicable to each type of tracked property:
1. Type of product;
 2. Make;
 3. Model;
 4. Serial number, or other product identification number;
 5. Date received;
 6. Employee or division in which the item is assigned to, or other location of the item;
 7. Date of disposal; and
 8. Method of disposal.
- C. Tracked property purchased or in need of disposal shall be reported to the Chief of Police or his/her designee(s), who will update the appropriate inventory log and/or arrange for disposal as necessary.
- D. Employees assigned any property or equipment determined not to be necessary to their duty functions (reassignment, change of duties, equipment is outdated, etc.), or due to employment separation, shall turn the property or equipment in to the Chief of Police or his/her designee(s). The Chief of Police or his/her designee(s) will note such action on the appropriate logs.

17.5.2 Operational Readiness

- A. All property and equipment is to be kept in a constant state of operational readiness. Operational readiness includes care, cleaning, preventive maintenance, repair, workability and responsiveness.
- B. Every employee is responsible to keep any department and/or city owned property and equipment assigned to them in a state of operational readiness.
 - 1. If property and/or equipment are assigned to a division, it is the responsibility of the highest ranking person and/or his/her designee(s) to keep any department and/or city owned property and equipment in a state of operational readiness.
 - 2. If property and/or equipment are not assigned to an employee or a division, it is the responsibility of the Chief of Police and/or his/her designee(s) to keep any department and/or city owned property and equipment in a state of operational readiness.
 - 3. If an item of property and/or equipment is in need of repair or replacement, and cannot be maintained in a state of operational readiness, it shall be reported in compliance with General Order 17.5.2(G)(3).
 - 4. Any weather condition that may prevent operational readiness at a moment's notice is to be overcome by the employee upon notice of the weather condition to the employee and reasonable ability of the employee to maintain operational readiness.
- C. Failure to keep department and/or city owned property and equipment in a state of operational readiness may result in disciplinary actions against the employee(s) responsible.
 - 1. This includes any employee who knowing, intentionally or recklessly damages or destroys any department and/or city owned property and equipment.
 - 2. This section also applies to the loss of department and/or city owned property and equipment, in that it is not in a state of operational readiness if it is not readily available.
- D. The Chief of Police or his/her designee(s) is responsible for ordering, receiving, distributing, repairing and/or disposing of all department owned property and supplies.
- E. Purchases

1. Officers or employees in need of consumable office supply items (i.e. pencils, note pads, etc.) used for departmental purposes may obtain those items from the records division's supply cabinet. The Chief of Police shall designate an employee to be responsible for resupplying this cabinet.
2. Officers or employees in need of other consumable supply items not maintained by the records division (i.e. batteries, flashlight bulbs, etc.) used for departmental purposes may obtain those items from the secure supply closet near the sergeant's office by contacting a supervisor. The Chief of Police shall designate an employee to be responsible for resupplying this closet.
3. Officers or employees in need of items not identified as a consumable item must notify their platoon Sergeant of the item in need. If their platoon Sergeant is not available, the officer may notify another supervisor on their shift. Sergeants will determine if the item needs replaced. If the item needs replaced, the Sergeant will make a written request to the employee designated by the Chief of Police to keep records of all department owned property.

The Sergeant will turn in the item that needs replaced to the employee designated by the Chief of Police to keep records of all department owned property, and that employee will issue the replacement item to the Sergeant, who will be responsible for delivering the item the employee. If it is impossible for the item that needs replaced to be turned in, the supervisor making the request will indicate the reason it is impossible to turn in the item on their written request.

If the item is needed immediately and the employee designated by the Chief of Police to keep records of all department owned property is not available, a Lieutenant may be contacted to issue the replacement item. In this event, the Lieutenant will ensure that the employee designated by the Chief of Police receives the item being replaced and the information necessary to record the item that was issued.

- a. An e-mail shall be sufficient to serve as a written request for items not identified as a consumable item.
- b. The employee(s) designated by the Chief of Police to stock supplies is authorized to make and/or authorize purchases that have a total price of \$300.00 or less. Any other requests must be authorized by a Captain, Deputy Chief, or the Chief of Police, except as authorized by 17.5.2(E)(4).

- c. If a request is approved and item(s) ordered, it is the responsibility of the person who made the order to deliver to the office of the Chief of Police any invoices, receipts, delivery slips and/or bills, which shall be signed by the person who made the original request.
 4. The training coordinator is permitted to make and/or authorize purchases of initial uniforms for new sworn personnel as is needed for them to perform their duties as a sworn police officer. However, any equipment will be assigned by the employee designated by the Chief of Police to keep records of all department owned property
 5. Department issued property or equipment that becomes damaged beyond repair as part of an employee's official duties may be replaced by following the process outlined in G.O. 17.5.2(E)(3). However, employees receiving a clothing allowance are responsible for periodically replacing their uniforms and equipment when they become unserviceable due to normal wear.
- F. An employee designated by the Chief of Police will be responsible for the issuance/reissuance of department owned property to authorized users.
 1. Employees shall turn in to the employee designated by the Chief of Police any item that they no longer need to perform their assigned duties.
 2. Employees who leave employment with the department shall return all issued items to the employee designated by the Chief of Police.
 3. For the mutual convenience of both the department and the employees, employees may be assigned by the department items such as vehicles, lockers, desks, cabinets, briefcases, cellular phones, computers, voicemail accounts, e-mail accounts, etc. The employees are hereby advised that the retention of any personal items in such equipment is at their own risk, and the department and superiors will not be responsible for any losses. Moreover, any department supplied equipment is subject to entry, search and inspection by the employee's superiors and the department without further notice. Any privately owned property contained in such equipment, including the contents of closed or sealed items or containers, may also be opened and examined without further notice or without the employee's permission. This includes any department provided equipment that is protected by a personally owned lock that the employee later might place on the outside. Therefore, employees have no expectation of privacy when using department provided equipment or premises.

G. Use and Care of Equipment

1. Improper or negligent handling of, or willful damage to city or department property may result in disciplinary action taken against the offender(s).


2. Employees who have lost, damaged, destroyed, or otherwise caused the loss in value of any city or department property may be required to make restitution to the city and/or department.
 - a. The dollar amount of the employee's liability shall not exceed the replacement costs of the item(s).
 - b. The replacement costs will be established by the Chief of Police or his/her designee.
 - c. The amount of the liability shall be distributed among the employees responsible, on the basis of their relative fault, as determined by the Chief of Police or his/her designee.
 3. Employees shall promptly report the loss of, damage to, or other need for repairs needed to ensure operational readiness of any city or department owned property and/or equipment issued to, used by, or possessed by the employee in accordance with G.O. 17.5.2(E)(3). However, if the equipment is computer, network or department cell phone related, an IT desk help ticket shall be submitted. If IT replaces any equipment, the employee shall immediately notify their supervisor, who will follow the process outlined in G.O. 17.5.2(E)(3) in order to ensure the proper accounting of all equipment assignments.
 - a. The Chief of Police may designate an employee to investigate the employee's report and make a determination of whether the employee improperly or negligently handled, or willful damaged the property.
 - b. Upon failure of such voluntary satisfaction of a notice to make restitution, the Chief of Police may initiate such proceedings as are available to the department by law or in equity or administratively.
- H. No employee shall alter, repair, or in any way change, add to, or remove any parts or accessories of any city and/or department owned property without the permission of the Chief of Police or his/her designee. This includes but is not limited to building, office equipment, machines, clothing, firearms, communications equipment, motor vehicles, etc.


Acceptance by Columbus Police Department Captain's Board:

Date: 10-20-2020



Michael Richardson, Chief

Attest:


Steve Norman, Deputy Chief

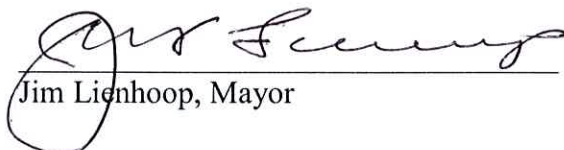

Kathy Randomanski, Chief's Secretary


Jay Frederick, Uniform Captain


Jonathan L. Rohde, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: Oct. 20, 2020



Jim Lienhoop, Mayor

Attest:


Mary Ferdon, Member


Luann Welmer, Clerk-Treasurer

John Pickett, Member


Jim Strifetelmeier, Member

Brenda Sullivan, Member