MLEAC Standard Report (SR)

Department/Organization: Port Huron Police Department

Standard Number: 1.2.1

Allocated To: MLEAC Coordinator  □ On Location
Prepared By: MLEAC Coordinator  □ Off Location

Clarification Statement: Michigan Statutes require that municipalities issue a report on its financial position and activity. In order to properly report to the independent auditor it is essential that procedures for agency cash accounting be established to mitigate potential problems. Cash accounts include, but are not limited to, the following purposes: petty cash fund, confidential funds (buy money), records and permits, etc. The method described in Bullets (a) and (b) may be a ledger, spreadsheet, or other electronic database. The quarterly review in Bullet (c) may be routinely exceeded (monthly, weekly, daily, etc.) in lieu of the quarterly requirement. Bail is not considered a cash account unless the agency maintains a fund to provide change in the form of cash. Agencies may have parking authorities or organizational subcomponents with personnel designated to collect fees from parking meters, pay stations, etc. Merely collecting the fees and turning them over to the local finance department or banking institute will not invoke the provisions of this standard except for instances where the agency maintains all or part of the cash (example: a small amount is maintained to stock such machines for making change). Disbursement does not include transferring funds to the local finance department.

Written Directive:

a. Policy and Procedure 17-02 (Cash Fund Accounting)
   Policy and Procedure 51-01 (Confidential Informants)
b. Policy and Procedure 17-02 (Cash Fund Accounting)
   Policy and Procedure 74-03 (Adult - Arrest Procedures)
c. Policy and Procedure 17-02 (Cash Fund Accounting)
   Policy and Procedure 51-01 (Confidential Informants)
d. Policy and Procedure 17-02 (Cash Fund Accounting)
   Policy and Procedure 51-01 (Confidential Informants)
e. Policy and Procedure 51-01 (Confidential Informants)

Supporting Documentation:

a. CI Fund ledger showing disbursement of funds
   Supervisor’s daily showing CI fund and Petty Cash balances
b. Bond receipt
   Petty cash receipt
c. CI Fund ledger showing transfer of funds to both CI Fund and Petty Cash
d. CI Fund ledger showing person in charge of CI Fund account
e. CI Fund ledger showing audits done quarterly

Interviews:

- Captain
- Detective Bureau Lieutenant
- Records Supervisor
x  Observation:
Cash account activities in the Records Division or at the Desk Clerk Station
PORT HURON POLICE DEPARTMENT ACCREDITATION

STANDARD BULLET

“a”
PORT HURON POLICE DEPARTMENT
POLICY AND PROCEDURAL ORDER

ORDER NO: 17-02

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>Fiscal- Cash Fund Allocation</th>
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<tbody>
<tr>
<td>EFFECTIVE DATE:</td>
<td>Oct. 10, 1994</td>
</tr>
<tr>
<td>DISTRIBUTION:</td>
<td>A</td>
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<tr>
<td>REVIEWED:</td>
<td></td>
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<tr>
<td>REVISED:</td>
<td>12/01/2016</td>
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<td></td>
<td>08/01/2009</td>
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<tr>
<td>REQUIREMENTS:</td>
<td>Quarterly accounting of agency’s cash</td>
</tr>
<tr>
<td>ISSUED BY:</td>
<td>Chief Michael W. Reaves</td>
</tr>
<tr>
<td>FORMS:</td>
<td>F-159, F-120</td>
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I. PURPOSE
The purpose of this order is to establish procedures for the maintenance of all cash funds where agency personnel are required to receive, maintain, or disperse cash funds.

II. POLICY
A. It is the policy of the Department to monitor all budgetary activity, including the control of all cash funds.
B. The control and maintenance of the Department's cash funds is done in conjunction with the City Treasurer's office.
C. All cash accounts will be maintained by establishing procedures, at a minimum, for:
   1. A system that identifies the initial balance, credits, debits, and the balance on hand.
   2. Issuing receipts for cash received.
   3. Authorization for cash disbursements, including the authority to authorize cash disbursements for given amounts of money.
   4. Records, documentation, or invoice requirements for cash expenditures.
   5. Personnel or positions authorized to disburse or accept cash.
Fiscal- Cash Fund Allocation

6. At least quarterly accounting of agency cash activities.

III. CASH FUNDS AND PROCEDURES

A. Cash account of money accepted by the Records Division personnel for services provided.

1. Balance, credits, and debits.
   a. At the beginning of each business day, the cash drawer in the Records Division will start with a balance of $50.00.
   b. When cash funds are received by records personnel, the transaction is entered on the city's mainframe computer terminal.
   c. At the beginning of the next business day, the money is removed, leaving $50 to start the next day, and is deposited in the appropriate accounts with the City Treasurer.

   1) Records personnel complete a Deposit Slip and given to the City Treasurer.

   2) A copy is retained by the Records Division.

   d. On the following business day, the City Treasurer is furnished with a record of the previous day's transactions by Data Processing.

2. Whenever records personnel receive cash, the transaction is entered into the computer system and a receipt is generated.

3. No cash is disbursed from this account except for the transfer of funds to the City Treasurer.

4. A copy of the daily Deposit Slip is retained by the Records Division.

5. All R&I clerks are authorized to receive money from the public. The Records Supervisor will designate personnel to remove and deposit the daily cash receipts.

6. The Records Division cash fund is balanced and recorded on a daily basis.

C. Bonding procedures - see Policy and Procedure #74-03.

D. Flower fund - see Policy and Procedure #17-04.
name, the payment must be witnessed by another Detective/Officer.

VII. RESPONSIBILITY

The Detective Lieutenant or Sergeant has overall responsibility for insuring that confidential funds are used for legitimate law enforcement purposes and that the procedures outlined in this order are followed.

A. The Detective Lieutenant or Sergeant will be responsible for the funds including the following.

1. Security and control.
2. Maintaining a ledger.
3. A quarterly accounting of activities and balances.
4. Replenishing the fund when it runs low. This can be done by sending a memo to the Chief of Police via the Captain.

B. The Detective Lieutenant or Sergeant shall have at his disposal no less than $1000.00 in currency which will be properly secured in his office or in the Department's valuables safe.

C. In addition to that source, the Patrol Shift Commanders will also have access to $1000.00 in currency which will be placed in a locked strong box, and secured in the supply cabinet located in the Lieutenants Office.

   Each Shift Commander will take an accounting of the C.I. funds once during their shift. The supervisor will make the appropriate notation at the bottom of the supervisor's daily indicating the amount of money available. If any discrepancies are found, they must be reported to either the Detective Lieutenant/Sergeant or the Captain.

VIII. USE OF INFORMANTS BY PATROL OFFICERS

All officers are encouraged to develop informants. When information is received from an informant it will be recorded on a single copy Confidential Supplemental Report (Form DB-001, P&P 51-02) and forwarded directly to the Detective Lieutenant in a sealed envelope. The Detective Lieutenant or Sergeant will file all such reports in the Confidential Information Control File. The officer will record the time, date, location and informant number on his/her daily. If the informant number is not assigned, use the incident report number.
C I FUND

11/16/15 TRANSFER TO C.I. FUND - $1,000 416.90
2/21/16 AUDIT BY WOOD/GEORGIA JAY #85 416.90
2/21/16 LT. WOOD HAS CONTROL #81 416.90
2/3/16 Transfer $200.00 CI #200.00 to Petty Cash, J #81 16.90
2/9/16 CK #321510 + 3706.43 J #81 3723.33
2/9/16 Transfer $500.00 CI Fund J #81 3223.33
4/1/16 Transfer $500.00 to Petty Cash J #81 2723.33
5/27/16 CK #323234 + 549.11 J #81 2772.44
7/2/16 CK #323957 fund year end + 1158.90 J #81 2931.34
7/2/16 Transfer $1,400.00 to Petty Cash J #81 2531.34
SUPERVISOR'S DAILY REPORT

HOURS: 6:00AM-7:00PM  PLATOON #1  DATE: THURSDAY, FEBRUARY 4, 2016

OFFICERS ASSIGNED  SHIFT  CAR NO.  ASSIGNMENTS

OCHADLEUS (7AM-7PM)  1  18  NORTH END
COLEMAN (6AM-6PM)  1  13  TOWN NORTH
RUMLEY (6AM-6PM)  1  19  TOWN SOUTH
PHILLIPS (7AM-7PM)  1  12  SOUTH END
HUISMAN (3PM-7PM)  3  14  FREELANCE
WOODRUFF (7AM-3PM)  ADMIN  35  ACO

CADETS

HERBERT (7AM-1PM)  DESK
GOTHEM (1PM-9PM)  DESK
HALE (12PM-4PM)  36  PARKING / SUBPOENAS
HALE (8AM-12PM)  ADMIN

SUPervision

LT. PIKE (5AM-5PM)  1  09  LT. IN CHARGE

MAY / RUEDISUELI- A-TIME (IN SERVICE ACADEMY)
YOUNG - SICK

OVERTIME

<table>
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<tr>
<th>FT SHORT</th>
<th>HOURS</th>
<th>COMPLAINT NUMBER AND REASON FOR OT</th>
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<tr>
<td>RKLOAD/HELD</td>
<td>3Hrs</td>
<td>Paret – Priority in custody arrest – Retail Fraud 16-2643</td>
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</tbody>
</table>

C.FUND $493.30  PETTY CASH $268.57

Officer briefing:

6am- Coleman, Rumley, Briefing book information, beat assignments, Units in service @ 6:25am
7am – Phillips, Ochadleus– Briefing book information, beat assignments. Units in service @ 7:15am


Briefed Sgts Stuewer & Decker

Lt. Pike
PORT HURON POLICE
DEPARTMENT ACCREDITATION

STANDARD BULLET

"b"
PORT HURON POLICE DEPARTMENT
POLICY AND PROCEDURAL ORDER

ORDER NO: 17-02

SUBJECT: Fiscal- Cash Fund Allocation

EFFECTIVE DATE: Oct. 10, 1994
DISTRIBUTION: A
REVIEWED: 12/01/2016
REVISED: 08/01/2009

REQUIREMENTS:
Quarterly accounting of agency's cash

ISSUED BY: Chief Michael W. Reaves
FORMS: F-159, F-120

I. PURPOSE

The purpose of this order is to establish procedures for the maintenance of all cash funds where agency personnel are required to receive, maintain, or disperse cash funds.

II. POLICY

A. It is the policy of the Department to monitor all budgetary activity, including the control of all cash funds.

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4. Records, documentation, or invoice requirements for cash expenditures.

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Fiscal - Cash Fund Allocation

6. At least quarterly accounting of agency cash activities.

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A. Cash account of money accepted by the Records Division personnel for services provided.

1. Balance, credits, and debits.
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      1) Records personnel complete a Deposit Slip and given to the City Treasurer.
      2) A copy is retained by the Records Division.
   d. On the following business day, the City Treasurer is furnished with a record of the previous day's transactions by Data Processing.

2. Whenever records personnel receive cash, the transaction is entered into the computer system and a receipt is generated.

3. No cash is disbursed from this account except for the transfer of funds to the City Treasurer.

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5. All R&I clerks are authorized to receive money from the public. The Records Supervisor will designate personnel to remove and deposit the daily cash receipts.

6. The Records Division cash fund is balanced and recorded on a daily basis.

C. Bonding procedures - see Policy and Procedure #74-03.

D. Flower fund - see Policy and Procedure #17-04.
I. PURPOSE

The purpose of this order is to establish a comprehensive policy and procedure for making arrests of adult perpetrators.

II. POLICY

The laws of arrest must be compatible with the Fourth Amendment to the United States Constitution and Article 1, Section 11 of the Michigan Constitution, which read as follows:

FOURTH AMENDMENT

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated and no warrants shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the persons and the things to be seized.

Article 1, Section 11

Persons, houses, papers, and possessions of every person shall be secure from unreasonable searches and seizures. No warrant to search any place or to seize any person or things shall issue without describing them, or without probable cause, supported by oath or affirmation. The provisions of this section shall not be construed to bar from evidence in any criminal proceeding any narcotic drug, firearm, bomb, explosive, or any other dangerous weapon, seized by a peace officer outside the curtilage of any dwelling house in this state.

III. DEFINITIONS
H. Bonding Procedures

1. The Interim Bond Act provides that any person who is arrested without a warrant for a misdemeanor or an ordinance which is punishable by not more than one year by fine or both shall be taken to the most convenient judge/magistrate in the county where the offense was committed. If a judge/magistrate is not available, the arrested person can leave with the arresting officer or the direct supervisor of the arresting officer a bond to guarantee their appearance and the sum of money not to exceed the amount of the maximum possible fine but not less than 20% of the minimum fine.

The Interim Bond Act recognizes that a person arrested under section 764.15a (Domestic Violence), or a local ordinance substantially corresponding to that section, shall not be released on an interim bond on his or her own recognizance, but shall be held until he or she can be arraigned or have interim bond set by a judge or district court magistrate.

2. The statute also provides that if, in the officer's opinion, the arrested person is under the influence of intoxicating liquor or a controlled substance, is wanted by authorities to answer to another charge, is unable to establish or demonstrate his identity, is otherwise unsafe to release, or when the release of the subject would be a danger to themselves or the public, the arrested person shall be held until the next session of court.

3. Bonding Procedures

a. The Desk Clerk will complete the bonding process when the court has allowed the arrested subject to post bond, and the arrested subject has the means to pay the bond.

b. The Desk Clerk will complete the bonding process by completing an Interim Bond Receipt, Bond envelope, and corresponding Bond form.

c. Bond will be accepted only in the following forms:
   1) Cash
   2) Bail Bond Receipt (surety)
   3) Check from the St. Clair County Trustee Account.
   4) Money Order or Cashier's Check made out to the 72nd District Court
d. Personal checks, credit cards, etc. will not be accepted under any circumstances at the Port Huron Police Department.

e. Complete the Interim Bond Receipt Form. The Interim Bond Receipt will be made out in triplicate form. The top or white copy will be given to the person posting the bond. The Desk Clerk will advise the person to take the receipt over to the jail as proof that bond has been posted, if accepting the bond on behalf of an incarcerated subject. The Desk Clerk will also advise the subject to keep the bond receipt for all future court dates.

f. The Desk Clerk will advise the arrestee or the person posting the bond that the arrested subject must report to the 72nd District Court on the day and time scheduled.

g. Complete the Bond Envelope. Once the Bond Envelope is completed the Desk Clerk will place the money inside the envelope and seal it. The yellow and pink copies of the Interim Bond Receipt will be folded and stapled to the back of the Bond Envelope. The Bond Envelope will then be placed in the 72nd District Court money bag.

h. When accepting money on behalf of other courts, the money sent by our agency is done by way of money order or a cashier’s check. The city maintains an account at the local Chase Bank (600 Fort Street) and receives the money order or cashier’s check processing for free. The Day shift Desk Clerk or designee will be responsible for the seeing that the procedure is followed.

i. Complete the Bond Supplement Form.

j. After the subject has bonded out, the Desk Clerk will change the dispositions on, the Arrest Sheet, and update the Bond Inventory Card.

Generally, bonds being posted for incarcerated subjects will be posted directly at the Jail. During normal business hours, bond will be posted at the 72nd District Court for those subjects whom have been arraigned.

4. When a person is arrested by another agency on a Port Huron Police warrant and is able to post bond, the arrestee will be given 8-12 days to appear.

a. If the person does not need to be processed, the person may be ordered to the court.
<table>
<thead>
<tr>
<th>POSS OF MJ DO1 01</th>
<th>11/21/16 15:12</th>
<th>TRAF/CRIM PD MN BD 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH TRANSCTN</td>
<td>MAB A D289843</td>
<td>AMT PAID</td>
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<tr>
<td>ABDULLAH/AFKAN/GABR</td>
<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>

| CASH BOND | 500.00 | 500.00 |
| TOTALE:   | 500.00 | 500.00 |

| CASH TENDERED | 500.00 | 500.00 |
| TOTAL PAID:   | 500.00 | 500.00 |

A 11/21/16 D289843 500.00
**Petty Cash**

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<tr>
<th>DESCRIPTION OF ITEM/SERVICE PURCHASED</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Cookies, muffins + water (Sam's Club) for Shearr Reynolds</td>
<td>$8.62</td>
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<tr>
<td>In training by MSP A</td>
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</table>

**Charge to Account:**

Received by: Carter Brown

Approved by: [Signature]

**Total:** $8.62
PORT HURON POLICE
DEPARTMENT ACCREDITATION

STANDARD BULLET

“C”
I. PURPOSE

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Informants – Confidential and Others

51-01
Page 5
Effective: 01/15/94

b. $501.00 up to $1,000.00 - requires approval of the Captain.

c. $1001.00 and over - requires written approval of the Chief of Police or his designee.

2. Purchase of controlled substances, stolen property and contraband.

a. $0 up to $500.00 - requires approval from Detective Lieutenant/Sergeant or NET Lieutenant/Sergeant or Shift Command Officer.

b. $501.00 to $1500.00 - requires approval of the Captain.

c. $1500.00 and over - requires written approval of the Chief of Police or his designee.

d. Disbursement of funds to C.I.'s will be done by command officers except where special circumstances exist. The command officer may distribute funds to any member of the department providing that the member does sign a receipt with the information as outlined in Paragraph B. The command officer will insure that the member, in turn, receives a signed receipt from the C.I., with all of the information as outlined in Paragraph B.

B. A confidential informant receiving money must sign a receipt showing:

1. The amount received.

2. Date and time received.

3. Purpose of the payment. This includes information of things purchased.

4. Detective/Officer issuing the money.

5. Confidential informant's name and confidential number.

6. The Department case report number and/or the Special Operations report number.

7. Law enforcement action that results from this transaction.

8. A statement that the "C.I. is required to make the necessary report of earned income to the Internal Revenue Service.

C. If the C.I. is unable to or refuses to write his/her name and utilizes an X or code
C I FUND

11/16/15 TRANSFER TO C.I. FUND - $1,000 416.90
2/2/16 AUDIT BY WOOD/GEORGIA CH #85 416.90
2/2/16 LT. WOOD HAI CONTROL CH #81 416.90
2/3/16 TRANSFER $200.00 CI #260 600.00 + Petty Cash CH #81 1690

2/4/16 CI #321510 + 3706.43 CH #81 3723.33
2/6/16 TRANSFER $500.00 CI FUND CH #81 3223.33
2/6/16 TRANSFER $500.00 to Petty Cash CH #81 2723.33
4/1/16 TRANSFER $500.00 to Petty Cash CH #81/Audit 2223.33
5/27/16 CI #323234 + 549.11 CH #81 2772.44
3/12/16 CI #323957 Final Year End + 158.90 CH #81 2931.34
7/2/16 TRANSFER $1,400.00 to Petty Cash CH #81/Audit 2531.34
PORT HURON POLICE
DEPARTMENT ACCREDITATION
STANDARD BULLET

“d”
PORT HURON POLICE DEPARTMENT
POLICY AND PROCEDURAL ORDER

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5. Personnel or positions authorized to disburse or accept cash.
informant will be notified, except in situations where such notification is inadvisable or could result in harm to the juvenile. In such situations the juvenile court officials may be consulted in lieu of the parent(s), after consulting with the St. Clair County Prosecuting Attorney.)

2. Unique problems exist when subjects on probation or parole are used as confidential informants and given directions by an officer. Conditions of probation/parole prohibit association with known felons; subjects engaged in criminal activity and forbid the individual from actively participating in any criminal act. Therefore, to request an individual on probation or parole to intentionally associate with persons engaged in criminal activity with and/or engage in criminal activity himself exposes the officer and the Department to potential liability. In all situations where a subject on probation and/or parole is used for anything other than the providing of information, the St. Clair County Prosecuting Attorney shall be notified and briefed on the circumstances of a parolee or probationer is going to be used as a C.I. The Detective Lieutenant and the St. Clair County Prosecuting Attorney will make the determination relative to notification of the probation or parole officer of the C.I. at an appropriate time and request the officer's approval to use the parolee/probationer as a confidential informant.

E. Sexual Preference

Any officer utilizing a member of the opposite sex as a C. I. will exercise extreme caution in such dealings to prevent the possible allegation of sexual misconduct. Any meetings with a C.I. of the opposite sex will be held in the presence of another officer. The same procedure will be used with C.I.'s who display "abnormal" or "deviant" behavior or when their sexual preference is in question.

VI. CONFIDENTIAL FUNDS

A. Ability to Disburse Funds

In order to maintain strict control over the use and integrity of the funds appropriated to the Port Huron Police Department the following guidelines apply to the amount which may be expended in payment.

1. Confidential Informants

   a. $0 up to $500.00 - requires approval of the Detective Lieutenant/Sergeant or NET Lieutenant/Sergeant or Shift Command Officer.
Informants – Confidential and Others

b. $501.00 up to $1,000.00 - requires approval of the Captain.

c. $1001.00 and over - requires written approval of the Chief of Police or his designee.

2. Purchase of controlled substances, stolen property and contraband.

a. $0 up to $500.00 - requires approval from Detective Lieutenant/Sergeant or NET Lieutenant/Sergeant or Shift Command Officer.

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1. The amount received.

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4. Detective/Officer issuing the money.

5. Confidential informant's name and confidential number.

6. The Department case report number and/or the Special Operations report number.

7. Law enforcement action that results from this transaction.

8. A statement that the "C.I. is required to make the necessary report of earned income to the Internal Revenue Service.

C. If the C.I. is unable to or refuses to write his/her name and utilizes an X or code
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2/21/16 AUDIT BY WOOD/GEORGIA $85 416.90
2/21/16 LT: WOOD HAS CONTROL 416.90
2/3/16 Transfer $200.00 C.I. $200.00 Petty Cash 416.90
2/9/16 CR# 321510 + 3706.43 3723.33
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2/9/16 Transfer $500.00 Petty Cash 2723.33
4/1/16 Transfer $500.00 Petty Cash 2723.33/Audit
5/27/16 CR# 323234 + 549.11 2772.44
6/12/16 CR# 323957 Final year end + 158.90 2931.34
7/2/16 Transfer $1 400.00 to Petty Cash 2531.34
PORT HURON POLICE
DEPARTMENT ACCREDITATION

STANDARD BULLET

“e”
Informants – Confidential and Others

name, the payment must be witnessed by another Detective/Officer.

VII. RESPONSIBILITY

The Detective Lieutenant or Sergeant has overall responsibility for insuring that confidential funds are used for legitimate law enforcement purposes and that the procedures outlined in this order are followed.

A. The Detective Lieutenant or Sergeant will be responsible for the funds including the following.

1. Security and control.
2. Maintaining a ledger.
3. A quarterly accounting of activities and balances.
4. Replenishing the fund when it runs low. This can be done by sending a memo to the Chief of Police via the Captain.

B. The Detective Lieutenant or Sergeant shall have at his disposal no less than $1000.00 in currency which will be properly secured in his office or in the Department's valuables safe.

C. In addition to that source, the Patrol Shift Commanders will also have access to $1000.00 in currency which will be placed in a locked strong box, and secured in the supply cabinet located in the Lieutenants Office.

Each Shift Commander will take an accounting of the C.I. funds once during their shift. The supervisor will make the appropriate notation at the bottom of the supervisor's daily indicating the amount of money available. If any discrepancies are found, they must be reported to either the Detective Lieutenant/Sergeant or the Captain.

VIII. USE OF INFORMANTS BY PATROL OFFICERS

All officers are encouraged to develop informants. When information is received from an informant it will be recorded on a single copy Confidential Supplemental Report (Form DB-001, P&P 51-02) and forwarded directly to the Detective Lieutenant in a sealed envelope. The Detective Lieutenant or Sergeant will file all such reports in the Confidential Information Control File. The officer will record the time, date, location and informant number on his/her daily. If the informant number is not assigned, use the incident report number.
CI FUND

11/16/15 Transfer to C.I. Fund - $1,000 416.90
2/21/16 Audit by Wood/Georgia Jan #55 416.90
2/21/16 LT: Wood HAI Control #181 416.90
2/3/16 Transfer $200.00 CI $200.00 to petty cash J#81 16-90
2/9/16
2/9/16
4-10/16
5-27/16
6-12/16
7-2/16
CR# 321510 + 3706.43 J#81 3723.33
Transfer $500.00 CI Fund J#81 3223.33
Transfer $500.00 to petty cash J#81 2723.33
Transfer $500.00 to petty cash J#81/Audit 2223.33
CR# 322234 + 549.11 J#81 2772.44
CR# 323937 Final year end +158.90 J#81 2931.34
Transfer $400.00 to petty cash J#81/audit 2531.34