

**OFFICE OF THE CITY ADMINISTRATOR**

Number:	307
Sections:	1 - 5
Effective Date:	3/22/90
Revised:	2/24/90

**Subject: Police Department Special Enforcement Services Fund**

1. Purpose: To establish a uniform procedure for the documentation and handling of the Special Enforcement Services Fund.
2. History: In the past cash from the Special Enforcement Services Fund has been obtained by the preparation of a memo which was signed by the Chief of Police or the captain in charge of the Investigation Division. The City prepared a check payable to an individual in the Police Department. The individual would cash the check at a bank. When the cash was no longer needed, the Police Department would deposit it back with the City Treasurer. In November, 1989, a reorganization in the Police Department changed this process by replacing the Investigation Division Captain with the Special Enforcement Bureau Commander.
3. Application. This policy applies to the Administrative Services Department the Treasurer's Office and the Police Department.
4. Responsibilities.  
  
To utilize the fund:
  - 4.1 The Chief of Police or, in his absence, the Special Enforcement Bureau Commander, shall prepare a memo to the Director of Finance stating the amount of money requested, Police Department case number, and the name of whom the check should be made payable.
  - 4.2 The Director of Finance shall prepare a check for the amount requested, payable to either the Narcotics Lieutenant or, in his absence, the Narcotics Sergeant.
  - 4.3 The Narcotics Lieutenant or designated Sergeant shall cash the check and maintain custody of the money until it is returned to the City Treasurer.
5. Procedures.
  - 5.1 To withdraw any portion of this fund, the Police Department will prepare a memorandum to the Director of Finance stating the amount of money requested, the Police Department Case number, and the name of the person to whom the check should be made payable. This request will be signed by the Chief of Police, or in his absence, the Special Enforcement Bureau Commander (rank of Lieutenant).

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5.2 The only persons designated as payees on checks drawn on this fund will be the Special Enforcement Bureau Commander, or in his absence, the Narcotics Sergeant assigned to the Detail.

5.3 The Police Department will furnish the Director of Finance a current list of Police Department personnel occupying the above positions, as designated by the Chief of Police.

5.4 The Narcotics Unit Lieutenant or designated Sergeant will present the signed request to the Director of Finance or his designate.

5.5 When the check is cashed, the Special Enforcement Bureau Commander is responsible for maintaining custody of the money until it is returned to the financial institutions.

5.6 Money drawn from this fund, when not in actual use, shall be kept in the safe located in the Vice/Narcotics office.

5.7 Funds being used by an undercover officer during an investigation will at no time leave the possession of the officer.

5.8 During the investigation, the undercover officer with possession of the money will be kept under visual surveillance by other officers at all times.

5.9 When money is drawn from this fund it shall be returned to the financial institution within a maximum of four (4) days, excluding weekends and holidays. A deposit receipt shall be obtained from the financial institution and presented to the Director of Finance or his designate.

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Mike Uberuaga, City Administrator

Date

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2/26/90