

GENERAL ORDER 17.3.1

Cash Management

GENERAL ORDER CROSS-REFERENCE: 43.6.1

SUMMARY

Describes the Department's cash management procedures.

DISCUSSION

The Department maintains several cash funds: a general cash till maintained in Records, a petty cash fund maintained in the Office of the Chief, a cash till maintained in Animal Control, a cash till maintained at the Springfield Municipal Jail, and a confidential fund maintained in Investigations. All funds receive allotments from the Department's budget and are reflected therein, except for the jail till which is strictly for inmate funds. Strict accounting methods must be maintained to safeguard the funds and the employees handling them.

POLICY

I

The general cash till in Records is the responsibility of the Police Office Supervisor. The petty cash fund in the Office of the Chief is the responsibility of the Office Supervisor. The cash till in Animal Control is the responsibility of the Patrol Lieutenant. The cash till in the Springfield Municipal Jail is the responsibility of the Jail Operations Lieutenant. The confidential fund is the responsibility of the Investigations Lieutenant. These personnel shall coordinate with the Finance Department to ensure that proper handling, accounting and reporting procedures are in place and followed.

II

The general cash till is kept in the Records unit and is used to accept cash from the public for bail and other fees collected by the Department. The Animal Control till is for the receipting of animal license fees only. Records clerks, communications officers, property control personnel, watch commanders, animal control personnel and any others designated by the Patrol Lieutenant and or the Investigations & Records Lieutenant are authorized to accept money for either till. A correct receipt shall be made for each transaction.

Money in the records and jail till shall be counted at least once each business day. Money to be transferred to the Finance Department shall be counted and placed in a sealed cash bag for transfer, along with a copy of the receipts. Refer to G.O. 43.6.1 for oversight of the confidential fund till. Amounts to be retained in each till shall be set by the Lieutenants responsible for each fund.

All cash tills shall be stored in a secure location and have the ability to be locked; access is limited to authorized personnel only.

III

The petty cash fund is maintained in the Office of the Chief. The Police Office Supervisor, Office Supervisor or designee is authorized to accept or disburse money from this fund. The petty cash fund shall be audited by the Finance Department annually.

The Office Supervisor shall maintain this fund at a level set by the Finance Department. Two signatures are required to receive cash from Finance. Receipts shall be made for all disbursements from this fund.

IV

The confidential fund is maintained in the Operations Lieutenant's office. Refer to G.O. 43.6.1

V

Funds in the Springfield Municipal Jail are referenced in the Jail Policy Manual and overseen by the Jail Lieutenant or designee.

VI

All Department members shall cooperate fully with any audit of the Department's cash funds.

VII

All Department members including volunteers are covered by the City's bonding insurance policy.

Richard Lewis
Chief of Police