
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #17.3.1
EFFECTIVE DATE 7/24/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.6.1

Cash Management

17.3.1.1 PURPOSE AND SCOPE

This Policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties. In accordance with established procedures, the Department shall utilize an accounting system that identifies initial balance, cash received, cash dispersed, and balance on hand. Please refer to the Finance Department's Administrative Regulations and procedures related to the maintenance of cash funds and purchasing.

This policy does not address cash-handling specific to the Property and Evidence program or confidential Informants policies.

17.3.1.2 POLICY

It is the policy of the Springfield Police Department to properly handle and document cash transactions and to maintain accurate records of the transactions in order to protect the integrity of department operations and ensure the public trust.

17.3.1.3 PETTY CASH FUNDS

Petty cash funds are used to make purchases typically costing \$50 or less when there is an immediate need for an item that is not obtainable through the use of a city issued credit card. Petty cash funds are used to reimburse city employees for costs incurred to carry out city functions (parking, meals, etc.).

17.3.1.4 PETTY CASH TRANSACTIONS

The Office Supervisor in the Office of the Chief is the designated petty cash custodian for the Police Department. Petty cash transactions shall be conducted in accordance with Police Department procedure, which will align with Finance Department policy and procedure. The petty cash custodian shall:

1. Safeguard the cash on hand against theft, shortage, and improper handling through the use of a secured metal cash box.
2. Ensure all disbursements made from the petty cash fund are approved in advance by a supervisor, supported by a receipt as evidence of payment, and charged to the appropriate budget account number.

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3. Request replenishment of funds on a timely basis and in accordance with the Finance Department's voucher process.

17.3.1.5 PETTY CASH AUDITS

The Finance Department will set the funding level and process to receive cash from Finance.

Monies received through the Finance Department shall be placed immediately in the petty cash fund and properly documented. Petty cash funds shall be audited by the Finance Department annually. The Finance Department may also conduct periodic, unannounced audits of the funds throughout the year. Transference of fund management to another custodian shall require a separate petty cash audit by a command staff member and/or the Finance Department. The change of custodian and related audit shall be documented and initialed by custodians and auditors.

17.3.1.6 OTHER CASH FUNDS

Police Records and Animal Control accept money for the purchase of records, related documents and various fees. The Police Officer Supervisor in the Business Services Division is the custodian of the Records unit cash fund. The Animal Control Officer is the custodian of the Animal Control cash fund. A completed receipt shall be issued to the customer for each transaction and a copy maintained for the Finance Department. The money and receipts shall be turned into the Finance Department on a regular basis.

A cash fund is maintained at the Springfield Municipal Jail and is used strictly for managing inmate funds and funds are turned into the Finance Department on a regular basis, as appropriate.

17.3.1.7 OTHER CASH HANDLING

Cash fund custodians and their division commanders shall coordinate with the Finance Department to ensure that proper handling, accounting and reporting procedures are in place and followed.

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practical, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

17.3.1.8 PURCHASING "P" CARDS

The City of Springfield Finance Department Purchase Card program is maintained by the Finance Department and is intended to complement existing purchasing processes to acquire low-dollar purchase from merchants. Purchase cards are issued to individuals within the Police Department at the discretion of the Chief of Police, via the individual's supervisor. Refer to City Administrative Regulations for purchase card policy and procedure.

<http://springboard.springfield1.net/newspring/departments/finance/documents/AdminReg19.pdf>