

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Buy Fund Policy

DATE: February 11, 2016

BACKGROUND

I have created a policy to provide guidance and accountability for the use and maintenance of a cash fund to be used by the Police Department for investigative, enforcement and compliance purposes. While the Police Department had this cash fund when I took over, the promotion of our Lieutenant and full staffing level should allow the department to begin utilizing the funds again. I felt that creating a policy would provide guidance and accountability for department staff.

REQUESTED COUNCIL ACTION

Approval of the Buy Fund Policy to be added to the Cannon Falls Police Department Policy Manual and authorize the disbursement of funds to create the beginning balance and ongoing replenishment of funds as necessary to maintain the fund balance at a level as determined by the Chief of Police.

CANNON FALLS POLICE DEPARTMENT

SECTION 3-17
SUBJECT: BUY FUND

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POLICY

To maintain buy fund accountability, the Chief of Police or designee shall have custody of and administrative responsibility for the Buy Fund. To establish operating procedures that governs the accounting and the issuance of buy fund moneys. Access to the fund is for the entire Department.

PURPOSE

To clearly establish for agency personnel the use of the Buy Fund for investigative, enforcement and compliance purposes and indicate controls upon it.

SCOPE

This section is applicable to all licensed members of the Cannon Falls Police Department.

STANDARDS

3-17.01 REQUESTING OF FUNDS

Requests for use of buy funds shall be made to a supervisor; the request will identify the purpose of the request and what the anticipated outcome will be. Requests may be made in person or by e-mail. The supervisor if not in charge of the funds will make a request for funds to the person in charge of the buy funds.

3-17.02 RECORD/RECEIPT OF BUY FUND EXPENDITURE

If the request for buy funds is approved, the officer receiving the funds will sign a log indicating the date, officer, purpose, and amount. The officer will be responsible for returning the unspent money and/or providing a signed receipt for the money expended.

3-17.03 REIMBURSEMENT OF FUNDS

Requests for replenishment of the buy fund must be made by the person in charge of the buy funds and approved by the Chief of Police. The approved request and corresponding receipts for funds spent will be made to the Finance Department. Checks for the requested replenishments are to be issued in the name of the Chief of Police or designee.

3-17.04 REIMBURSEMENT OF FUNDS

Whenever possible any buy funds spent to defendants, convicted of the connected crime, a request for reimbursement will be filed with the Court. Any funds reimbursed by defendants through court action will be deposited into the general fund of the City.

3-17-05 AUDIT OF BUY FUNDS

Buy funds will be formally audited at least one time per year by the Finance Department. There will be no set date for such audits. At least two times per year, in addition to the audit, cash balance verification will be conducted. The audits will be conducted to insure compliance with policy procedures, as well as City procedures.