

## COLCHESTER POLICE DEPARTMENT

SUBJECT: Purchase of Evidence/Payment to Informants Policy

EFFECTIVE DATE: September 4, 2014

NUMBER: GENERAL ORDER # 28

REFERENCE:

SPECIAL INSTRUCTIONS: updates G.O. #28 issued 7/21/2008

REEVALUATION DATE: As needed

APPROVED:

*Monisa #190*

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**POLICY:** CPD shall establish control and accountability procedures for the Purchase of Evidence/Payment to Informants Policy (Henceforth referred to as PE/PI Policy) and to identify legitimate uses of the monies. The primary purpose of these funds is to facilitate criminal investigations when the routine billing procedure may expose undercover members or covert operations to unauthorized personnel.

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- II. Procedures for disbursement
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### I. USE OF PE/PI FUNDS

- A. PE/PI funds will be disseminated only for the following purposes:
- (1) Investigative funds for the purchase of illegal drugs, contraband, and other criminal evidence.
  - (2) Flash and front money.
  - (3) Informant payments:
    - (a) must be documented and expenditures cross referenced with the informant's file(s).
    - (b) witnessed by two officers
    - (c) any necessary expenditure which will keep the informant motivated to work towards the investigative goal.
  - (4) Vehicle rental.
  - (5) Motel room rental.
  - (6) Miscellaneous expenditures necessary to facilitate undercover operations.

- (7) Undercover telephone bills.
- (8) Undercover office space and associated expenses.
- (9) Funds to purchase and maintain undercover equipment when such funds are necessary to maintain covert operations or the identity of undercover investigators.
- (10) Other expenditures as deemed necessary by the Support Services Lieutenant.

NOTE: Expenditures not listed above are authorized only with the prior approval of the Chief of Police.

- B. Expenditures from the fund should be utilized on a need basis only and when it is not feasible to utilize other available funds or means (*credit cards, direct billing, expense accounts, etc.*) for authorized expenditures. Expenditures for food, etc., for the members are not considered authorized expenditures unless the member is in an undercover capacity.
- C. PE/PI documents shall remain confidential. Disclosure of such information may lead to the identification of a confidential informant.

## II. PROCEDURES FOR DISBURSEMENTS

### A. Account Maintenance

- (1) The PE/PI cash fund account will be controlled by the Chief of Police or his/her designee. Typically, the Detective Sergeant will be the Fund custodian. The fund custodian shall not be permitted to make disbursements to him/herself and will disperse funds only to authorized personnel.
- (2) The fund custodian shall have the following responsibilities:
  - (a) Maintenance of the fund in accordance with all the appropriate laws and procedures.
  - (b) Proper disbursements and deposits.
  - (c) Bookkeeping and banking procedures.
- (3) Account Withdrawals
  - (a) PE/PI funds may be withdrawn only by personnel as designated by the Chief of Police. All PE/PI withdrawals must be authorized by the Chief of Police or his/her designee.
  - (b) It shall be the responsibility of the Support Services Lieutenant to ensure proper compliance with expenditure policy and other procedures.

- (c) Prior to the issuance of any funds from the PE/PI account, the member receiving the funds shall provide to the fund custodian a request for funds that includes case number, intended purpose of funds and any other relevant details.
- (d) The fund custodian shall photocopy all monies disbursed. Both the custodian and the recipient shall sign and date the photocopy.

#### (4) Account Deposits

- (a) Monies returned to this agency as part of plea agreements and/or other court orders in drug related cases will be deposited into this account. This refers to state courts only.
- (b) All deposits will be properly documented and a quarterly report will be generated by the fund custodian.

#### (5) Expenditure Accountability

- (a) The member receiving the funds is responsible to insure fund expenditures are in compliance with this policy. The receiving member is also accountable for proper return to the account of unexpended funds and for proper documentation of all expenditures.

### **III. ACCOUNTING & AUDIT**

- A. The fund custodian is required to furnish, within ten (10) days of the end of the quarter (ending, September 30, December 31, March 31, and June 30) to the Chief of Police all PE/PI cash expenditures for the previous quarter. The PE/PI cash forms will detail all expenditures with a running account and balance of cash on hand at the end of the quarter.
- B. Cash on hand at the end of the quarter will be witnessed and verified by a second officer. The Detective Sergeant or other recipient of PE/PI funds will maintain custody of the cash on hand and will not dispense funds to any member until the individual account has been reconciled.
- C. Prior to the conclusion of the last quarter of the state fiscal year ending in June, the Detective Sergeant or recipient of PE/PI funds will turn in all cash on hand, receipts and outstanding PE/PI cash forms to the Chief of Police or designee for complete auditing purposes.

### **IV. ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment pursuant to the Colchester Police Department's rules and regulations.

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