

GENERAL ORDER, OPERATIONS, NUMBER 16  
APRIL 3, 2001  
WATERLOO POLICE DEPARTMENT

A. Subject:

Accounting of Confidential Funds

B. Purpose:

To provide a monthly accounting and auditing system that identifies the receipt and expenditure of City and State confidential funds, commonly known as "buy money".

C. Policy:

It is the policy of the Department that the following procedures will be adhered to when any or all confidential funds are requisitioned, received or expended.

D. Procedures:

1. Acquisition of funds:

- a. The Investigative Division Commander shall assure the Department has adequate confidential funds on hand to accomplish the daily operations of the Department for the purchase of contraband, stolen property, evidence, information, and actual expenses to aid in criminal investigations.
- b. The Investigative Division Commander or other Commander acting in his capacity in the event of his absence, shall be the only person eligible to requisition funds from:
  1. City's Confidential Funds Account
  2. State of Iowa, Department of Public Safety, Division of Narcotic Enforcement (DNE)
  3. Mid-States Organized Crime Information Center (M.O.C.I.C), or any and all other confidential "buy money" fund sources.
- c. Requisition of City confidential funds shall be completed and processed through the City Clerk's Office by the Administrative Division Commander, using established City accounting procedures.
- d. Requisition of DNE confidential funds shall be acquired in accordance with the policy and procedures established by the Iowa Department of Public Safety, and then processed

through the City Clerk's Office by the Administrative Division Commander, using established City accounting procedures.

2. Receipt of Funds:

- a. All funds received, from any source, which are designated for use as Confidential Funds shall be processed through the Administrative Division Commander in compliance with City and Department procedure.
- b. All funds received, from any source, which are designated for use as Confidential Funds shall be accounted for by establishing separate line item accounts, using standard bookkeeping and accounting principles.
- c. Any monies from the City's Confidential Fund held as evidence in a criminal prosecution and returned to the Department by virtue of Court Order shall be returned to the appropriate revenue account.
- d. Any and all confidential fund monies not the property of the Department, seized and held as evidence in a criminal prosecution and awarded to the Department by virtue of Court Order shall be credited to the Department's Law Enforcement Trust Fund, forfeiture account.

3. Disbursement of Funds

- a. All disbursement of any and all confidential funds shall be done in compliance with City and Department established policy, guidelines, or General Orders.
- b. All Disbursement of any and all confidential funds shall be done by the Captain and/or the Lieutenants of the Investigative Division in compliance with the procedures established in General Order Operations, Number 7, Confidential Informants.

4. Accounting of Confidential Funds:

- a. The Investigative Division Commander shall be responsible for the safekeeping and accounting of all Department confidential funds.
- b. The investigative Division Commander, or designee, shall maintain separate ledgers of transactions for City, State, and/or other outside confidential funding sources respectively.

1. Each ledger shall reflect the dates of transaction, explanation of the transaction, expenditure voucher,

warrant or check number, amount of monies received or disbursed, and reflect the balance of cash on hand.

- c. The Investigative Division Commander, or designee, shall submit a monthly statement at the beginning of each month of each ledger account's activities for the preceding month.
  1. Each monthly statement shall include an accounting ledger which reflects the date of the transaction, explanation of the transaction, amount of transaction, who made the transaction and who received the transaction, control number, case and/or memo number, and the balance on hand.
  2. Each monthly statement shall also include a completed and signed Confidential Fund Expenditure Voucher Receipt with a control number that corresponds to each monthly accounting ledger transaction. (See attachments A (City) and B (Tri-County)).
  3. Each monthly statement will also include a copy of the completed State of Iowa, Department of Public Safety, Division of Narcotics Enforcement, Law Enforcement Buy-Fund Monthly Status Report.
  4. The signature of the Investigative Division Commander certifying the monthly report shall appear on the "Submitted by:" line.
- d. Monthly reports shall be submitted to the Administrative Division Commander no later than the 10<sup>th</sup> day of each month.
  1. The Administrative Division Commander shall audit the monthly reports, review the reports, and sign the report on the "audited by:" line.
  2. A copy of the audited monthly reports shall be kept in a special Confidential Fund File, and a copy forwarded to the Chief of Police.

By Order of:

Thomas J. Jennings  
Chief of Police