

BILL NO.: 4520

ORDINANCE NO.: _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #19 "CASH FUND / ACCOUNTS MAINTENANCE" POLICY; AND PROVIDING FOR THE REPEAL OF EXISTING GENERAL ORDER #2016-19 "CASH FUND / ACCOUNTS MAINTENANCE" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached General Order 19, Cash Fund / Accounts Maintenance Policy, in compliance with CALEA standards; and such shall repeal and replace existing General Order 2016-19, Cash Fund / Accounts Maintenance Policy.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 20th day of February 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this _____ day of _____ 2017

Theodore Hoskins, Mayor


ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 19
CASH FUND/ACCOUNTS MAINTENANCE		
ISSUE DATE: 2/16/2017	EFFECTIVE DATE: 3/6/2017	DISTRIBUTION: ALL PERSONNEL
AMENDED:		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 17.4.2		NUMBER OF PAGES: 2

PURPOSE: The purpose of this directive is to establish guidelines for the fiscal management operations of the Department.

POLICY: It is the policy of the Berkeley Police Department to follow established guidelines of the City of Berkeley Finance Department as they relate to the fiscal activities of the Department and to ensure all reasonable steps are taken for the proper issuance, use and maintenance of cash and property entrusted to the Department.

PROCEDURES:

MAINTENANCE OF CASH FUNDS [CALEA 17.4.2]

- A. The operation of cash funds or accounts is necessary to assist the Department in meeting its goals. A certain amount of cash transactions will occur during the course of department business. The maintenance of these funds or accounts is important to ensure integrity and accountability in those instances when members are permitted to receive, maintain, or disburse cash. [CALEA 17.4.2]
- B. For the purpose of this directive, cash funds or accounts include the cash box in the Records Section where all Records Clerks are authorized to accept cash; petty cash in Fiscal Management where the Police Chief Secretary may accept and disperse cash as part of her duties; and, confidential fund monies maintained by the Police Chief Secretary who is authorized to operate that account along with the Chief of Police to disburse confidential fund monies to further investigations. Patrol, Investigative and Evidence and Property personnel may serve as a means to accept, deposit or disperse seized currency as a result of forfeiture but are not authorized to hold cash in a cash fund. [CALEA 17.4.2 e]
- C. All cash funds designated by this directive are required to contain certain elements that include; a balance sheet or some other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand. [CALEA 17.4.2 a]
- D. Receipts or documentation for cash received is required for all transactions in which members accept cash. [CALEA 17.4.2 b]
- E. Proper authorization is required by the Chief of Police before any cash disbursement occurs. This rule does not include making change from a cash fund.

[CALEA 17.4.2 c]

- F. Records, documentation, or invoices are required for all cash expenditures from cash funds. Examples of documentation include receipts, purchase orders, or any other equally effective manner. The commander or supervisor responsible for each cash fund or account is required to maintain all relevant documentation of cash fund activity. [CALEA 17.4.2 d]

PETTY CASH FUND

- A. A petty cash fund is designated for small supplies and expenses, generally in amounts of fifty (\$50.00) dollars or less. This fund will be stored in a secure location.
- B. The petty cash fund is generally maintained at two hundred (\$200.00) dollars and replenished as necessary by the City of Berkeley Finance Department.
- C. Petty cash activity and records will be maintained as specified by the City of Berkeley Finance Department.

QUARTERLY ACCOUNTING

- A. The Department will use a budget/accounting system specified by the City of Berkeley Finance Department.
- B. The commanding officer of the responsible section/division or designee is responsible for conducting quarterly audits of cash funds or accounts and reporting the findings to the Chief of Police. [CALEA 17.4.2 f]

DRAFTED BY: Eye-Liza Conner	DATE: 2/10/17
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 2/13/17
APPROVED BY: Public Safety Committee	DATE: 2/16/17
APPROVED BY: Berkeley City Council	DATE: 3/6/17