3-01/110.80 - Informant Payments

Payments to informants may only be made to those currently documented as “active” informants. This can readily be determined by the last four digits of the informant control number showing the expiration date for the “active” status. All informant payments and any investigative expenses must be detailed in a supplemental report under the appropriate URN. The supplemental report shall be crossed referenced to any reports documenting seizures, arrests, or search warrants.

In addition to the supplemental report documenting expenses and informants’ payments, the investigator shall complete a Special Appropriation Expense Claim (SH-AD-103) for submission to the respective Patrol Division Chief or Detective Division Chief.

For further instructions to assist in documenting informant payments, refer to Manual of Policy and Procedures Section 3-05/050.05.

Only a lieutenant or a higher rank may authorize an informant to have “paid” informant status. The approving lieutenant shall sign the Informant Activation Form (SH-AD-685) and the Informant Payment Receipt (SH-AD-688.) An informant whose status is requested to be changed from “defendant” status to “paid” status must be approved by the unit commander after showing that the “defendant” status has ended and they have satisfactorily completed their obligation and reliable performance as a defendant informant.

Fees paid to informants shall comply with the following limitations and authorizations:

Sergeant	up to $300.00
Lieutenant	up to $1,000.00
Captain	up to $5,000.00
Commander	up to $10,000.00
Chief	up to $25,000.00
Assistant Sheriff	up to $50,000.00
Undersheriff or Sheriff	$50,000.00 and above

All expense fees of $5,000.00 or more shall be documented on a Special Appropriations Expenditure Voucher (SH-AD-3) which can be obtained through the Special Accounts section at Administrative and Training Division/Financial Programs Bureau, and approved by the unit commander, area commander, division chief, and the assistant sheriff.

Payments to informants shall be made and witnessed by at least two sworn personnel. In addition, the following level of sworn personnel shall be present and witness the informant sign the Informant Payment Receipt (SH-AD-688):

Deputy up to $100.00

Sergeant up to $300.00

Lieutenant up to $5,000.00 and above

The highest ranking sworn person on scene shall sign the Informant Payment Receipt acknowledging the informant received the payment.

Funding of Informant Expenses

Deputy personnel shall not use their personal funds for informant payments and/or expenses, controlled purchases of narcotics, or other evidence relating to the investigation. All funds for the use of controlled purchases of narcotic related investigations shall be obtained through the Detective Division's Narcotics Bureau and its access to the Department's Special Appropriations Funds approved by the Narcotics Bureau Unit Commander and the Detective Division Chief.

Funds for other investigative expenses, informant fees and authorized informant expenses may be approved by the concerned unit commander and the division chief. Refer to MPP Section 3-05/050.00 for Special Appropriations Fund use for investigative expenses.