99-05 INVESTIGATIVE FUND

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 07, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 99-05 INVESTIGATIVE FUND (Revised 04-07-06)**

Purpose of Directive:

The purpose of this Station Order is to establish procedures for the regulation and accountability of Carson Station's Investigative Fund which is available for*non-narcotic related investigations.*

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

Carson Station has been given authorization to maintain a "master fund" of money, not to exceed $500 without prior authorization of the Unit Commander, that can be used to cover expenses incurred in the investigation and suppression of ***non-narcotic related*** criminal activity. ***Narcotic-related investigations shall be handled by the Narcotics Bureau.*** This account is called the Investigative Fund and its use is described and controlled by this Directive and by general guidelines delineated in the Department's Manual of Policy and Procedures, section 3-05/050.00, Special Appropriation Fund. Any monies necessary for

investigative operations in excess of this fund's amount shall be requested from the Department's Special Appropriation Fund through appropriate channels.

Usage Controls

The Manual of Policy and Procedures provides some guidelines on how these funds can be spent. Carson Station's fund shall be accessed for the following reasons only, unless prior authorization is obtained from the Unit Commander.

1. Admissions for investigative purposes.
2. Wagers for gambling investigations.
3. Approved emergent supplies
4. Required equipment for investigative and suppression purposes.
5. Purchases for investigative purposes.

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Access to the Investigative Fund

All monies shall be secured in the Watch Commander's safe. Detective personnel desiring to access the account may do so with the prior authorization of the Detective Bureau Commander, or his/her designee. All requests to access this fund shall be made through the Carson Station's Detective Bureau.

Detectives shall complete a "Carson Station Investigative Fund - Claim for Expense" (SH-AD 103). This form shall be routed through the Detective Team Supervisor to the Detective Bureau Commander or designee. Once approved, the detective shall present the form to the Watch Commander, who shall disperse the amount authorized. The Watch Commander shall ensure that the withdrawal is properly recorded in the account ledger (Station Investigative Fund Log).

If the monies are for "informant fees", the detective shall ensure that a "Receipt from Informant

Payee" form is completed, signed, and submitted to the Detective Bureau Commander for filing. The Detective Bureau Commander shall create an appropriate filing and records

system to retain requests, receipts, activity logs, etc., and shall maintain these records for five years.

The Watch Commander releasing the money from the Station's Investigative Fund shall note

the withdrawal on the Fund Accounting Form in (a ledger sheet maintained with the monies in the
safe) and on the Watch Commander's Shift Summary Report.

All money withdrawn or replaced in this account shall be properly recorded on the Fund Accounting Form. All entries on the form will be clearly printed in **indelible ink.**

Fund Administrators

The Unit Commander shall be designated as the Fund Administrator and shall periodically inspect the ledger and all transactions.

The Detective Bureau Commander shall be designated as the Assistant Fund Administrator. The Detective Bureau Commander, or his/her designee, shall be responsible for the preparation and submission of all appropriate reimbursement forms and for conducting a quarterly audit of the account. The Detective Bureau Commander shall also establish a daily audit procedure for Watch Commanders.

All fund accounting records shall be maintained for three years.
Reimbursement Procedures

The Investigative Fund is a "revolving" fund, which means that the money expended will be replaced by Fiscal Administration as it is used.

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Fiscal Administration has specific requirements for reimbursement and the following instructions shall be adhered to:

- A receipt shall be obtained for any purchases made with Fund Accounts.
- A file number (URN) shall be obtained and reported for any case involving this

account.

- A "Claim for Expense" form shall be completed.
- A "Receipt from Payee" form shall be completed.

It is the Detective Bureau Commander's responsibility to arrange for reimbursement to maintain the account's $500 balance.

Any questions regarding this Station Order should be addressed to the Detective Bureau Commander.

TSR:JPB:jpb