

01-10 Bureau Fund



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-01

Subject: EMPLOYEE MAINTAINED FUND (BUREAU FUND)

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The Bureau maintains an employee fund for the benefit of Bureau personnel, and in some cases, members of their families. The Fund is commonly known as The Fraud & Cyber Crimes Bureau Fund.

EMPLOYEE MAINTAINED FUND

The Fraud & Cyber Crimes Bureau Fund is open to all Bureau members.

The Bureau Fund is operated by the Bureau Fund Committee (BFC), which is the representative voice of the Bureau Fund Members (BFM). Committee membership is open to all Bureau Fund Members. The list of current representatives is listed in Appendix #1 and shall be maintained by the operations lieutenant. Appointments to the committee should be the sole discretion of the unit commander.

The following guidelines will remain in effect:

It will be a Bureau Fund with all benefits available to each contributor based upon paid contribution.

Contribution is \$20.00 per year (Sworn) and \$10.00 per year (Professional Staff). Participation is optional; however, all bureau members are encouraged to participate.

An audit of the Bureau Fund will be held as often as deemed necessary to oversee the security and appropriateness of fund expenditures. However, an audit shall be conducted at least quarterly by the administrator of the fund.

Benefits of the Bureau Fund consist of the following:

- A. Plant/Flowers/Baskets/Cards for qualifying situations with an \$80.00 maximum limit. Examples Include:
 - a. Death of Bureau Fund Member (BFM), a spouse, child, BFM's parent, brother, sister, or parent in-law.
 - b. Major illness or injury for all persons listed above. Major illness or injury is defined as a life threatening or severely disabling medical condition usually requiring hospitalization.
 - c. Childbirth of a Bureau Fund Member
- B. Card only qualifying situation
 - a. Any circumstance wherein it becomes necessary for the Bureau
 - b. Fund to express a group sentiment to any employee,
- C. Retiree/Transfer/Promotion plaque,
 - a. An FCCB plaque will be given to all current Bureau Fund Members who have been assigned to the bureau for at least one year, upon retiring, transfer or promotion.
- D. Only Bureau Fund Members are eligible to participate in the prize raffle for prizes purchased by the Bureau Fund.

Contributions:

The annual dues entitles BFM's to all benefits. The amount of the annual dues will be reviewed by the Bureau Fund Committee annually.

The primary membership enrollment period is during the months of December and January, for the latter calendar year. However, membership is available at any time. Membership dues will not be prorated. The fund operates on a calendar year.

ADMINISTRATIVE

- 1. The following items shall be kept under the control of the Fund Administrator.
 - A. The transaction book, which records money received and expended* All transactions shall be initialed by the Fund Administrator and the Bureau Commander.
 - B. The Bureau Commander shall approve all expenditures over \$50.00.
 - C. The Bureau Fund checkbook. The only persons authorized to write checks are the Authorized Check Signers. Two signatures are required on any check.
 - D. The Bureau Fund log which shows current fund membersu
 - E. The Monthly bank statements.

F. Membership list.

2. A monthly reconciliation report, containing all transaction receipts, will be generated by the Fund Administrator and reviewed by the Bureau Commander.

3. Any expenses not specifically addressed in this order, or any deviation of the listed expenses, may be made with the concurrence of the Bureau Commander.

RELATIVE POLICY SECTIONS

MPP 3-05/090.00 EMPLOYEE MAINTAINED FUNDS

MPP 3-05/909.05 BANKING PROCEDURES

MPP 3-05/090.10 METHOD OF COLLECTION

MPP 3-05/090.15 RESPONSIBILITY

APPENDIX #1

Fraud & Cyber Crimes Bureau Fund Committee Members for 2020

Committee Members: Lt. Shawn Kehoe OAll Jinna Reese
(Minimum of 6) Sgt. Alex Gilinets Sgt, Jacqueline Luna
ITC Dinorah Ruvalcaba CA Elizabeth Rodriguez

Committee Chariman: OAll Jinna Reese

Fund Administrator: Sgt. alex Gilinets
Sgt. Jacqueline Luna

Asst. Fund Administrator: Lt. Shawn Kehoe

Authorized Check
Signers:

(Minimum of 3)

Sgt. Jacqueline Luna

Sgt. Alex Gilinets

OAll Jinna Kannan
