

## 03-02 Information Fees - Accounting Procedures



### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

### DETECTIVE DIVISION

### FRAUD & CYBER CRIMES BUREAU

**Bureau Order Number: 03-02**

**Subject: INFORMANT FEES - ACCOUNTING PROCEDURES**

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

### PURPOSE

During the course of an investigation, a Fraud & Cyber Crimes Bureau investigator may find it necessary and appropriate to pay a fee to an informant to obtain information. In those instances, the below procedure will be followed.

### PROCEDURE

1. The investigator desiring to pay an informant fee will advise his unit sergeant in advance of payment.
2. If the team sergeant feels the payment is justified, he will advise his team lieutenant, again in advance of payment.
3. The team lieutenant will evaluate the worth of the information, activity of the informant, and the amount of the fee. If the lieutenant determines the payment is justified, he or she will verbally authorize such payment.
4. After receiving authorization, the investigator will ascertain if the informant has an active confidential informant package on file. If the informant is not an active informant, create a package following the procedure in MPP 3-01/1 10.65 —Informant Packages.
5. If the informant has a package on file, but the informant has not been active in the preceding 180 days, reactivate the informant by adding an updated RAP sheet to the informant package. The RAP sheet shall be signed by the unit lieutenant. Obtain the money for the payment from the Bureau or Headquarters Special Appropriations fund. All procedures regarding the receipt and reimbursement of Special Appropriations money will be followed. Refer to Bureau Order No. 03-01 , Investigative Expenses and Expense Claims.)
6. At the time the money is paid, have the informant sign a receipt for the payment. This receipt will be

placed in the informant package.

7. The activity of the informant and the money paid on the informant's Record of Accomplishments form in the informant package.
8. Payments to informants will not occur unless there is an active informant package on file.

This order is a guideline and does not supersede MPP 3-01/1 10.60 — Use of Informants or MPP 3-01/1 10.80 — Informant payments.

---