

08-02 INVESTIGATIVE EXPENSES AND EXPENSE CLAIMS



TASKFORCE FOR REGIONAL AUTO THEFT

Unit Order: 08-02

Subject: INVESTIGATIVE EXPENSES AND EXPENSE CLAIMS

Effective Date:	10/01/2008	Last Date Revised:	11/03/2016
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish procedures for the use of investigative funds. This order is not all-inclusive. It shall be the responsibility of the individual requesting the use of the funds and the supervisors approving the use, to be familiar with Manual of Policy and Procedures section 3-05/050.05, Detective Order 3-1, and Government Code section 29435.

GUIDELINES

TRAP has one thousand dollars at its disposal for use in investigations. The operations sergeant, operations lieutenant, and the Project Director have access to the funds. As the funds are spent, they are reimbursed by Fiscal Administration.

AUTHORIZED EXPENSES

Government Code section 29430 establishes a Sheriff's Special Appropriations Fund. In accordance with Government Code section 29430, this fund is only to be used for:

- Expenses incurred in criminal cases arising in the county, and/or
- Expenses necessarily incurred in the preservation of peace, and/or
- Expenses necessarily incurred in the suppression of crime

Authorized expenditures

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A. Admissions

B. Investigations - Undercover

C. General expenses not covered by other categories but which are essential to the successful completion of an investigation and which have specific approval from the Division Chief or Commander

D. Investigative Purchases

E. Informant/Witness

F. Certain exceptions for investigative travel, subsistence, mileage, parking, and office supplies

ACCOUNTABILITY

The Unit Commander shall:

- Receive the Special Appropriations Fund money from Fiscal Administration
- Assign a Fund Custodian to maintain and provide the monies as directed, and who shall be someone other than the Unit's Record Keeper
- Review and approve the Unit's weekly claim, if applicable
- Direct a Lieutenant, or Sergeant, with no Special Appropriations Fund responsibilities to reconcile the fund on a quarterly basis and unannounced. Any discrepancy shall be reported to the Unit Commander
- Ensure the original approved Unit's claim is sent directly to Division headquarters by a person other than the claim preparer

The Fund Custodian shall:

- Disperse the Unit's advanced money to Unit members using a "Blue" form (SH-CR-175) marked ADVANCE
- Mark the "Blue" CANCELLED when the money is returned, and return the "Blue" to the borrower
- Keep a log to record all disbursed money and its return

The Unit's Record Keeper shall:

- Be someone other than the Fund Custodian
- Review, control, and document the processing of the Unit's expense claims Reimburse for claimed expenses
- Provide for the safekeeping of documents
- Prepare a weekly Unit claim to consolidate individual Unit claims (3-05/050.15)
- Submit the Unit's claim to the Unit Commander for approval
- Maintain a Claim Log to document and track claims
- Reimburse for claimed expenses

INVESTIGATIVE FUNDS

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When a detective needs funds for an investigation, they shall do the following:

- A. Complete a "Blue" slip. (Refer to SH-CR-175)
 1. File number. If no file number, write "no file" and have the area lieutenant initial it
 2. Date it
 3. Amount received: After the dollar sign. (300.00) On the second line print the amount like on a check. (Three Hundred-00/100)
 4. For: (example-auto theft investigation)
 - a. Include the informant's # if applicable
 5. Received: Sign your name. On the line above, print your name
 6. Employee number
 7. Approve: Lieutenant Signature
 8. Date
 9. TRAP (San Gabriel Valley, South, West)
 10. Title: Lieutenant
- B. Give the "Blue" slip to the appropriate area lieutenant for approval. If the appropriate area lieutenant is unavailable, seek approval from the TRAP operations sergeant.
- C. Accompany the lieutenant or operations sergeant to the safe.
- D. The lieutenant or sergeant will enter the transaction on the Special Appropriations Funds Log. Write "advance" and the line number of the transaction on top of the "Blue" slip.
- E. The lieutenant will give the investigator the funds and put the "Blue" slip in the funds box.
- F. The investigators are responsible for the funds given to them. Immediately upon conclusion of the investigation, the investigator shall complete a Special Appropriation Expense Claim form (checking the individual claim box) and supply documentation supporting the dispersal of the funds. A memorandum, detailing the need for the expense, is always required along with any report(s), receipts, or other forms of documentation. The investigator shall then give the claim form, memorandum, and supporting documentation to their supervisor for approval.

Claims will be submitted no later than 1200 hours on Tuesday. Claims will cover the previous week (Monday - Sunday).

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G. If the investigator did not use all of the funds given to him/her, they will keep the funds until Fiscal Administration reimburses the amount the investigator disbursed. Periodically, the investigator shall have the area lieutenant or operations sergeant check the safe to determine if the reimbursement has arrived. The reimbursement will be in a package with the investigator's name on it. The investigator and the lieutenant will count the reimbursed funds. The investigator shall then give the lieutenant the unused portion of the funds (if any). The total of the reimbursement and any unused funds (if any) shall total the amount of funds disbursed on the "Blue" slip. The lieutenant will write "canceled" and the date on the "Blue" slip, and complete the return section of the Investigative Funds Log. The investigator shall then make a copy of the "Blue" slip and give it to the lieutenant. The lieutenant shall place the copy in the log book and give the original "Blue" slip to the investigator.

SUPERVISOR RESPONSIBILITY

A. The area lieutenant shall be responsible for the distribution of the funds, completing the Investigative Funds Log, and approving the "Blue" slip upon the request for funds.

B. When a supervisor receives a Special Appropriation Expense Claim form(s), they shall review it with the investigating detective and make sure supporting documentation has been attached. They will then complete a Special Appropriation Expense form checking the unit claim box. All of the claim forms and documentation shall then be given to the operations sergeant.

C. The operations sergeant shall review all claim forms and documentation submitted by the supervisors. The operations sergeant shall complete a Special Appropriation Expense Claim form for the entire unit, checking the unit claim box. The operations sergeant shall then give the completed package to the operations lieutenant for review. The Unit Commander will then receive the completed package for a final review and signature.

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PROJECT DIRECTOR
