

## 1-3 EMPLOYEE MAINTAINED FUNDS



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 1-3**

**Subject: EMPLOYEE MAINTAINED FUNDS**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

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#### I. CONCEPT AND ISSUES

##### A. PURPOSE

The purpose of this bureau order is to define the process or the maintenance and oversight of employee maintained funds.

##### B. BACKGROUND

Homicide Bureau utilizes and retains employee maintained funds.

##### C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

##### D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

##### E. ACCOUNTABILITY

The Unit Commander.

##### F. CONCLUSION

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The intent of this policy is to establish methods for maintenance, banking, method of collection, and responsibility of the fund.

### **II. POLICY**

Any deviation in the use of employee maintained funds will require the notification and approval of the Homicide Bureau Captain.

The process for handling employee maintained funds is delineated in the Manual of Policy and Procedures under Section 3-05/090.00.

The process provides for the maintenance, banking, method of collection and responsibility of the fund. Any Unit or Employee Fund that does not meet the criteria of the Manual of Policy and Procedures will not be used by any Unit or such Unit of the Homicide Bureau.

Likewise, the acquisition of monies for any Employee Fund will be through contributions of employees or sales of items purchased from the Fund. The appropriation of monies or other property in any other manner is unacceptable.

The Homicide Bureau Unit Commander shall administer the Employee Fund. It is the responsibility of that person to review Section 3-05/090.00 of the Manual of Policy and Procedures to ensure that the Employee Fund is maintained in conformance with those parameters.

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