

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 10/11/2018	Supersedes Policy Dated: 10/06/2015	Rescinds:	SOG Number: 402.7
Accreditation Index: 17.4.2 ¹			
Part Title: Operations		Chapter Title: Criminal Investigations	
Chief of Police:			

Investigative Funds

I Policy

The Springfield Missouri Police Department hereby establishes specific guidelines and procedures for use of Investigative Funds for those assigned to the Criminal Investigations Persons and Property Sections.

II Definitions

III Procedure

1 RESPONSIBILITY

- 1.1 Ultimate responsibility for proper accounting of the funds rests with the Investigations and Support Services Bureau Commander.
- 1.2 Responsibility for the direct accounting and maintenance of the funds rests with the Persons Section Commander and Property Section Commander.
- 1.3 These Commanders will ensure that sufficient funds are disbursed to provide for their timely access.

2 PROPER USAGE

- 2.1 An investigator may request funds in advance or may request reimbursement for investigative expenses already incurred.
- 2.2 The amount will be based on operational need as determined by the Persons Section Commander and Property Section Commander. (CALEA 17.4.2(c))

¹ Accreditation Index revised, 5th Edition removed from CALEA standard reference, per PCO 18-025.

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- 2.3 Funds shall be disbursed to the account holders by checks requiring two signatures.
 - 2.3.1 Checks will not be issued until both signatures have been obtained.
 - 2.3.2 Those authorized to sign checks within the Criminal Investigations Persons and Property Sections are the CID Commander, Section Commanders, and the ISS Supervisor. ² (CALEA 17.4.2(c and e))
- 2.4 Cash transfers from one account holder to another are to be avoided except under unusual circumstances.
 - 2.4.1 Such transfers must have prior approval of either the Persons Section Commander or the Property Section Commander. (CALEA 17.4.2(c))
- 2.5 The recipient shall sign a receipt detailing the investigator's name, the date, the check number, and the amount of the advance. (CALEA 17.4.2(b))
 - 2.5.1 The recipient shall retain the original receipt for their records.
 - 2.5.2 The issuing authority shall maintain the copy.
- 2.6 Investigative funds must be stored in a locked bank bag, which is kept in a locked closet, cabinet, safe, or other locking storage area, except when the funds are removed for actual use, or when otherwise necessary due to the nature of the investigation.
- 2.7 Once issued the funds, the investigator is responsible for the security of those funds.

3 INVESTIGATIVE EXPENSES

- 3.1 Investigative expenses may include the following:
 - 3.1.1 Expenditures for food or lodging in conjunction with investigations, if approved by the Persons Section Commander or the Property Section Commander; (CALEA 17.4.2(c))
 - 3.1.2 The purchase of supplies, services, minor equipment, or other items needed for the investigation that cannot or should not be acquired through the normal purchasing procedures;

[REDACTED]

- 3.2 The investigator making the expenditure shall submit receipts to their Commander for expenses.
- 3.3 The Persons Section Commander and the Property Section Commander shall have final authority in determining the legitimacy of expenditures from the Investigative Fund.

² Section 2.3.2 revised, check signature authorization updated, per Policy Change Order 18-025.

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(CALEA 17.4.2(c))

- 3.4 Investigators may be required to reimburse the Investigative Fund or be subject to discipline for expenses that are not approved.

4 REPORTING (CALEA 17.4.2(a and d))

- 4.1 The Persons Section Commander and the Property Section Commander are required to complete an Investigative Expense Record (SPD Form # 01-IN-0367).
 - 4.1.1 Investigative Expense Records for the Criminal Investigations Persons and Property Sections will be completed monthly and are due no later than the 15th day of each month.³
- 4.2 The report shall contain sufficient information to document the event; item [REDACTED] number, date, amount paid, detail of the item purchased, the investigator who incurred the expense, and the suspect's name when applicable.
- 4.3 The Criminal Investigations Persons Section Commander and Property Section Commander will ensure a correct balance of funds for each officer receiving funds and conduct a thorough investigation should a discrepancy occur.

IV Attachments

3 Section 4.1.1 revised, unnecessary words removed, per Policy Change Order 18-025.

4 Section 4.2 revised, text marked for redaction, per Policy Change Order 18-025.