

	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>5.3 Safeguarding Cash</b>	
	<b>ISSUED: February 6, 2011</b>	<b>EFFECTIVE: February 6, 2011</b>
	<b>REVISED: April 13, 2021</b>	<b>RESCINDED:</b>
<i>N.Y.S. Accreditation Ref: A5.3</i>	<i>Page 1 of 1</i>	<i>Authority: Chief Robert J. Lucchesi</i>

### Safeguarding Cash

#### COLLECTING AND SAFEGUARDING CASH

1. Petty Cash - the Chief will maintain a petty cash fund. The money will be kept in a lock box in his secured private office. This money will be used for postage, UPS shipping, and small incidental articles which are needed immediately. All disbursements require an original receipt. When the funds need replenishing the Police Chief will instruct the Police Clerk to submit a purchase order to Town Hall for an additional disbursement of petty cash. Included with this purchase order will be the original receipts for the previous money spent.
  - a. The Chief of Police will maintain an electronic record of all petty cash fund disbursements to include the reason, the person issued to, the date of issuance, the amount, and a case number if available.
  
2. Confidential Funds - the Detective Division will maintain an account, for the use of making drug buys and paying informants. Any member assigned to the detective division or on a temporary assignment thereto, will be aware of all procedures as they relate to working with confidential informants and specifically confidential funds. The supervisor of the detective division shall be responsible for all transactions from this fund. The accounting process for this will utilize an excel spreadsheet in which the January 1 amount in the account will be entered and subsequent removals and additions will be added into the spreadsheet. This spreadsheet will be audited on at least a quarterly basis by the Lieutenant. Confidential funds will be kept secured in a locked mini-safe within the department's secured evidence room.
  
3. Fees for Records and Photos – The New Paltz Police Department does not collect fees for records and photos other than those applicable under New York State Public Officers Law, Article 6