

## Cash Handling, Security and Management

### 704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Informants policies.

### 704.2 POLICY

It is the policy of the Havre de Grace Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

### 704.3 PETTY CASH FUNDS

The Department does not maintain a petty cash fund. Department purchases must be approved by a Commander. If a member is seeking reimbursement for a department purchase, this must be approved by a Commander and will be processed by the City Finance Department.

### 704.4 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties, e.g., property managers, the Investigation Bureau supervisor and those who accept payment for department services will discharge those duties in accordance with the procedures established for those tasks (see the Property and Informants policies).

### 704.5 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of \$300 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.