

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE Friday, July 23, 2010	NUMBER 2418
SUBJECT Collections, payments and any other acquisitions of monies		
REVISED		
REFERENCE All Others	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 4

A. PURPOSE

Maintaining financial accountability within the business operations of a law enforcement entity is paramount to conducting good business, reinforcing individual honesty and suitably maintaining the agency's public image. The purpose of this general order is to describe how the City of Anderson Police Department will account for money and any other types of payments that are collected in the front office. As used in the general order, the term "collections" refers to any and all financial payments to the City of Anderson that are collected through the front office Records Unit of the City of Anderson Police Department.

B. POLICY

The policy of the City of Anderson Police Department is that all cash drawers maintained by the Records Unit, which contain any types of payments to the City of Anderson Police Department, must be reconciled and balanced each day. This policy will be strictly enforced with the exception of rare instances wherein circumstances may develop which would prohibit a daily instance of reconciliation and balancing.

C. PROCEDURES for RECONCILING and BALANCING COLLECTIONS

1. Usernames and Passwords
 - a. Records specialists must be signed into the computer/JEMS under their own log in user name and password.
 - b. Log in names, passwords and any other system-access protocol will not be shared with any other personnel.

2. Forms of payment
 - a. Cash,
 - b. Money Order,
 - c. Certified Check or
 - d. Credit Card
 - (1) Visa or
 - (2) MasterCard onlyas of the date of this general order.
 - e. Credit Card payments can be taken over the phone during regular business hours.
 - f. Personal checks will not to be accepted, unless approved by Records Unit supervisor.
3. Cash Drawers
 - a. Cash drawers will not be shared with any other personnel.
 - (1) Records specialists will be required to use their own cash drawer when accepting payments.
 - (2) Each individual personnel is responsible for their own cash drawer and key. No other personnel should have access and no personnel should let anyone else have their key.
4. Individual Responsibility and accountability for cash drawers
 - a. Each personnel is responsible for their individual cash drawer.
 - b. If there is a discrepancy in excess of \$10.00, the personnel will be financially responsible for replacing the entire shortage.
 - (1) This is why it is mandatory that personnel do not allow anyone else to have access to their cash drawer;
 - (2) This is why two people are responsible for counting up and verifying the daily collections for each cash drawer; and
 - (3) This is why each of the two personnel sign off on the daily deposit report.

- c. Discrepancies between reconciliation of receipts and balance-on-hand.
 - (1) Each personnel is responsible for his or her individual cash drawer.
 - (a) When discrepancies occur, the personnel whose cash drawer revealed a shortage will be financially responsible for the entire shortage amount if the shortage is in excess of \$10.00.
 - (b) In cases of an overage of cash or collections as compared to the receipts, the personnel will not receive a “bonus” for the overage. It will be documented and deposited as if it was a typical collection.
 - i. In the event that an overage occurs, personnel should make a reasonable effort to determine to whom the overage belongs, and, if determined, arrange to have the funds returned to the rightful owner. Finance should be notified in writing of this event.
- 5. Counting down the individual cash drawer
 - a. Each personnel with a cash drawer will count down their own drawer and another records specialist will recount and verify the funds. The second Records Specialist’s recounting will be witnessed by the cash drawer owner.
- 6. Absence of individual personnel during the time their cash box is to be counted
 - a. If a personnel is absent at the time their box is to be counted, the box is to remain locked and deposited the following day.
 - b. If a personnel has prior knowledge that they are going to be leaving early or coming in late, they need to be sure that their box is counted **PRIOR TO LEAVING**.
 - (1) For example, if someone is leaving after ½ day, their individual box should be counted and balanced before the affected personnel leaves.
- 7. The Daily Deposit and Report
 - a. Except in extenuating circumstances, deposits are to be made everyday.
 - b. The daily deposit report will list the initials of each user who has posted payments and the payment type (i.e. cash, checks, credit card).
 - c. The Clerk/Records Specialist will total up how much each person should have and then along with the Individual Records Specialist, they will count how much should be left in the box after the deposit is removed (i.e., the starting cash).
 - (1) The same procedure will apply with checks and credit cards.

(2) If the office is short-staffed, the records specialist supervisor can assist with balancing the cash drawers.

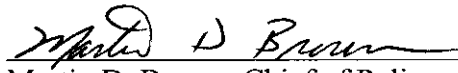
d. Both the personnel and clerk/records specialist will initial the daily deposit report once it is balanced and/or reconciled and/or if there is a documented discrepancy.

8. Procedures for when the system is down.

a. Normally, all payments will be processed via the JEMS system. Receipts are printed once the payment is posted. However, on the rare occasions when the system is down, all payments must be written in the cash receipts journal in full including at a minimum the following information:

- (1) account # (if known),
- (2) service address,
- (3) amount paid,
- (4) date paid,
- (5) address,
- (6) customer name, and
- (7) the initials of the Records Specialist who took the payment.

By order of:


Martin D. Brown, Chief of Police

7-8-2010
Date