



Fitchburg State University Police Department

Subject: CASH FUND / ACCOUNTS MAINTENANCE	
Reference: IACLEA: 1.2.1 MPAC:17.4.2	
Effective Date: August 20, 2019	Review Date: October 20, 2021
By Order of: Michael J. Cloutier, Chief of Police	

General Order

1.2.1

PURPOSE:

The purpose of this General Order is to govern the handling of cash, cash receipts and all cash transactions by personnel of the Fitchburg State University Police Department.

POLICY:

The Fitchburg State University Police Department **does not maintain a cash fund** for use in purchasing or other department transactions. All purchases made by the department, and its representatives, are to be completed by check, purchase orders or credit cards under the guidelines set forth by Fitchburg State University's Finance and Administration.

IACLEA 1.2.1 a,b,d,e,f, & g

PROCEDURE:

Members of the Fitchburg State University Police Department will not conduct cash transactions on behalf of the department and should use purchase orders or invoices for all authorized transactions. There are **three** situations where cash might be received by the department, and are outlined below.

1. Lost and Found

- a. If cash or coins are turned into the department, it should be logged as a call for service indicating:
 - i. Who turned the currency into the department,
 - ii. The amount of currency stating the total amount and the breakdown of each denomination (i.e. \$30= 5X \$1, 1X\$5, 2X\$10),
 - iii. Where the currency was located on campus, and
 - iv. The finder's contact information.

Chapter 1 – Law Enforcement Role and Authority

- b. The currency shall then be placed into temporary storage along with a copy of the call for service.
- c. The designated evidence officer shall make note of the item in the evidence binder and make arrangements to deposit the currency in an account maintained by Student Accounts, who will give receipt of all currency deposited at that time.
- d. The designated evidence officer shall maintain that receipt and original call for services.
IACLEA 1.2.1 c
- e. If the lost property is claimed, the designated evidence officer shall arrange to have a check drawn from Student Accounts to the claimer.

2. Evidence

- a. All cash received as evidence shall be logged into the Record Management system and placed into the temporary evidence locker.
- b. An evidence control form shall accompany the cash, and be processed as evidence following the policy of Chapter 15 of the Fitchburg State University Police Department's General Order.

3. Public Record Payments

- a. For the majority of Public Record Requests the department will not charge a fee. The exception to this could be if the request for a public record required more than four hours of labor to search for, compile, segregate, redact and reproduce a requested record.
- b. If a request is determined to require a fee, the fee shall be paid by the requestor by check or cashier check and deposited into the established account in Student Accounts.
- c. A copy of the check shall be made and electronically saved along with an electronic copy of the public record requested.

Approval:



Chief of Police

10/26/2021
Date