

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-7.12</b>
<i>Subject</i> <b>Confidential Expenditures</b>		
<i>Reference</i>		<i>Revised</i> <del>May 23, 2017</del> <b>July 23, 2019</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>May 23, 2019</del> <b>May 2021</b>	<i>No. Pages</i> <b>11</b>

## I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to maintain a confidential expenditure fund for the furtherance of investigations into various types of criminal activities, such as organized crime **and** illicit drug trafficking, and for the payment of sources of information. ~~Said This~~ **This** fund shall be included in the Department budget and shall be known as the Purchase of Evidence / Purchase of Information (PEPI) fund.

The ~~number amount~~ of funds will be determined by the Department budget. The Funds Custodian(s) will maintain each fund, along with the pertaining files and record logbooks separately.

## II. Definitions

- A. *Approving Authority* – Supervisor authorized to approve expenditures
- B. *Authorized Expenditure* – approved uses for the PEPI fund
- C. *Authorized Personnel* – personnel approved to expend or request funds
- D. *Cash advances* – funds drawn from the Funds Custodian(s) for a specific operation
- E. *Confidential Source / Informant Payment Receipt* – the approved document to track expenditures
- F. *Fronted funds* – funds given to a target of an investigation prior to receiving evidence from that target
- G. *Funds Custodian(s)* – the appointed person(s) that dispenses the PEPI funds and maintains the appropriate records for the tracking of the PEPI funds
- H. *Reimbursements* – funds returned to an Officer for actual investigative expenses incurred and paid for by non-departmental personal money

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### III. Procedures

#### A. Personnel Authorized to Expend Funds

Unless otherwise authorized by the Chief of Police, only the Criminal Investigations Division (CID), the Drug Enforcement Unit (DEU), the Safe Streets Task Force (SSTF), or the Patrol Special Operations Supervisor are authorized to expend funds or request reimbursements from the PEPI fund.

#### B. Authorized Expenditure

1. The use of PEPI funds may be authorized for the following activity:
  - a. Services of confidential sources and informants ~~s~~ sources
  - b. The purchases of evidence, information, and / or contraband
  - c. Gathering of criminal information / surveillance operations
  - d. Special operational clothing, equipment, and / or supplies
  - e. Food and lodging
  - f. Travel expenses
  - g. Payment of rewards
2. The aforementioned expenditures may be authorized provided that each of the following conditions exists:
  - a. The expenditure is clearly required in the furtherance of an investigative mission. This requirement ~~should~~ shall be documented on the Confidential Source / Informant Payment Receipt (Exhibit A), ~~or~~ in a criminal intelligence report, or in a supplemental report to the Confidential Informant file.
  - b. PEPI funds will only be used for expenditures which are not otherwise budgeted for when, due to time restraints of the investigation, the normal appropriations procedure will hinder the investigation, i.e., the expenditure cannot be financed in the time required from normal operating appropriations. (This section refers primarily to expenditures for clothing, equipment, false business fronts, etc.)

#### C. Expenditure Restrictions

Expenditures are subject to the following additional restrictions:

1. Expenditures over \$500 require the approval of a ~~Drug Enforcement Unit~~ DEU, Patrol Special Operations, or CID Supervisor. All expenditures over

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\$1,500.00 require the approval of the Chief of Police or his / her designee.

2. Evidence purchase operations of over \$500.00 require a minimum of four (4) Officers; two (2) Officers for Informant control and two (2) Officers to confront the target if the operation is compromised.
3. Special Operation Clothing, Equipment, and Supplies

This section does not refer to standard civilian clothing nor office equipment and supplies. This section refers to specific types of items in each category:

- a. Clothing: Formal wear, occupational uniforms, etc.
  - b. Equipment / supplies: Any item that is not presently in use by the ~~Police~~ Department or a specific need for a certain type of vehicle, etc.
  - c. Any item purchased becomes the property of the ~~Police~~ Department for future use or disposition.
4. Food and Lodging

Food and lodging may be authorized when the exigencies of specific investigative situations require an Officer to reside temporarily in a particular location that cannot be funded due to time restraints through normal appropriations. Officers requesting funds or reimbursements of personal funds for food expenses shall receive payment for meals taken away from their residences only if it is necessary in the furtherance of an investigation. For example, the subject of the surveillance enters a restaurant and the Officer, in order to maintain cover, is required to order a meal also. All expenses within this category require **prior approval and receipts to be submitted**. Expenses for food require **prior approval by the employee's Supervisor's approval**. Expenses for lodging require **prior approval by a Division Commander's approval**.

5. Travel Expenses

All travel expenses incurred by Officers during the course of an investigative mission must be accompanied by receipts and have prior approval of the appropriate Division Commander. Additionally, Officers are not authorized to use their privately owned vehicles during the course of any operation unless specific authorization has been granted by their Division Commander.

6. Requests for Reimbursement of Non-departmental Personal Funds

- a. All requests for reimbursements must be signed by the approving authority, ~~and submitted / displayed~~ **recorded** on the Confidential

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Source / Informant Payment Receipt, and submitted to the Funds Custodian(s).

- b. Requests for reimbursement are only authorized as an emergency expenditure and must have the telephonic approval of one of the designated approving authorities. Expenses may be pre-approved for reimbursement by approving authorities if they are anticipated by the Officer and specific guidelines are identified and an operational plan designed. An example of a pre-approved expenditure: a target of a surveillance operation is anticipated to possibly be en route to Any Town, USA. If the surveillance ensues, Officers involved in the operation will be authorized reimbursement for authorized expenses incurred. Pre-approved requests for reimbursement expenditures must be documented on an inter-office memorandum prior to commencement of an operation.

7. Payment of Rewards for Information Given in a Major Case Resulting in Arrest and Prosecution of a Suspect

- a. At the completion of adjudication of criminal charges, the lead case Investigator shall submit a recommendation for reward payment with a description of the level of assistance rendered by the witness. The recommendation will be forwarded to the CID Division Commander and then to the Chief of Police for review.
- b. A W-9 tax form will be submitted to the City of Dalton Finance Department to establish the payee as a one-time vendor. The payee will then sign the detail portion of the check to acknowledge receipt of the funds. This detail portion will also be signed, as a witness, by the CID Division Commander and one other ~~Dalton P.D. employee~~ Agency member. The detail portion of the check, along with a copy of the request letter, will be maintained in Property and Evidence (P&E).

D. Issuance of Funds

Officers assigned to the ~~Safe Streets Task Force SSTF~~ and the ~~Drug Unit DEU~~ will be issued PEPI ~~cash funds to have~~ on hand. The unit Supervisor, upon approval of their Division Commander, will determine the amount of funds issued to each unit member. These funds will be used in accordance with this policy and will be subject to inspection at any time.

The Officer who expended the funds shall complete the Confidential Source / Informant Payment Receipt (Exhibit A) prior to the conclusion of the operation or debriefing. Prior to the end of the Officer's shift the Confidential Source / Informant Payment Receipt will be forwarded to the appropriate Supervisor. The Supervisor will forward the Confidential Source / Informant Payment Receipt to the Funds Custodian(s) for filing and re-issuance of funds.

E. Requests for Cash Advances

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1. Officers requesting funds must complete the request form and receive the signature of the designated approving authority prior to receiving funds from the Funds Custodian(s). The approving authority will be determined by the amount of funds requested. The approving authority may request additional information concerning the investigation prior to ~~the~~ approving ~~the~~ request for cash advances.
2. The Officer will return all funds not expended (including change made by the establishment or offender) for the operation along with the request form and the Confidential Source / Informant Payment Receipt to the Funds Custodian(s).

F. **Fund Use for Evidence Purchases**

1. Prior to providing any funds to anyone who is not a law enforcement officer for the purpose of purchasing evidence (drugs or other) a Confidential Source Report (Exhibit B) must be completed in full with all required signatures and approved by an appropriate Supervisor.
2. The completed Confidential Source Report will be maintained in the Confidential Informant file.

G. **Payment of Confidential Sources and Confidential Informants**

Confidential Sources and Confidential Informants may be given monetary compensation for information they provide. Officers must consider the following criteria as a basis for payments:

1. The value of the information to the investigative effort.
2. The validity of the information.
3. Whether the information was already known.
4. The Confidential Source or Confidential Informant's role in the investigation. For example, made a controlled buy, made an introduction to others, etc.

IV. **Funds Deposits and Verification**

- A. The CID Division Commander will be responsible for cashing checks drawn on PEPI accounts ~~for their division~~ and depositing said funds in the appropriate container maintained by the Funds Custodian(s).
- B. At each deposit, the CID Division Commander will audit the funds to verify the cash available in the PEPI account and then add the amount of the deposit. The transaction will be printed from the PEPI software and signed by the Funds Custodian(s) and the CID Division Commander. The CID Division Commander will maintain a file of the deposits in his / her office.

V. **Funds Custodian(s)**

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- A. The Property and Evidence ~~Custodian(s)~~ Technician(s) is designated as the Funds Custodian(s).
- B. The confidential expenditure funds shall be maintained in appropriate containers provided for such purposes and secured within ~~Property and Evidence Section P&E~~.
- C. The number of funds will be determined by the Department budget. The Funds Custodian(s) will maintain each fund, along with the pertaining files noted in Department PEPI software, separately.
- D. Upon receipt of the Confidential Source / Informant Payment Receipt or the approved request for cash advances, the Funds Custodian(s) shall, through the use of the Department's PEPI software and ~~the Confidential Source / Informant Payment Receipt~~ ~~Voucher~~, record:
  - 1. Date money was issued or spent and to whom the money was issued
  - 2. Amount issued or spent
  - 3. Confidential Source / Informant Payment Receipt number
  - 4. Authorizing official for the expenditure
  - 5. Signatures of Officer
  - 6. Witness signature
  - 7. Funds acknowledgement, if required (~~P&E~~ Funds Custodian(s))
- E. The Department's PEPI software shall be maintained to identify the account's initial balance, credits (cash income received), debits (cash disbursed), and the ~~current~~ balance on hand.
- F. The original copy of the Confidential Source / Informant Payment Receipt, along with any related receipts, shall be filed in a designated, approved container within ~~the Property and Evidence section~~ P&E along with any other required documents, such as approved requests for cash advances.
- G. When an expenditure is made to a Confidential Source / ~~Confidential~~ Informant for ~~evidence~~, information, ~~and / or contraband~~, an entry into the Department's PEPI software will ~~be noted as~~ reflect a payment going to the ~~source or~~ informant handler. A summary of this information will be placed in the related Criminal Intelligence report or in the appropriate Confidential Informant / Source file.

VI. **Fronting of Confidential Expenditure Funds / Flash Rolls**

- A. Unless specifically authorized by the Division Commander, no confidential ~~expenditure~~ funds shall be "fronted" or given in advance to any target of an investigation during the course of the investigation. It shall be the responsibility of

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the approving authorities with the authorization of the Division Commander to determine the use of the front money, weighing the risk of its loss versus the termination of the attempted purchase.

- B. The use of flash rolls is prohibited unless there are more than three (3) Officers participating in the operation for the purpose of officer safety and fund control. Flash rolls are an effective means of retaining control of funds during “Buy-Bust” operations. The danger of a robbery being committed by the offender is also a determining factor.

VII. **Loss or Theft of Funds**

- A. In the event any confidential expenditure funds are lost or stolen by anyone, the appropriate Division Commander shall be notified immediately and made aware of the circumstances.
- B. The Officer supervising the operation shall prepare an inter-office memorandum to the Chief of Police and forward the same through their Division Commander prior to ending his / her tour of duty or at the conclusion of the operation.

VIII. **Funds Audit**

- A. A quarterly audit of all PEPI funds will be conducted, and a report of the findings will be forwarded to the Chief of Police.
- B. Auditors will consist of two employees of the Department, one of which is a Supervisor.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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EXHIBIT A

NUMBER

**CONFIDENTIAL SOURCE REPORT / INFORMANT PAYMENT RECEIPT**

I certify that on this date, \_\_\_\_\_, a total of \$ \_\_\_\_\_  
was paid to \_\_\_\_\_, at \_\_\_\_\_

For: _____ Drug Purchase	_____ Supplies and Equipment
_____ Surveillance Expenses	_____ Transportation
_____ Informant Payment	_____ Food and Lodging
_____ Special Clothing	_____ Other

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Case Number \_\_\_\_\_

I certify that these funds will only be used in accordance with the applicable general, order governing the use of confidential funds. I further certify that all unspent funds and / or evidence procured through the use of these funds shall be returned to the Dalton Police Department fund custodian or that the evidence / property was placed into the evidence depository.

Attachments: \_\_\_\_\_ Number of attachments: \_\_\_\_\_ Receipts attached:  Yes  No

\_\_\_\_\_  
Signature of REQUESTING OFFICER

\_\_\_\_\_  
Signature of PAYEE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
FUNDS RECEIVED / sign and date

\_\_\_\_\_  
SUPERVISOR signature

\_\_\_\_\_  
Signature of FUNDS CUSTODIAN

**EPF CSR 090127**

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**Exhibit B**

CONFIDENTIAL SOURCE REPORT

C/S NUMBER      Control Detective      Alternate      Detective      DATE  
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1. IDENTIFYING DATA

C/S Name \_\_\_\_\_ Full True Name \_\_\_\_\_

Race \_\_\_ Sex \_\_\_ Height \_\_\_ Weight \_\_\_ Hair color \_\_\_ Eye color \_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

GCIC-NCIC checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Results attached: Yes ( ) No ( )      Criminal Record: Yes ( ) No ( )

DL# \_\_\_\_\_ State \_\_\_\_\_ SS# \_\_\_\_\_

Photo in file: Yes ( ) No ( )      Fingerprint cards with Signature: Yes ( ) No ( )

Informant a Juvenile: Yes ( ) No ( )      Juvenile Waiver Form: Yes ( ) No ( )

Intelligence files checked: Yes ( ) No ( )

Description of vehicle driven: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Tag \_\_\_\_\_ State \_\_\_\_\_ Other vehicles \_\_\_\_\_

Name, address and phone number of next-of-kin:

\_\_\_\_\_  
\_\_\_\_\_

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2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

\_\_\_\_\_ Narcotics – Specify \_\_\_\_\_

\_\_\_\_\_ Organized Crime      \_\_\_\_\_ Fraud/White Collar Crime

(a) How was the informant recruited/motivated? \_\_\_\_\_

(b) Contact procedures and any pre-set locations for meetings: \_\_\_\_\_

(c) Threats against the informant, danger anticipated, and countermeasures to be taken: \_\_\_\_\_

(d) Personal or other problems which might hinder the informant's effectiveness: \_\_\_\_\_

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3. CONFIDENTIAL SOURCE ADVISEMENT

(Have the C/S read carefully and sign below)

**I understand that while I am a confidential source for the Dalton Police Department (DPD) I am forbidden to do any of the following:**

- A. Sell or deliver any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- B. Use sex or sexual activity to induce the sale or delivery of a controlled substance, dangerous drug, marijuana, or any other substance purported to be the same to anyone.
- C. Search any person, suspect, house, papers, or personal effects.
- D. Become involved in any activity which might be construed as entrapment.
- E. Engage in any illegal activity or improper conduct so long as I am working as a confidential source, including carrying a weapon or impersonating an officer of the law.
- F. Divulge to any person, except the agents with whom I am associated, my status as a confidential source for the DPD, unless required to do so in court. I shall not represent myself to others as an employee or representative of the DPD.

**I also understand that:**

- G. I am agreeing to function as a confidential source of my own free will and accord and not as a result of any intimidation, promises, or threats.
- H. I understand that my relationship with the DPD will not protect me from arrest and prosecution for any violation by me of federal, state, or local laws.
- I. I am not an employee of the DPD. I am an independent contractor on a case or time basis and any payment I receive will be my responsibility in reporting any income for tax purposes.
- J. No officer or agent of the DPD may make any explicit or implicit promises or predications regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

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- K. I further agree to permit Agents of the DPD and other law enforcement officers to monitor all communications between myself and any parties involved in an investigation or criminal activity by usage of radio transmitters, audio and video recorders, or any other equipment.
- L. I further agree to permit Agents of the DPD to conduct searches of my person, personal effects, and vehicle prior to and immediately following the purchase of contraband in order to ensure I am not in possession of any other funds or contraband at the time of the operation.
- ~~L~~.M. I further acknowledge that as a confidential source and independent contractor, I am not entitled to Workmen's Compensation or Unemployment Compensation from the DPD. I shall not hold the DPD liable for any injuries or damage incurred by reason of my association with the DPD.
- ~~M~~.N. I further agree not to use the DPD or any of its agents as credit or employment references.
- ~~N~~.O. I further agree to maintain a strict accounting of all funds and equipment provided to me by the DPD as part of my activity as a confidential source. I understand that misuse of DPD funds and equipment could be grounds for criminal prosecution of me.
- ~~O~~.P. I further agree that after making a purchase of anything of evidentiary value, I will immediately contact the agents with whom I am associated for delivery of such evidence to them.
- ~~P~~.Q. I further agree and understand that because of my standing as a confidential source of the DPD, I may be called upon to testify in criminal proceedings. If called upon to testify in any criminal proceedings, I agree to do so in a forthright and truthful manner.
- ~~Q~~.R. I agree that violation of any of the above provisions will result in termination of my association with the DPD and possible criminal prosecution.

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C/S NAME (Signature)

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C/S NAME (Printed)

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TRUE NAME (Signature)

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TRUE NAME (Printed)

---

WITNESS

---

DATE/TIME

---

Approving Supervisor

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DATE/TIME

DET CPR 920124 R0804

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