



SUBJECT: Monetary Procedures (Cash Received, Bond, Reward Money)

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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8.1 CASH BOX AND EMERGENCY MANUAL WARRANTS

This section establishes policy and outlines procedures regarding use of the cash box. Work units that are supplied cash boxes shall adhere to the following guidelines.

8.1.1 WHEN CASH BOX FUNDS MAY BE USED

- A. Cash box funds may be used for payment of various small incidental expenditures, such as postage, employee reimbursements, and non-travel expenses. Amounts exceeding \$25 must have prior approval by the Budget and Financial Services Division cashier. State sales tax shall not be paid on items purchased.
- B. Cash box funds may be used to obtain evidence provided the expenditure does not deplete the cash box. The receipt need not show who actually received the money, but it shall contain the incident report number, evidence purchased, and approval of the work unit commander. Once the case is disposed of, cash box funds used as evidence shall be turned over to the Budget and Financial Services Division cashier, accompanied by a Property Report/Receipt, UD-014B, or property report/receipt from the department's incident management system.

8.1.2. WHEN CASH BOX FUNDS SHALL NOT BE USED

- A. Cash box funds shall not be used for travel or transfer expenses. All travel expenses including meals, mileage, lodging, and parking shall be submitted on an Employee Expense Reimbursement Request, ADM-040, or entered directly in SIGMA.
- B. Members shall not receive reimbursement from the cash box fund for expenses exceeding \$25. These reimbursements should be processed directly in SIGMA.
- C. Regardless of monetary cost, items classified as equipment, items on purchase orders, or items ordinarily carried in stock by the department shall not be purchased with cash box funds.
- D. Expenses involving personal services, such as payments to veterinarians, other doctors, contractors, etc., shall not be paid from the cash box fund.
- E. Motor vehicle emergency expenses shall not be paid from the cash box fund. Drivers who pay for motor vehicle expenses may request reimbursement in SIGMA.
- F. Cash box funds shall not be used to pay monthly bills from vendors. Those payments shall be processed using the SIGMA Financial.

8.1.3. CASH BOX AUDITING

- A. The cash box shall be available for audit at all times, either in the form of cash, paid receipts, or reimbursements in transit. The following procedures shall be followed to facilitate auditing.
- B. All payments shall be supported by the Petty Cash Reimbursement, ADM-062, attached to the Cash Box Reconciliation Worksheet, ADM-002, showing what goods or services were received and that actual payment was made. (See instructions for completion of the ADM-002 to process reimbursements.) When payment is made by cash, the vendors or representatives receiving payment shall be requested to write "paid," the date, and their name or initials on the bill. When the Reimbursement document is prepared, the SIGMA Document ID number shall be entered in the appropriate area.
- C. The cash box shall be reconciled and replenished annually, prior to the fiscal year end.

8.1.4. EMERGENCY MANUAL WARRANT WRITING

- A. Central SIGMA Warrant Writing Emergency Warrant Writing
 - (1) The central manual warrant system in the Budget and Financial Services Division is available for emergencies. Travel advances may be issued to members for items such as lodging, meals, cab fare, etc., when the notice for travel is less than 14 days. Such advances shall automatically be deducted from travel expense vouchers submitted for reimbursement with the balance being paid to the member. In those instances when costs are less than the amount of the advance, the balance shall be deducted from the member's subsequent payroll checks. The contact person for Travel Authorizations is Mr. Jason Aldrich.

8.1.5. CHANGE OF COMMAND

- A. When changes of personnel are made in command positions responsible for cash box funds, the Budget and Financial Services Division cashier shall be contacted immediately with custodial name changes.
- B. The incoming commander, after receiving the fund in the form of cash, receipts, or vouchers in process of payment, shall complete the Cash Box Reconciliation Worksheet, ADM-002, which verifies the account is in balance. A copy shall be given to the outgoing commander as personal receipt for the fund. The incoming commander shall retain the other copy.

8.2 ACCEPTANCE OF REWARD MONEY

This section outlines the procedure for acceptance of reward money.

8.2.1 AUTHORIZATION FOR THE ACCEPTANCE OF REWARD MONEY

- A. Members of the department are authorized to accept rewards for the apprehension of criminals, recovery of stolen property, etc., that occur in the course of their official duties. This reward money shall be accepted for the Michigan State Police Recruit School Fund.

8.2.2 FORWARDING REWARD MONEY

- A. All money accepted under the provisions of this section shall be forwarded immediately, accompanied by a properly completed Property Receipt, UD-014B, to the Budget and Financial Services Division cashier, in the same manner as money on other matters.

- B. The "Received By" section of the UD-014B shall be signed by Budget and Financial Services Division cashier office personnel.

8.2.3. USE OF DEPARTMENT RECEIPT (ADM-027)

- A. When accepting reward money, the accepting enforcement member shall issue to the person offering the reward an Official State Police Receipt, ADM-027. The reward money shall be deposited with a Record of Money Collected/Deposited, ADM-028, by the Budget and Financial Services Division cashier according to Section 8.2.2.

8.2.4. MONEY THAT MAY NOT BE ACCEPTED BY A MEMBER OF THE DEPARTMENT

- A. The provisions of this section shall not be construed to mean that a member may accept money that might be considered as a "tip" or money that is offered as appreciation for routine duty. Such offers shall always be refused.

8.3 INTERIM BOND PROCEDURES

This section establishes policy for taking interim bonds. Enforcement members shall become familiar with the provisions of the Interim Bond Act, [MCL 780.581- 780.587](#).

8.3.1. WHEN INTERIM BOND MAY BE USED

- A. Persons arrested with or without a warrant for a misdemeanor punishable by imprisonment for not more than one year, or by a fine or both, where no magistrate is available, may post an interim bond to ensure their court appearance, except as provided in section 8.3.2.A. The bond may be posted with the arresting enforcement member, the direct supervisor of the arresting enforcement member, or the sheriff or deputy in charge of the county jail.
 - (1) The sum of money to be posted shall be no more than the maximum possible fine, or less than 20% of the minimum possible fine, that may be imposed for the offense for which the person was arrested. This includes the offenses of "No Operators License" and "Driving While License Suspended, Revoked, or Denied."
 - (2) When a warrant is issued, the magistrate may endorse a greater or lesser amount for an interim bond on the back of the warrant.
- B. When an arrest is made on a misdemeanor warrant from another county, the arresting enforcement member may release the arrested person on personal recognizance unless the warrant is for a violation of domestic assault and the person is a spouse, former spouse, has or has had a dating relationship, or resides or has resided in the same household as the victim. An interim bond receipt shall be submitted with the words, "Released on Own Recognizance," written on the face of the receipt.
- C. The arresting enforcement member shall inform an arrestee eligible to post an interim bond of their right to do so.

8.3.2. WHEN INTERIM BOND PROCEDURES SHALL NOT BE USED

- A. Regardless of the existence of circumstances favorable to release, an arrestee shall not be released on interim bond when, in the opinion of the arresting enforcement member, any of the following circumstances exist:
 - (1) The arrestee is under the influence of intoxicating liquor and/or a controlled substance.

- (2) The arrestee is wanted by police authorities on some other charge.
 - (3) The arrestee is unable to establish or demonstrate his or her identity.
 - (4) It would be otherwise unsafe to release the arrestee because doing so poses a danger to another person or because of some other significant reason.
- B. While release of a prisoner on interim bond may properly be denied in these circumstances, the arresting enforcement member shall document his or her reasons for such denial in the incident report.
- (1) Some area jails may refuse to lodge prisoners that they are required by statute to accept. In such areas, local commanders shall establish policy covering how and when these prisoners shall be released.
- C. Interim bond shall not be taken for a non-lodgeable traffic violation of the Michigan Motor Vehicle Code.
- D. Interim bond procedures shall not be used when a person is arrested for a felony, either with or without a warrant.
- E. Interim bond shall not be taken if the person is arrested without a warrant pursuant to arrest authority in [MCL 764.15a](#), domestic assault, where that person has a child in common with the victim, resides or has resided in the same household as the victim, has or has had a dating relationship with the victim, or is a spouse or former spouse of the victim, and shall not be released until they can be brought before a judge or district court magistrate.
- F. Interim bond shall not be taken if the person is arrested with a warrant for a violation of [MCL 750.81](#) or [750.81a](#), domestic assault, and the person shall not be released until they can be brought before a judge or district court magistrate.
- G. Interim bond procedures shall not be used if a magistrate is available for arraignment and the setting of regular bail bond.
- H. Interim bond shall not be taken on an arrest for violation of an injunctive order.
- I. In situations where a person has a valid warrant for their arrest but does not possess the interim bond amount specified on the warrant, enforcement members shall not take a lower bond amount unless directed to do so by the warrant holding agency or issuing court.
- J. When a condition causing the enforcement member to deny interim bond to an arrestee no longer exists and a magistrate is still unavailable, the interim bond procedures listed in section 8.3.1 may be initiated.

8.3.3. LODGING PROCEDURES

- A. Persons arrested for lodgeable misdemeanors who are unable to post interim bond, are ineligible to post bond, or are not released with a Uniform Law Citation, UD-008, or Commercial Vehicle Citation, MC-008, shall be lodged pending arraignment or other proper disposition.

- B. Work site commanders shall establish procedures with sheriffs and local police departments within their post area to ensure that in the event a bond is posted at the jail for a person arrested by the department, the necessary information is transmitted to the post.

8.3.4. BONDING PROCEDURES

- A. Cash, or personal recognizance when permitted, are the only forms of interim bond that may be accepted.
- B. The person accepting interim bond shall establish the amount of the bond, subject to local policies and within statutory parameters.
- C. If the prisoner cannot post the required bond, he or she shall be given a reasonable opportunity to make telephone contacts with friends or relatives who may be able to furnish the required money. If, after making contact with friends or relatives, the bond is immediately forthcoming, the prisoner may be allowed to await its arrival at the post, at the supervisor's discretion.
 - (1) If the supervisor determines the bond will not arrive within a reasonable time, or there are insufficient personnel present to provide security, the supervisor shall direct the arresting enforcement member or another enforcement member to lodge the prisoner pending the posting of the bond.
- D. The Interim Bond Receipt, UD-078, shall be completed and signed by the enforcement member receiving the bond. A copy shall be provided to the arrested person posting bond.
- E. When receiving interim bond, the receiving enforcement member shall make an entry of the transaction on an Official State Police Receipt, ADM-027. The receiving enforcement member shall provide a copy of the Official State Police Receipt to the arrested person posting bond.
 - (1) When the transaction occurs in a location other than the work site, the receiving enforcement member shall make entry in the Official State Police Receipt Book, in addition to the interim bond receipt requirements above, as soon as practical. Disposition of the official receipt may be made according to Section 8.4.
- F. When a cash bond is received, the post copy of the Interim Bond Receipt, UD-078, when completely processed, shall be neatly folded and attached to the corresponding receipt in the Official Michigan State Police Cash Receipt Book, together with the magistrate's receipt and/or money order stub or certified mail return receipt.
- G. When a person is released on personal recognizance bond, the post copy of the completed interim bond receipt shall be attached to the arrest report.
- H. Refer to Section 8.4 for bond receipts and accountability procedures.

8.3.5. DISPOSITION OF BOND

- A. When the person posting the bond was arrested by an enforcement member witnessing the offense, the bond shall be directed without unnecessary delay to the magistrate who will conduct the arraignment.
- B. When the person posting the bond is arrested on a warrant, the bond shall be directed without unnecessary delay to the issuing magistrate.

- C. Interim bond received shall be deposited with the magistrate within 48 hours.
- D. If the interim bond money must be mailed to the magistrate, it shall be sent in the form of an imprest cash check or money order by first class mail, or if problems develop, by certified mail. Any costs incurred shall be paid from imprest cash funds.

8.4 CASH RECEIPT RECORDS

This section provides a system to account for all money received and disbursed in the conduct of department business.

8.4.1. OFFICIAL STATE POLICE RECEIPT

- A. The Official State Police Receipt, ADM-027, and Michigan Cashier and Receivable System (MiCaRs) Cash Sales Receipt are the official department receipts which shall be used in all cases when money is received by the department.
 - (1) This includes cases when money is actually paid to the department, such as salvage vehicle inspection fees, receipt of reward money, and when the department is merely the custodian of money, such as recovered money, interim bond, confiscated, and found money.
- B. Both the Official State Police Receipt Book and MiCaRs Cash Sales Receipt serve as permanent official records of all money transactions of the department. All such transactions shall be noted in one of these regardless of whether or not another receipt (Property Receipt, UD-014B, interim bond, traffic bond, etc.) has been issued.
 - (1) In such cases when entry is made in the Official State Police Receipt Book, the original receipt from that book may be given to the individual or it may be forwarded to such party by mail.
 - (2) The receipts may be discarded if they are not given to the party.
- C. Instances may arise when an entry is required in the Official State Police Receipt Book, but it is either impractical or impossible to issue a receipt to an individual.
 - (1) If such a situation arises, an entry shall still be made in the receipt book. However, the receipt itself may either be discarded or attached to other paperwork involving the same transaction.
 - (2) In cases where an enforcement member of the department turns in confiscated money, recovered money, witness fees, etc., the receipt should be issued to the receiving member when it appears that the money belongs to the member (i.e., witness fees) or there is no person outside the department entitled to the receipt, or when such person is unknown (i.e., found money, money taken from a deceased person, etc.).

8.4.2. INTERIM BOND RECEIPT

- A. The Interim Bond Receipt, UD-078, shall be used to acknowledge receipt of a bond posted by a misdemeanant prisoner for release to appear before the magistrate at a later date. An entry of the transaction shall be made in the Official State Police Cash Receipt Book.
 - (1) The post copy of the Interim Bond Receipt, UD-078, when completely processed, shall be neatly folded so that the name, date, and amount are visible, if possible,

and attached to the reverse side of the corresponding receipt in the Official Michigan State Police Cash Receipt Book together with the magistrate's receipt and/or any money order stub or registered mail return receipt.

- (2) Refer to Section 8.3 for interim bond procedures.
- (3) When receiving interim bond, the receiving enforcement member shall make an entry of the transaction in the Official State Police Receipt Book and shall issue the Official State Police Receipt to the prisoner posting bond, in addition to the interim bond receipt.

8.4.3. TRAFFIC BONDS

- A. When an enforcement member takes bond from a non-resident traffic violator, the member shall receipt the violator's copy of the Uniform Law Citation, UD-008 or MC-008, in the space provided. When returning to his or her work location, the member or the member's supervisor shall enter the amount of the bond money taken in the Official State Police Receipt Book.
- B. The copy of the Official State Police Receipt shall be retained in the Official State Police Receipt Book. The original may be discarded. Post retention shall be in accordance with this section of the Order.

8.4.4. BOND ACCOUNTABILITY

To establish accountability for any bond money accepted by enforcement members, the following procedures shall be followed.

- A. When bond money is taken by an enforcement member, it shall be attached to the court copy of the Interim Bond Receipt, UD-078, or Uniform Law Citation, UD-008. The money and the UD-078 or UD-008 shall be turned over to the shift supervisor by the enforcement member accepting the bond.
- B. On receipt of the bond money, the supervisor shall place the bond money and the UD-078 or UD-008 in a locked drop box maintained at the post or detachment.
 - (1) If a supervisor is not available, the bond money shall be placed directly into the locked drop box by the enforcement member who accepted the bond.
 - (2) The post commander and a limited number of enforcement members designated by the post commander shall have access to the locked drop box.
- C. On the next business day, an enforcement member having authorized access to the drop box shall verify that all bonds recorded in the Official Receipt Book, ADM-027, are present. The money and the UD-078 or UD-008 shall then be given to an enforcement member designated to make the bond dispositions. The money shall be deposited in a timely manner.
- D. The enforcement member assigned to make disposition of bond money shall initial the lower right corner of each Official Receipt, ADM-027, for which he or she has received bond money.

8.4.5. COURT RECEIPTS

- A. Any time money is turned over to a magistrate or court, the enforcement member shall obtain a receipt for same.

- (1) When the magistrate does not use serially numbered receipts provided by the county treasurer, he or she shall be requested to execute to the enforcement member the "Court Receipt" portion of the Interim Bond Receipt regardless of whether or not the transaction involves an interim bond.
- (2) Court receipts issued for bond money other than interim bonds, such as the regular traffic bond posted by out-of-state violators, shall also be folded so the name, date, and amount are visible, if possible, and attached to the reverse side of the corresponding receipt in the Official State Police Receipt Book.

8.4.6. CASH HELD IN PROPERTY MANAGEMENT SYSTEM

- A. When cash is held in the property management system, a printout of the corresponding property record shall be folded and attached, or a duplicate property label affixed, to the backside of the corresponding receipt in the Official State Police Receipt Book in a manner that the incident number, property number, and official receipt number are visible.
- B. The receipt documenting the final disposition of cash shall be attached to the back of the ADM-027 over any existing receipts. Any money items entered into the records management system shall have the property item number recorded on the front of the ADM-027 receipt below the incident number.

8.4.7. RESPONSIBILITY FOR MAINTAINING CASH RECEIPT RECORDS

- A. Responsibility for handling the money and record-keeping incidental thereto lies with the director of the Budget and Financial Services Division, Budget Section.

8.4.8. CASH RECEIPTS RETENTION

- A. The Official State Police Receipt Book shall be retained at the post, district, or division level for six years after all receipts therein have been issued. At the end of this period, it may be retained at the local level or discarded according to local policy.

8.4.9. AUTHORIZED RECEIPTS

- A. The Official State Police Receipt, ADM-027, is pre-numbered and shall be executed in numerical sequence. The MiCaRs Cash Sales receipt is a system-generated receipt. Either one of these shall serve as an authorized general receipt for the department.
- B. The Interim Bond Receipt and the receipting of a Uniform Law Citation, UD-008 or MC-008, are other accepted methods of acknowledging the acceptance of money by the department, but these procedures are authorized only under the circumstances outlined in this Order.

8.5 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Administrative Services Bureau, (Budget and Financial Services Division, Budget Section), Field Services Bureau, and Specialized Services Bureau, in cooperation with the Office of the Director.

DIRECTOR