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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870(R/S-06)                  | Reference Number<br><b>FIS-002</b>   |
|                                                                                   | Subject<br><b>Receipt and Disbursement of Non-Department Funds and Equipment</b> |                                      |
|                                                                                   | Special Instructions<br><b>Replaces SOP FIS-002 dated March 12, 2015</b>         | Effective Date<br><b>May 6, 2015</b> |

## **I. PURPOSE**

Establish guidelines for accepting and dispersing funds or receiving or purchasing equipment utilizing funds provided by local prosecutors and other sources.

## **II. POLICY**

All funds provided to the Department shall be presented in the form of a check made payable to the Indiana State Police Department. Checks shall never be made out to an individual employee or representative of the Department; except, when a deferral check is used to pay for travel reimbursement.

District commanders upon receiving any properly endorsed deferral check (made out to the Department) shall ensure it is forwarded to the Fiscal Section Director, within 24 hours of receipt, who shall be responsible to see the check is deposited into the appropriate Department account.

## **III. DEFINITION**

**PROSECUTOR FUNDS** – For the purposes of this SOP, shall include any monetary funds provided to the Department, or any of its members, by a prosecutor's office. Prosecutor funds may include but are not limited to deferral or diversion funds, asset forfeiture funds or any other funds that may be legally provided to the Department, or any of its members.

## **IV. PROCEDURE**

A. Prosecutor funds may be received in the form of:

1. A check made out to the Indiana State Police Department in order to pay for employee overtime or particular types of equipment as specified by the prosecutor making the donation; or
2. Equipment purchased for and donated to the Department by a local prosecutor.

B. Solicitation of prosecutor funds or equipment

1. District commanders shall be the only point of contact with prosecutors regarding prosecutor funds. All other personnel are prohibited from soliciting prosecutors for funds or items to be purchased utilizing prosecutor funds. This section does not apply to the Superintendent, Chief of Staff or the primary staff.

2. The solicitation process shall include:

a. A discussion between the district commander and prosecutor as to the availability of prosecutor funds and district's needs, and

b. Upon receiving a verbal commitment from the prosecutor, the district commanders shall:

(1) Solicit district personnel in that county, to include division and section personnel, as to any prosecutor fund purchasing requests; and

(2) Submit the requests, along with the district commander's recommendation, through channels, to the respective zone commander.

**Note:** Requests requiring funds to be withdrawn from the Department's Deferral Fund Account (ex: when the Department purchases equipment using the Deferral Fund Account) will also require an SOJ (Statement of Justification) to be included with the request. An SOJ is not required when the prosecutor's office will be purchasing and then donating the equipment.

c. If approved, the zone commander shall forward the request to the Assistant Chief of Staff (AC/S) Fiscal for final approval.

d. Only after final approval, shall the district commander coordinate the final purchase of the approved items.

C. Receipt of funds:

1. Shall be accomplished by check only, CASH IS NOT ACCEPTABLE.

2. All checks shall be forwarded within 24 hours of receipt to the Director of the Fiscal Section.

3. Checks shall never be made out to an individual employee or representative of the Department. EXCEPTION: When prosecutor funds are used to pay for travel reimbursement of a specific employee.

4. Prosecutor funds dedicated for employee overtime shall receive approval from the Chief of Staff prior to being received by the Department.

5. Once received, prosecutor funds shall be deposited into the Department's Deferral Fund by the Fiscal Section Director. All other funds shall be deposited into the appropriate Department account by the Fiscal Section Director.

D. Receipt of equipment purchased with prosecutor funds.

1. Prosecutor funds may be used to purchase equipment for the Department's use. Equipment may be purchased:

- a. By the prosecutor and then donated to the Department; or
  - b. Purchased by the Department, after consultation with the prosecutor providing the funds if and when necessary.
2. All equipment donations or purchases may include:
- a. The specific type of equipment to be purchased (e.g. radar, LASER, in-car video camera system, etc). However, continuity of equipment (with existing ISP equipment) shall be considered when purchases are made utilizing deferral funds; and
  - b. A request may be made for donated or purchased equipment to be utilized within a specific geographical area of the state (e.g. district or county).
3. All prosecutor funded (donated or purchased) equipment shall be accepted only after consideration of the operational needs of the Department.
4. Each item purchased, by a prosecutor's office, using prosecutor funds shall include a letter from the prosecutor (supplying the funds) transferring ownership of the item to the Department and must include the items value.

#### **E. Equipment loaned to the Department.**

- 1. All equipment loaned to the Department (excluding equipment for research, testing, and evaluation-which must be requested and approved as outlined in SSU-001) must first receive approval before its deployment and use in an official capacity by Department personnel.
- 2. All requests to receive and use loaned equipment must be submitted, with the respective commander's recommendation, through channels, to the appropriate major subordinate commander.
- 3. The request must include a letter from the agency or organization supplying the equipment that identifies the equipment by:
  - a. Name;
  - b. Model and serial number (if available);
  - c. Approximate value;
  - d. Physical condition of the equipment at the time it is received by the Department;
  - e. Intended use for the equipment; and
  - f. The beginning and ending dates of the Department's use of the equipment. Equipment must be returned after the ending date to the original owner or another request must be completed. In the letter the agency or organization shall acknowledge that the Department or its personnel will not be held liable for any damage to the equipment while in the Department's care or control.

4. If approved, the applicable major subordinate commander shall forward the request to the AC/S Fiscal for final approval.

5. Only after final approval shall the district commander coordinate the receipt of loaned equipment. The AC/S Fiscal will maintain a file of all loaned equipment approved for use by the Department.

F. Asset Inventory for items purchased for the Department.

1. Field Support Services (FSS) shall maintain an inventory of all assets and equipment items purchased with deferral funds and transferred to the Department's inventory.

2. Items purchased by a prosecutor for the Department using deferral money may be shipped directly to the local district (attn: commander) or to FSS.

a. District commanders shall be responsible for documenting the receipt of all deferral purchased items shipped to the district and the reporting of those items to FSS for inventory. The total cost of the item and a serial number shall be included in the commander's documentation.

b. Items shipped to the FSS-Asset Inventory Section shall be inventoried, assigned the appropriate asset numbers, and then shipped to the applicable district commander.

3. No department personnel may receive or use items purchased by deferral funds unless the ownership of those items has been transferred to the Department in accordance with the above procedures and those items have been inventoried by FSS.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.