

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date September 16, 2015		Amended Date January 29, 2019		Directive 1.03.1	
Subject Cash Transactions					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 1.03		Review Date January 22, 2019	
				Pages 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to establish guidelines for the handling and documentation of all department cash transactions.

SECTION 2 POLICY

It is the policy of the department that all cash transactions will be handled in accordance with the City of Lancaster Purchasing Policy. Only those personnel authorized by the City Secretary are permitted to manage the petty cash funds and all cash transactions will be properly documented as described in this policy.

SECTION 3 PROCEDURES

A. GENERAL PROCEDURES

1. Petty cash is reserved for making change (not to exceed the amount of twenty-dollars) when a person purchases items, services or permits with cash from the Records Division.
2. The maximum petty cash balance for the account is fifty dollars (\$50.00).
3. The records manager will be assigned to manage the petty cash funds and shall accept responsibility for the fund. The Records Manager agrees to abide by the City of Lancaster PRIDE Policies and Procedures and this directive. The Records Manager will assign custody of the fund in his or her absence. Access to the petty cash fund is limited to the Records Manager and Records Clerks only.
4. Petty cash shall be kept in a cash box and is secured in a locked file cabinet anytime the box is not under the designated person's custody.

B. TRANSACTION PROCEDURES

1. Accept the money for the item(s), service or permit and make change if necessary for the customer.

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2. Fill out the receipt form completely in the Receipt Module of the department's Records Management System.
3. Provide the customer with a receipt.

C. AUDIT PROCEDURES

1. The records manager will reconcile the petty cash fund balance daily. The reconciliation must include an itemization and explanation of all monies accepted.
2. All receipts, cash, checks and money orders are to be submitted to the City of Lancaster Finance Director weekly.
3. The Records Manager will audit the petty cash fund monthly and report any problems or discrepancies to the City Secretary.

D. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.