

Bowie Police Department - General Orders



TITLE: RECEIPT OF CASH AND CREDIT CARD PAYMENTS	NUMBER: 210
EFFECTIVE DATE: 9/30/16	REVIEW DATE:
_ NEW _ X AMENDS _ RESCINDS	DATE: 6/13/11

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS 17.4.2	TOTAL PAGES 2
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I. PURPOSE

To provide general guidance on authority and responsibility with respect to receipt of payments.

II. POLICY

Only authorized personnel may accept cash, credit cards, money orders or equivalent for fines, vehicle impounds, copies of reports, etc.

III. PROCEDURE

- A. Cash received for parking tickets, speed camera violations, impound releases, reports and other miscellaneous money will be maintained on a balance or ledger sheet. The balance sheet or ledger will reflect the total balance of cash on hand. (CALEA 17.4.2.a)
- B. A receipt will be given each time money is received. (CALEA 17.4.2.b)
- C. Daily the cash will be removed and forwarded to the City's Finance Department for verification. The Finance Department shall return documentation that the deposit was correct. The only exception is if payment for provision of the report is accepted at the City Finance Office, no records are required. (CALEA 17.4.2.c)
- D. There will be no cash expenditures from this fund. (CALEA 17.4.2.d)
- E. Authorized personnel may collect cash and issue receipts. The Records Section Supervisor or designee may remove cash from the fund to prepare the deposit. (CALEA 17.4.2.e)
- F. The fund will be reconciled at the end of each business day. (CALEA 17.4.2)
- G. Authorized personnel may ONLY accept credit card payments or cash for the following:
 - Parking Citations

- Police Reports
- Vehicle Releases
- Speed Camera Citations

Credit card payments for speed camera citations may also be made at the ACS website.