

# GENERAL ORDER



Title	<b>Deposits with the D.C. Treasurer</b>
Series / Number	<b>GO – OMA – 404.01</b>
Effective Date	<b>February 26, 2004</b>
Distribution	<b>A</b>
Replaces / Rescinds	<b>General Order 404.1 (Deposits with the D.C. Treasurer)</b>

DISTRICT OF COLUMBIA

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## I. BACKGROUND

Payment and collection responsibilities are an essential fiscal management function of the Metropolitan Police Department (MPD). It is important that prompt payment and collection accounting procedures are established. Adherence to these procedures is necessary to ensure that budgetary requirements are accomplished and not exceeded.

## II. POLICY

The policy of the Metropolitan Police Department is to ensure compliance with the prompt payment and collection resolution enacted by the D.C. City Council.

## III. PROCEDURAL GUIDELINES

- A. Station Clerks and/or authorized station personnel shall be held accountable for all monies received in conjunction with station duties and are responsible for the following: (CALEA 17.4.2-e)
  - 1. Collecting fees
    - a. Monies collected shall be held by the collecting element in a secure location.
    - b. Transactions for monies collected shall be completed for each individual transaction and documented as follows: (CALEA 17.4.2-b)
      - (1) A PD Form 196-A (Payer's Receipt) shall be documented as follows:
        - (a) The payer shall be provided a copy of PD Form 196-A; and
        - (b) The original of PD Form 196-A shall be retained at the collecting element.

- (2) Each transaction shall be entered into a Payer's Logbook (See Attachment "C") containing the following information: (CALEA 17.4.2-a)
    - (a) The date and time of the transaction;
    - (b) The control number appearing on PD Form 196-A; and
    - (c) The amount collected.
  - (3) At the end of each tour of duty, the clerk going off duty shall, with the relieving member, verify all monies on hand by counting and comparing the total indicated by the Payer's Logbook and the total indicated on the PD Forms 196-A. The Watch Commander shall immediately be notified of any discrepancies. (CALEA 17.4.2-a)
    - (a) The clerk going off duty shall then make an entry in the logbook provided for that purpose, indicating the date, time and the amount of money on hand, and shall sign his/her name as the "relinquishing station clerk."
    - (b) The station clerk being relieved shall then turn the monies over to the relieving clerk who shall sign his/her name in the column marked "station clerk receiving."
    - (c) If there were "no transactions conducted" during the tour of duty, the station clerk going off duty shall indicate the same on the logbook.
    - (d) The Watch Commander shall then verify the amount of monies on hand or the lack thereof, and sign the logbook.
- c. The station clerk working the day-work tour of duty shall then prepare a PD Form 196 (Standard Deposit Ticket) and SOAR (Revenue/ Receipts) Form, in accordance with the preparation instructions in attachments "A" and "B" of this order.

## 2. Making Deposits

- a. Members assigned to deliver monies to the D.C. Treasurer shall accept receipt for the monies by signing their name on the logbook and entering their signature, date and time received, and the amount of monies received in the upper right-hand corner on the yellow copy of PD Form 196.

b. PD Form 196 and the SOAR Revenue/Receipts Form (SRR), and all monies collected, shall be delivered to the D.C. Treasurer, Room 1140 in the Henry J. Daly Municipal Center, no later than the next business day after the money is collected, unless the law prescribes other time specific deposits or a discrepancy is noted as prescribed in Section III, C, 3 of this directive. Fees shall not be forwarded through the mail.

- (1) The D.C. Treasurer will accept receipt of the PD Form 196 and three copies of the SRR Form, then return the yellow, pink and goldenrod copies of PD Form 196 to the member. The member should retain a file copy of the SSR Form.
- (2) The member shall deliver the pink copy of PD Form 196 to the Office of Finance and Management on the same day that the deposit is made.
- (3) The yellow and goldenrod copies of the PD Form 196 and the file copy of the SRR Form shall be retained by the organizational element.
- (4) Upon return of the element's copies, the Administrative Official shall verify the deposit by checking the receipted forms and entering his/her rank, signature, and the date and time of the verification, in the lower left-hand corner of the yellow copy of PD Form 196. If no Administrative Official is present, the Watch Commander shall verify the deposit.

3. Maintaining Records (CALEA 17.4.2-a)

- a. The yellow and goldenrod copies of PD Form 196 and the a copy of the SRR Form shall be stapled to the supporting PD Forms 196-A and filed in the element's Prompt Payment and Collection File.
- b. The Prompt Payment and Collection file and the Payer's Logbook shall be retained in accordance with the Department's Records Retention Schedule as described in GO-OMA-205.03 (Records Retention and Disposition).

B. Commanding Officers shall:

1. Designate on each day, except Saturdays, Sundays, and holidays, an officer to deliver the monies collected, with the appropriate receipts, to the D.C. Treasurer's Office;
2. Ensure that all monies are collected and deposited in accordance with this order; and

3. Ensure that records are maintained in accordance with the Department's Records Retention Schedule.
- C. Watch Commanders shall:
1. Verify all receipts issued that day against the PD Form 196 along with all monies collected;
  2. Verify all receipts returned to the element from the D.C. Treasurer's Office, by entering on the lower left hand-corner of the yellow copy of PD Form 196, his/her rank, signature, and the date and time of the verification; and
  3. Upon being notified of any discrepancies, ensure that the discrepancy is investigated and resolved before the money is deposited with the D.C. Treasurer.
    - a. In the event of a shortage, the Watch Commander shall take corrective action, even to the extent that the clerk(s) responsible for the shortage shall be required to make up the amount needed to balance the total.
    - b. In the event of an overage, and there are no mistakes on the receipts, such overage shall be forwarded to the Chief of Police, with a recommendation that it be placed in the Miscellaneous Trust Fund, D.C.
    - c. Any person or persons claiming the overage shall be directed to file a claim with the District of Columbia Government, Office of the Corporation Counsel, Claims Unit, located at 441 4<sup>th</sup> Street, N.W., for the recovery of the money.
    - d. Affected Watch Commanders shall not satisfy such claims directly.
- D. Office of Professional Responsibility (OPR), Audit and Compliance, shall ensure that records are periodically audited to assure compliance with the provisions of this order. (CALEA 17.4.2-f)

#### IV. CROSS REFERENCES

GO-OMA-205.03 (Records Retention and Disposition)

// SIGNED //  
Charles H. Ramsey  
Chief of Police

CHR:NMJ:MAR:njg