

60 901.5

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input checked="" type="checkbox"/> DETAIL (See Reverse)	2. TYPE ORIGINAL EXPEDITE ADDITIONAL CANCEL CORRECTION REPEAT REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST February 7, 2008
		4. UNIT NUMBER 202-727-4218	7. REQUESTING ELEMENT EOCOP
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

Effective immediately, the following procedures shall be adhered to regarding the Confidential Fund:

- Only the Lieutenant (Field Custodian) in charge of the Confidential Fund shall respond to the Executive Office of the Chief of Police (EOCOP) for reimbursement of element expenditures. *P.2*
- Commanding Officers shall notify the EOCOP and the Agency Fiscal Officer within 5 business days when there is a change in Field Custodian. *- P.7*
- Commanding Officers must sign the PD Form 152 (Sub-Voucher for Reimbursement of the Confidential Fund) or, in his/her absence, the Acting Commander. *- P.8*
- Commanding Officers shall ensure that their confidential fund is reconciled on a monthly basis.
- Commanding Officers are to ensure that the combination to the locked safe utilized to store confidential funds is changed whenever there is a change in the Field Custodian. *- P.7*
- Members receiving confidential funds shall ensure all required forms are completed and returned to the Field Custodian within 10 business days. *- P.3*

Members are reminded to follow all guidelines and procedures outlined in General Order GO-OPS-304.5 (Confidential Fund).

Cathy L Lanier

SENDER-BADGE-ORG ELM.	AUTHORIZED BY-BADGE-ORG ELM. A/C Alfred Durham Executive Officer	BUREAU HEAD APPROVAL Cathy L Lanier Chief of Police
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REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER TT#02-070-08-040-DE

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