

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informant policies.

704.2 POLICY

It is the policy of the Redding Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

The City of Redding Treasurer is responsible for the oversight of proper receipting, disbursement, and preservation of City funds. Collection of fees for authorized transactions handled routinely by the Records Division of Redding Police Department shall be in accordance with the City of Redding Treasurer's guidelines and applicable standard procedures.

704.3 ROUTINE CASH HANDLING

Those who handle cash as part of their property or SINTF supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.