



Alexandria Police Department
Directive 10.31



Special Investigative Funds

Effective Date: 12-04-2015		 Cancels: 09-10-2009
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2018
Updated Date:	Section(s):	

CONTENTS

10.31.01	POLICY/PURPOSE
10.31.02	RESPONSIBILITIES
10.31.03	USE OF SPECIAL INVESTIGATIVE FUNDS
10.31.04	DISBURSEMENT
10.31.05	REPLENISHMENT

10.31.01	POLICY/PURPOSE
-----------------	-----------------------

The purpose of this Directive is to establish an accounting system and guidelines for the use and disbursement of Special Investigation Funds, commonly referred to as “buy money.” These monies are used for vice, narcotic, organized crime, criminal and special investigations.

10.31.02	RESPONSIBILITIES
-----------------	-------------------------

- A. The Vice/Narcotics Commander has overall responsibility for the proper administration of these Special Investigation Funds.
- B. The Vice/Narcotics Commander or designee is responsible for maintaining the established system of actual "buy money" expenditures in the Vice/Narcotics Investigative Operating Fund.
- C. The "buy" money fund is annually budgeted and appropriated, then transferred by City check to the designated custodian for deposit in a separate account. The custodian, the Vice/Narcotics *Administrative Sergeant*, is responsible for the

written procedures, accounting, disbursement and scheduling of quarterly accounting of cash activities of the fund. [17.4.2.e.,f.]

- D. The Division Chief of Fiscal/Fleet Management will conduct an accounting of the cash activities at least quarterly (as stated in Police Directive 1.7).

10.31.03 USE OF SPECIAL INVESTIGATIVE FUNDS

- A. Other units may use special investigative funds for vice, narcotic, organized crime, criminal and special investigations. Vice/Narcotics and Criminal Investigations will maintain an operating fund for investigative purposes under the supervision of their respective commander.

- B. [REDACTED]

- C. Special investigative funds may not be used for items usually obtained through the regular budget process.

10.31.04 DISBURSEMENT

- A. When during the course of an investigation into a criminal or police-related matter by officers other than Vice/Narcotics or Criminal Investigations *Detectives*, it is determined that Special Investigation Funds are needed to further the investigation, the following procedures will apply:
1. The case will be discussed in detail between the officer and supervisor responsible for the investigation.
 2. If a decision is reached that the case merits utilization of Special Investigation Funds, a request for funds will be initiated. This request will consist of a memorandum directed to the Vice/Narcotics Commander or *the Criminal Investigations Division* Commander, through channels, from the requesting officer. The request will summarize the case and the purpose for which the funds are needed.
 3. If the request for funds is approved by the Vice/Narcotics Commander or by the Criminal Investigations Commander:
 - a. The approving commander will notify the requesting officer, through channels, to respond to the appropriate office where the funds will be disbursed and further instructions disseminated, if warranted.

b. [REDACTED] a Confidential Informant file must be prepared by the requesting officer and the Vice/Narcotics *Operations* Sergeant. The file will be *maintained and secured at the Vice/Narcotics office*.

4. Vice/Narcotics *Detectives* utilizing Special Investigation Funds will be governed by Vice/Narcotics Standard Operating Procedures *2.100*.

B. A sufficient amount of money needed to operate the Criminal Investigations mission will be disbursed by the Vice/Narcotics Commander *or designee* upon request of the Criminal Investigations *Division* Commander.

Criminal Investigations *Detectives* utilizing Special Investigative Funds will be governed by the Vice/Narcotics Standard Operating Procedure *2.100* regarding the use of investigative funds.

10.31.05 REPLENISHMENT

The Vice/Narcotics Commander *or designee* will notify the Fiscal/Fleet Commander, via an e-mail or memorandum when funds are needed. The Vice/Narcotics Commander will maintain an accounting ledger of all funds received and disbursed.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police