



MISSOULA POLICE DEPARTMENT POLICY MANUAL

Subject: PURCHASING EVIDENCE/INFORMATION		
Effective Date: 4/25/2018	Original Date:	Next Review: 4/25/2021
Chapter 11	Policy # 11.30	Distribution:
References: RMHIDTA Policy 1.61		

I. Purpose

The purpose of this policy is to guide officers with the purchase of information or evidence during the course of an investigation.

II. Policy

It shall be the policy of this department that officers requiring cash funds for the purchase of evidence or information shall adhere to the following guidelines and procedures. No funds may be released to purchase information or evidence without a staff officer's authorization.

III. Definitions

Buy Money Account(s): The Missoula Police Department maintains and administers cash fund(s) which are utilized solely for the purchase of information or evidence for MPD investigations. These cash funds are kept in a locked safe under the direct control of the Assistant Chief of Police. Separate funds and ledgers will be kept for each cash account.

Confidential Contributor Expense Voucher: The form used to document and verify any funds released from the Buy Money Account for the purpose of purchasing evidence or information.

Ledger: There shall be a handwritten ledger left with the cash from the account, and locked within the safe where it is kept. The balance shall be updated upon movement of cash in or out of the account.

IV. Procedures

A. Reporting

1. On a monthly basis, a Detective Division designee (typically the Lieutenant or Captain) along with the Chief of Police (or his designee) will count the cash on hand and reconcile the amounts with the accompanying ledger.
2. The authorized designee should note the current balance of the buy money account on the ledger.

3. Funds allocated from this process are then formally reported on the bottom section of the Confidential Contributor Expense Voucher. This includes CI numbers, amounts withdrawn and returned, and signature area for the CI to verify funds received.
4. The ending balance will match that of the ledger in the safe.

B. Usage

1. When it becomes necessary to expend monies from this buy account, the investigator will request a staff officer meet with them and the investigator will advise of the amount needed and the purpose.
2. The staff officer will count out and record in the ledger the amount, date, incident or case number, CI number or purpose pertinent to the transaction. Both the staff officer and the investigator must then sign the ledger.
3. If the monies removed from the buy account are to be utilized for the purpose of a controlled purchase of evidence, the front of the currency will be photocopied so that a record of the serial numbers is available for the case file to verify the amounts expended during the investigation, and for evidentiary purposes.

C. Funding

1. The account shall be replenished when depleted through its intended use. Monies used for the account shall be drawn from the appropriate fund, by means of a claim form submitted to the city treasurers' office.