


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Confidential Funds</b>		<b>AOM:O-423</b>
Massachusetts Police Accreditation Standards Referenced: [17.4.2.e], [17.4.2], [17.4.2.d], [17.4.2.f], [42.2.7.e]		Issuing Authority <hr/> Jody Kasper Chief of Police
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## I. Introductory Discussion

The Northampton Police Department maintains a Confidential Investigations Fund for the purpose of purchasing contraband and otherwise supporting intelligence operations. [43.1.3]

## II. Source of Confidential Funding

The sources to be used by the Officer-in-Charge of the Confidential Fund may be derived from the following places:

- A. The funding mechanisms of the police department.
- B. The Office of the District Attorney.
- C. State and Federal grant monies and forfeiture funds, provided that such use is not prohibited by state or federal law.

### III. Procedures for Handling Confidential Funds

- A. When approved funds are received they should be in the form of a check or electronic transfer. The Detective Bureau Commander, or designee, will convert into a cash Confidential Expenditure Fund Account. These cash funds will be secured in a safe depository. Access to these funds will be restricted to the Detective Bureau Commander and their designee. Monies received from confidential funds may be used only for the following purposes: [17.4.2,e]
  - 1. Payment for information from informants to assist in criminal investigations, to assist in developing probable cause to acquire a search warrant, or to make an arrest.
  - 2. Purchase of contraband; and
  - 3. Expenses developing from an investigation where receipt of money from normal channels is not possible.
- B. The Detective Bureau Commander or designee shall be responsible for maintaining an accounting system that documents confidential funding activities (including all deposits and expenditures) in accordance with the procedures set forth in ***AOM A111 Cash Fund Handling Procedures***. [17.4.2]

The Detective Bureau Commander or designee shall record each expenditure in the Confidential Funds Account Log. The following information shall be recorded where applicable: [17.4.2,d]

- 1. Case number or Confidential Informant Identifier Code.
  - 2. Reason for expenditure (i.e. controlled purchase of narcotics, payment to C.I. investigative expense, or deposit)
  - 3. Date of expenditure.
  - 4. Case officer.
  - 5. Amount expended or deposited.
  - 6. Signature of Officer or C.I. confirming receipt of funds.
- C. It is the responsibility of the Detective Bureau Commander to periodically review, evaluate, and analyze all records of expenditure to ensure that funds are being properly utilized.
- D. Confidential Fund expenditure records shall be treated as security sensitive information and shall not be disclosed to unauthorized personnel.
- E. All Confidential Funds and Informant information, records, receipts, and ledgers will be produced upon demand by the Chief of Police, Operations Division Commander and the Detective Bureau Commander or designee, as well as, city designated auditors and the state auditor's office.
- F. The City Auditor conducts a monthly review of cash deposit and disbursement accounts. [17.4.2,f]

## **IV. Confidential Payment Procedures [42.2.7,e]**

- A. Informant payments should be made in the presence of two officers when possible. The informant will fill in their code name and the amount of the payment on the confidential fund Expenditure Report. The C.I. will also sign their code name or designated code, which shall be witnessed by the officers present. This original shall be maintained by the Contact Officer in a Master File.
- B. The informant must sign for any cash payment and a record of the transaction kept in the informant's file.
- C. If practical, money will not be paid until the case is completed or the information is verified.
- D. All transactions in which an informant receives funds for the purpose of purchasing contraband will be witnessed by two officers, if possible, and:
  - 1. The informant will be thoroughly searched prior to the controlled buy. If the informant's vehicle or residence is utilized in the investigation, a thorough search will also be conducted of those areas to which the informant will have access.
  - 2. The informant will be given funds which have been recorded by serial number, for the purchase of contraband. The informant shall not purchase any contraband with their personal funds. To avoid error, personal funds should be taken from the informant for the holding and safekeeping prior to contact with the suspect. The personal funds shall be returned to the informant immediately after the purchase.
  - 3. When possible, constant surveillance will be conducted of the informant after the search and until they meet with observing officers.
  - 4. The informant shall then be thoroughly searched again. All evidence and narcotic funds will be retrieved from the informant. When possible, the entire process should be accomplished by the same officer with the same witness.
  - 5. The informant shall be thoroughly debriefed, and a written statement signed by the informant, shall be obtained. If a written statement is not practical at that time, a statement shall include a complete description of the suspect, a detailed account of all circumstances and conversations involved in the transaction, and any other facts that may be of importance.