

Informant Payments, Investigative Funds, and Documentation Procedures

407.1 PURPOSE

To establish procedures for CID personnel when dealing with a paid, confidential informant and for the proper handling of investigative funds.

407.2 INFORMANT PROCEDURE

When utilizing a confidential paid informant, the following procedures will be followed:

1. The informant sheet will be filled out and an informant number assigned. This number will be assigned by calling KVET. Refer to *Policy 603 Informants*.
2. Attach a photograph of the informant to the informant sheet. This will become the master file, maintained by KVET. A copy will be made for the detective working the case.
3. Control, reliability, activity information and records of payments shall be forwarded to KVET for entry in the informant files.
4. There will be no payment of city funds unless this informant sheet is properly filled out and documented along with the specially assigned number.
5. It is the responsibility of the detective utilizing the informant to have the informant sign a receipt showing that they have received the amount stated. The informant shall sign the receipt with his or her real name.
6. Two officers shall be present and sign the receipt when a payment is made to an informant.

407.3 INVESTIGATIVE FUNDS PROCEDURE

The Chief of Public Safety has overall responsibility for ensuring that investigative funds are used for legitimate law enforcement purposes and that the procedures outlined in this order are followed.

407.3.1 ACCOUNTS

The Criminal Investigation Division's investigative funds are the responsibility of the Divisional Commander. Use of funds is at the discretion of the Divisional Commander for legitimate law enforcement purposes.

Kalamazoo Department of Public Safety
Public Safety Procedures Manual

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1. Investigative funds must be requested through the Chief of Public Safety, or their designee, and will be disbursed in accordance with the City of Kalamazoo *Cash Disbursements, Purchasing, and Accounts Payable* policy.
2. Investigative funds must be kept in an access controlled location.
3. The Divisional Commander, or their designee, must employ a method to document the initial balance, cash received, case dispersed and balance of all investigative funds.
4. Specific authorization is needed from the Chief of Public Safety, or their designee, to exceed established expense limits.
5. The Divisional Commander, or their designee, shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law. At least quarterly, the Chief of Public Safety, or their authorized designee, should conduct an audit of all investigative funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.