



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
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1789

CONFIDENTIAL FUNDS
GENERAL ORDER NO: 2.6.20

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- PURPOSE:** The purpose of this policy is to outline the strict control and accountability of monies in the Confidential Funds account.
- POLICY:** It is the policy of the Albany Police Department to maintain a Confidential Funds account for the purpose of conducting investigations within the Community Response Unit (CRU) through the purchase of physical evidence, information, and services.
- DEFINITIONS:**
- Criminal Expense Ledger** – The criminal expense ledger shall utilize the Quicken System in which the Unit Heads, or their designee, register all Criminal Expense Account and Confidential Funds money transactions. Aside from containing the credits and debits to the Unit’s fund, the ledger will also capture the incident number and/or case number tied to the expenditure, the nature of the expenditure, and the name of the person(s) on whose behalf the expenditure was made.
- CRU Register** – CRU Register is a Microsoft program through which receipts are made for transactions relating to the Confidential Funds Account. This program is utilized in conjunction with the Quicken Program for checks and balances to the account.
- Quicken** – Quicken is a computerized finance management tool.

I. CONFIDENTIAL FUNDS

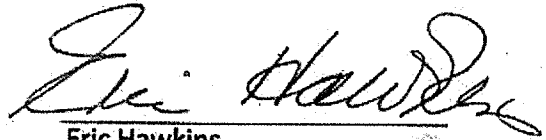
- A. The department's budget provides for a confidential fund to support the investigation of the drug, vice, and/or organized crimes.
 - 1. Monies in the confidential funds account come from seized assets.
 - a. Personnel shall refer to General Order 2.6.15 – Asset Seizure and Forfeiture Procedures for detailed information in relation to seized assets policies and procedures.

II. PROCEDURES

- A. The CRU Detective/Lieutenant and the CRU Detective/Sergeants shall be the only personnel authorized to have access to these funds, as well as the only personnel authorized to distribute these funds, in accordance with this policy.
1. [REDACTED]
- B. The Quicken Criminal Expense Ledger and the CRU Register shall [REDACTED] for a log of all transactions within the confidential funds account. This shall include the following documentation:
1. Initial balance;
 2. Credits (cash received);
 3. Debits (cash disbursed); and
 4. Balance on hand.
- a. A log-book shall also be utilized to record all above transactions as a secondary source of record keeping.
- C. Paper receipts shall be kept for any money paid to informants. [REDACTED]
- D. The log-book, Quicken Criminal Expense Ledger, and the CRU Register shall include all the following information for each transaction:
1. Date funds removed or credited;
 2. Detective's name;
 3. The CRU number related to the transaction;
 4. The purpose of the transaction (e.g., payment to CI, purchase drugs, purchase weapons, etc.); and
 5. Witnessing detective to the transaction.
- E. All CRU detectives are authorized to accept cash from the confidential funds account, distributed by the CRU D/Lt or the CRU D/Sgt., in order to disperse funds to CI's.
1. Transactions in excess of \$500.00 first need to be authorized by the CRU D/LT.
 2. Transactions in excess of \$1,500.00 first need to be authorized by the Chief of Police.
- F. When the confidential funds account is below \$500.00 it shall be the responsibility of the CRU D/Lt to send a request of funds via department email, along with a fiscal report, to the Commander of Investigations and the department's Chief Fiscal Officer for a replenishment of funds.
1. The customary replenishment amount is \$5,000.00; however this is not an absolute figure.

G. It shall be the responsibility of the CRU D/Lt to conduct quarterly audits of the confidential funds account and provide all documentation to the Chief Fiscal Officer (CFO) and the Office of Professional Standards (OPS) for review and filing.

1. Any necessary financial statements shall be prepared by the CFO and approved by the Chief of Police.

A handwritten signature in black ink, appearing to read "Eric Hawkins", written in a cursive style.

Eric Hawkins

Chief of Police