



# Rhode Island State Police General Order - 3D1

<i>Section:</i>	<b>Administration - General Management</b>
<i>Article:</i>	<b>3 - Internal Control - Finance</b>
<i>Title:</i>	<b>Check Receipt Procedures</b>
<i>Special Instructions:</i>	

## I. PURPOSE

To provide members and employees with procedures for the collection and processing of checks relating to Division business.

## II. POLICY

### A. AUTHORIZATION

1. The following Division Units are authorized to receive checks from citizens for Division services:
  - a. Accident Report Section
  - b. Charitable Gaming Unit
  - c. Forensic Services Unit
  - d. Gaming Enforcement Unit
  - e. Legal Office
2. The acceptance of cash as consideration for Division services is strictly prohibited.

## III. PROCEDURES

- A. The employee in charge of each section shall maintain a daily ledger that contains the following information:
  1. Checks on hand at the beginning of the day;
  2. Checks received during the day;
  3. Checks turned over to the Fiscal Office;
  4. Check balance on hand at the end of each day.
- B. At the end of each week respective section employees shall:
  1. Prepare a report of all checks received during the week.
  2. Deliver checks and a copy of the report to a member of the Central Management Office (CMO).

- C. Central Management Office employee shall:
  - 1. In the delivering employee's presence, count and verify the checks being presented and sign a receipt for checks
  - 2. Provide delivering employee a copy of receipt to maintain in section records.
- D. It shall be the Fiscal Office's responsibility to deposit the funds in the appropriate account(s).
- E. The employee in charge of each section shall prepare a quarterly report of check activities and forward through the respective chain of command to the Major - Inspectional Services.

IV. PROVISIONS

- A. All checks must be appropriately locked and secured at the end of each day. Access must be restricted to section employees, their supervisor or designee.
- B. Funds collected from these sources shall not be disbursed for any reason other than submission to the Central Management Office.



By Order of Colonel Manni

James M. Manni  
Colonel  
Superintendent