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