



Oak Creek Dispatch Center

S.O.G. 37

Taking Cash for Warrants/Bond and using Petty Cash

(Created: 2-26-2019
Update: 10-12-2020)

DISPATCH PROCEDURES:

- The blue money bag in the dispatch supply cabinet will contain \$20 in small bills. This money should only be used to provide change to people posting warrants in the lobby of the PD after hours.
- After taking a payment after hours, a receipt must be filled out completely by the dispatcher taking the bond. At the bottom, the amount of change given from the petty cash must be noted on the receipt and documented in the CAD call.
- If change can't be made with the cash available, the person posting must be sent to get the appropriate amount. At no point should anyone "keep the change" if offered by the person posting.
- The bag should never be used to make change for personal reasons, ie getting something from the vending machine.
- A transaction log will be kept in the bag (see below appendix). This must be filled out as well. The notation should include change given, the date, the amount, the new balance in the bag after change was given, and your badge number. The clerk of courts will also add a notation when money is put back in the bag.
- When cash bond is taken, a 2nd dispatcher should verify / count the money and initial the receipt as well. The sealed envelope should then be placed in the after-hours lobby drop box for the clerk of courts.

SUPERVISOR PROCEDURES:

- Dispatch Supervisors will check the money bag daily to confirm the amount in the bag is that of \$20.
- If it is less than \$20, follow up should be conducted to determine if the amount missing was given as change for a warrant that was recently posted. If so, follow up should be done to confirm the Clerk of Courts are aware and refreshing the amount.
- If it is found missing money can't be accounted for, the Operations Captain, along with the dispatch supervisors, should be advised so follow up can be conducted.
- The bag will be randomly checked by the Administrative Captain minimally twice a year.

Oak Creek Police Department - Dispatch Warrant Change Funds / Transactions				
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