



Chapter: Department Operations
Subject: 19-25 – Cash Receipt Records and Bond Disposition
Effective: April 19, 2022
Supersedes: Official Order 8, Section 8.4, dated April 14, 2020
Distribution: Department Members

PURPOSE: This Order provides a system to account for all money received and disbursed in the conduct of department business.

19-25-1 OFFICIAL STATE POLICE RECEIPT

- A. The Official State Police Receipt, ADM-027, and Michigan Cashier and Receivable System (MiCaRs) Cash Sales Receipt are the official department receipts which shall be used in all cases when money is received by the department.
 - (1) This includes cases when money is actually paid to the department, such as salvage vehicle inspection fees, receipt of reward money, and when the department is merely the custodian of money, such as recovered money, interim bond, confiscated, and found money.
- B. Both the Official State Police Receipt Book and MiCaRs Cash Sales Receipt serve as permanent official records of all money transactions of the department. All such transactions shall be noted in one of these regardless of whether or not another receipt (Property Receipt, UD-014B, interim bond, traffic bond, etc.) has been issued.
 - (1) In such cases when entry is made in the Official State Police Receipt Book, the original receipt from that book may be given to the individual or it may be forwarded to such party by mail.
 - (2) The receipts may be discarded if they are not given to the party.
- C. Instances may arise when an entry is required in the Official State Police Receipt Book, but it is either impractical or impossible to issue a receipt to an individual.
 - (1) If such a situation arises, an entry shall still be made in the receipt book. However, the receipt itself may either be discarded or attached to other paperwork involving the same transaction.
 - (2) In cases where an enforcement member of the department turns in confiscated money, recovered money, witness fees, etc., the receipt should be issued to the receiving member when it appears that the money belongs to the member (i.e., witness fees) or there is no person outside the department entitled to the receipt, or when such person is unknown (i.e., found money, money taken from a deceased person, etc.).

19-25-2 INTERIM BOND RECEIPT

- A. The Interim Bond Receipt, UD-078, shall be used to acknowledge receipt of a bond posted by a misdemeanor prisoner for release to appear before the magistrate at a later date. An entry of the transaction shall be made in the Official State Police Cash Receipt Book.
 - (1) The post copy of the Interim Bond Receipt, UD-078, when completely processed, shall be neatly folded so that the name, date, and amount are visible, if possible, and attached to the reverse side of the corresponding receipt in the Official Michigan State Police Cash Receipt Book together with the magistrate's receipt and/or any money order stub or registered mail return receipt.
 - (2) Refer to the procedure manual related to interim bond procedures.
 - (3) When receiving interim bond, the receiving enforcement member shall make an entry of the transaction in the Official State Police Receipt Book and shall issue the Official State Police Receipt to the prisoner posting bond, in addition to the interim bond receipt.

19-25-3 BOND ACCOUNTABILITY

To establish accountability for any bond money accepted by enforcement members, the following procedures shall be followed.

- A. When bond money is taken by an enforcement member, it shall be attached to the court copy of the Interim Bond Receipt, UD-078, or Uniform Law Citation, UD-008. The money and the UD-078 or UD-008 shall be turned over to the shift supervisor by the enforcement member accepting the bond.
- B. On receipt of the bond money, the supervisor shall place the bond money and the UD-078 or UD-008 in a locked drop box maintained at the post or detachment.
 - (1) If a supervisor is not available, the bond money shall be placed directly into the locked drop box by the enforcement member who accepted the bond.
 - (2) The post commander and a limited number of enforcement members designated by the post commander shall have access to the locked drop box.
- C. On the next business day, an enforcement member having authorized access to the drop box shall verify that all bonds recorded in the Official Receipt Book, ADM-027, are present. The money and the UD-078 or UD-008 shall then be given to an enforcement member designated to make the bond dispositions. The money shall be deposited in a timely manner.
- D. The enforcement member assigned to make disposition of bond money shall initial the lower right corner of each Official Receipt, ADM-027, for which they have received bond money.

19-25-4 COURT RECEIPTS

- A. Any time money is turned over to a magistrate or court, the enforcement member shall obtain a receipt for same.
 - (1) When the magistrate does not use serially numbered receipts provided by the county treasurer, they shall be requested to execute to the enforcement member the "Court Receipt" portion of the Interim Bond Receipt regardless of whether or not the transaction involves an interim bond.

19-25-5 CASH HELD IN PROPERTY MANAGEMENT SYSTEM

- A. When cash is held in the property management system, a printout of the corresponding property record shall be folded and attached, or a duplicate property label affixed, to the backside of the corresponding receipt in the Official State Police Receipt Book in a manner that the incident number, property number, and official receipt number are visible.
- B. The receipt documenting the final disposition of cash shall be attached to the back of the ADM-027 over any existing receipts. Any money items entered into the records management system shall have the property item number recorded on the front of the ADM-027 receipt below the incident number.

19-25-6 RESPONSIBILITY FOR MAINTAINING CASH RECEIPT RECORDS

- A. Responsibility for handling the money and record-keeping incidental thereto lies with the director of the Budget and Financial Services Division, Financial Section.

19-25-7 CASH RECEIPTS RETENTION

- A. The Official State Police Receipt Book shall be retained at the post, district, or division level for seven years after the fiscal year, then destroyed.

19-25-8 AUTHORIZED RECEIPTS

- A. The Official State Police Receipt, ADM-027, is pre-numbered and shall be executed in numerical sequence. The MiCaRs Cash Sales receipt is a system-generated receipt. Either one of these shall serve as an authorized general receipt for the department.
- B. The Interim Bond Receipt and the receipting of a Uniform Law Citation, UD-008 or MC-008, are other accepted methods of acknowledging the acceptance of money by the department, but these procedures are authorized only under the circumstances outlined in this Order.

DIRECTOR

Annual Review Responsibility: Budget and Financial Services Division

Accreditation Standards: CALEA 17.4.2 C