



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

**GENERAL ORDER: 3-8 RECEIPT OF CASH/CHECKS**

DATE: 1/12/2016    Pages: 1    ◇    New    ◇    Amended    ◆    Revised—3-8

*Police Chief: John M. Fitzgerald*

**I. POLICY**

It is the policy of this department to accept cash, checks, money orders or equivalent for fines, permits, fingerprinting, copies of reports, etc. Employees must strictly adhere to the below procedures to ensure accountability for all funds received.

**II. PROCEDURES**

- A. Communications clerks and police officers may accept cash, checks, etc. as payment for fines, permits, fingerprinting, copies of reports, etc.
- B. A numbered receipt will be issued for each payment received.
  - 1. The original of the receipt will be given to the person making the payment.
  - 2. Non-cash payments will be attached to the yellow receipt and placed in the white locked metal box in the Administrative Office. Coins and cash will be placed in an envelope before being placed in the same metal box.
  - 3. The pink receipt will be placed in the small receipt box in the Communications Center.
- C. As receipts are received, the Public Safety Coordinator will ensure that the payment received equals the amount shown on the receipt.
- D. The Finance Director will conduct a quarterly accounting of payments received by the police department.
- E. No money may be disbursed for any reason from funds received at the police department.

This directive voids the previous version dated 2/25/2013.