



# GENERAL INVESTIGATIVE FUND

FC No.: 273

Date: 03-18-02

Contents:

- I. Policy
- II. Administrative Constraints
- III. Authorized Expenditures
- IV. Non-Authorized Expenditures
- V. Procedure for Requesting Advances
- VI. Procedure for Closing Out Transaction
- VII. Procedure for Requesting Reimbursements
- VIII. Proponent Unit
- IX. Cancellation

## I. Policy

All divisions, offices, and units within the department will utilize the General Investigative Fund for all investigative operations, including covert operations, in accordance with this directive, and subject to departmental budgetary constraints. The General Investigative Fund and all transactions conducted within the account are subject to audit by the Department of Finance, Montgomery County Government. (CALEA 17.4.2, 17.4.3)

## II. Administrative Constraints

- A. Individuals receiving monies from the General Investigative Fund are fully accountable for all such funds. (CALEA 17.4.1)
- B. When applicable, all receipts and case numbers will be furnished when requesting reimbursements or closing out advances. When closing out advances, the individual must submit all documents and receipts (without these items, the individual will be responsible for remitting the total amount advanced). Transactions must be closed out 10 days after the activity is completed. (CALEA 17.4.2.b)
- C. All payments made to informants, *except those made by Special Investigations Division*, must be obtained from the Confidential Informant Fund. Refer to FC 623, "Confidential Informants."

## III. Authorized Expenditures (CALEA 43.1.3)

### A. Covert Investigations

- 1. Food, drink, meals, and miscellaneous expenses are authorized only when they are directly related to a covert operation or necessary to maintain the clandestine nature of the operation.
- 2. Rental of cars, facilities, or equipment are authorized when necessary to conduct a covert

- operation or surveillance which is directly related to a specific case or which is previously approved by the *respective Assistant Chief*.
- 3. Purchase of stolen property is authorized when there is the expectation of additional seizure(s) or substantiation of an existing case.

- B. Emergency use of a motel/hotel may be authorized to ensure the safety of an informant or witness.
- C. Overt Investigations  
Official county travel for the following reasons are authorized:
  - 1. Extraditions
  - 2. Information/evidence gathering as it relates to an existing case and when such information/evidence will yield a reasonable expectation of seizure or success
  - 3. Testifying out of county or state when time constraints prohibit applying for travel funds
  - 4. Investigation of police applicants
- D. Funds for police auctions are authorized expenditures.
- E. The use of the General Investigative Fund is authorized for any other police operation when there is insufficient time to acquire the funds from the Department of Finance.

## IV. Non-Authorized Expenditures

- A. Official county travel which is preplanned or which is directly related to conferences, conventions, training, or schools and covered under existing administrative procedures or department directives is not authorized through the General Investigative Fund.
- B. Personal items, alcoholic beverages, entertainment, and other expenditures which are not directly related to covert operations or which are not allowable under the administrative procedures or department directives are not authorized.
- C. The purchase of goods or services that can be procured under the existing purchasing procedures, and are not needed to enhance a covert operation or protect an individual's life, are not authorized.

## V. Procedure for Requesting Advances (CALEA 17.4.2.c)

When requesting advances from the General Investigative Fund, the unit commanders will submit a memorandum, *via their bureau chain of command*, to

the Management and Budget Division including the following:

1. A statement regarding the need for the advance, intended use of the funds, the results to be achieved, and the CR or investigative number.
2. A completed MCP 273, "General Investigative Fund - Request for Funds," including signature and date in the "Advance Section." Do not write in the lower portion of the form marked "Close-Out Section."
3. *If travel is involved, a completed Travel Authorization Request.*

#### VI. Procedure for Closing Out Transaction

The transaction must be closed out within 10 days after completion of the activity.

1. Individuals will bring all forms, receipts and related information, CR numbers, and remaining cash to the official who authorized the expenditure for the purpose of closing-out the transaction.
2. The MCP 273 will be returned to the individual for completion of the "Close-Out Section." The amount of all expenditures from the fund will be listed on the form and all receipts and appropriate documents attached.
3. The authorizing official will audit the form and documents before completing the transaction.
4. The individual will retain a copy of the form as a personal record.

#### VII. Procedure for Requesting Reimbursements

- A. Unit commanders requesting reimbursements for monies expended will submit a memorandum to *their respective Assistant Chief* containing:
1. A statement regarding the purpose of the expenditure.
  2. The intended use of the monies.
  3. The results achieved.
  4. The CR or investigation number.
- B. Use the MCP 273 for requesting reimbursement when advance funds are not issued but investigative expenditures are incurred.
1. Complete the MCP 273, including the "Advanced Section" and the "Close-Out Section."
  2. If reimbursement is authorized:
    - a. The Management and Budget Division will contact the individual regarding reimbursement.
    - b. The individual will sign and date the form upon receipt of the reimbursement.
    - c. A copy of the MCP 273 will be retained by the individual for personal records.

#### VIII. Proponent Unit: Investigative Services Bureau

#### IX. Cancellation

*This directive cancels Function Code 273, effective 12-12-97.*



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Chief of Police