

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 19.05	Effective: 06/13/2018	Supersedes: 04/01/2016	Number of Pages: 1
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RECORDS CONTROL: COLLECTION OF USER FEES

A. Responsibilities of the Records Section Manager.

1. Responsible for designating personnel to perform the collection process.
2. Responsible for ensuring that a daily audit is performed in order to maintain the accuracy and accountability of the collection process.
3. Conduct a monthly audit of the collection function and include it in the monthly report to the Administrative Services Commander.
4. Retain copies of all receipts, summary sheets, and courier logs for a period of three (3) years, at which time these records will be sent to storage or disposed of in accordance with law.

B. Procedures.

1. Only designated personnel assigned to the Records Section will collect fees.
2. Only designated personnel will have access to the cash register used to temporarily store collected funds.
3. The funds collected will be attached to a summary sheet. These items will be locked and secured in the Records Section at the close of business each day. Once a week, the contracted armored carrier will sign for the secured moneybag and transport it to the Cashier's Office at the McCoart Complex.
4. Upon receipt of the funds, the Cashier's Office will sign a copy of the summary sheet and return it to the Records Section for filing.
5. The designated members will also be guided by Department of Finance policies and procedures to include: General Order [4.07 Office Regulations: Cash Fund Management, Internal Control Policy, Delegation of Authority Policy, and Cash Management and Revenue Recognition Policy](#), which are designed to better ensure the safety of collections and protection of personnel who handle cash.