

OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



NUMBER: 3140
TOPIC: FEE COLLECTIONS & ACCOUNTING
EFFECTIVE DATE: 10/10/2024
SUPERCEDES: 10/12/2017

SIGNATURE: /s/ Simon Happer /s/ Eric Houston
Chief of Police Bureau Commander

I. POLICY

II. PROCEDURE

- A. RECORDS PERSONNEL RESPONSIBILITIES
- B. COLLECTION OF FEES
- C. SECURITY MEASURES & PROCEDURES
- D. BALANCING AND ACCOUNTING PROCEDURE

CALEA references: See below

I. POLICY

The Department's policy is to manage the Records Unit Change Fund with integrity, care, and diligence. This policy supplements COP 218, *Open Records Act/Copying Charges*.

II. PROCEDURE 17.4.2(D)

A. RECORDS PERSONNEL RESPONSIBILITIES

A change fund is maintained in the Records Unit to make change when police report copies are sold.

To ensure care and diligence in collecting monies related to the change fund, all Members and supervisors will follow the guidelines established in this policy.

As established by COP 252 *Change Fund Policy* and at the direction of the Chief of Police, the change fund maintained by the Records Unit is for making change only and is not to be used for any cash expenditures. 17.4.2(C)

B. COLLECTION OF FEES

Government agencies are exempt from fees identified herein; however, the fee schedule listed below applies to all others, such as victims, attorneys, defendants, and insurance companies.

Fee Schedule per COP 218

Accident reports are free to the public using the following city website:

<https://www3.opkansas.org/city-government/departments/police-department/police-reports/crash-reports/>

Research fee to copy an accident report for the public.....	\$ 5.00
Incident Report research fee.....	\$ 5.00
Additional fee per printed page if requested.....	\$.25
Defense Discovery fee.....	\$25.00
Fingerprinting (includes initial rolling & first card).....	\$15.00
Price for each additional card.....	\$ 5.00
Each Compact Disk, or Flash Drive.....	\$10.00

Refer to COP 218 for computer and other service fees covered under the *Kansas Open Records Act (KORA)*

C. SECURITY MEASURES & PROCEDURES 17.4.2(E)

All cash drawer receipts will be maintained for two years.

Only authorized personnel from the Records Unit will be granted access to the keys for the lockbox located at the front window of the Records area. These keys provide access to the unit's cash drawer.

Records personnel are the only authorized Members of the Department to accept cash and disperse change. 17.4.2(E)

The unit's cash drawer will be locked anytime the unit is left unoccupied for any reason. All Records personnel will share responsibility for cash-register security if more than one Member is on duty.

During each cash or check transaction 17.4.2(A)(B)(D)

- All fees due will be keyed into the current City financial software. The software creates a daily balance sheet and transactions are recorded in the software. The drawer is balanced at the end of the day. (A)
- Funds collected will be immediately deposited in the cash drawer.
- Records personnel will offer a receipt to the person making a payment. (B)
- Only Records personnel are authorized to dispense cash from the Records Unit change fund to provide customers with exact change. (D)

D. BALANCING & ACCOUNTING PROCEDURES 17.4.2(C)(F)

The Records Unit cash drawer will be totaled daily. The Records Unit Member in charge of the register will:

- Ensure all checks, coins, and currency balance.
- The daily deposit will be placed in the locked drop box outside the lobby records office.
- Maintain records and related documents when the fund's resulting monies exceed or fall short of the true balance.

For accounting purposes, COP 252 *Change Fund Policy*:

- A cash fund balance of \$100.00 will be maintained in the Records Unit.
- All excess funds will be forwarded to Finance for deposit.

- If Finance personnel arrive to audit the unit's cash fund, Records personnel will make the cash drawer with all cash and checks available for the Auditor's review, and stand by to witness the audit. The Records Supervisor will be immediately summoned to witness the audit. If unavailable the Report Tech Supervisor or Records Captain will be summoned.
- The Professional Standards Unit will conduct a quarterly audit of the unit's change fund. [17.4.2\(F\)](#)

Audit completion:

- The Auditor will, in most cases, provide Records Personnel with a verbal audit report.
- The Auditor will provide an immediate verbal report directly to an OPPD supervisor if the audit produces significant imbalances or impropriety.

Origin Date: 12/18/2007

Revision Date: 04/12/2017

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Revision Date: 10/10/2024

Reviewed by: Captain Chad Grosserode

[CALEA references:](#)

[17.4.2\(A\)\(B\)\(C\)\(D\)\(E\)\(F\)](#)