

CITY OF CHEVIOT POLICE DEPARTMENT
WRITTEN INTERNAL CONTROL POLICY
FOR DRUG OFFENDER FINES FUND

DATE: **DECEMBER 4, 2018**

VERSION: This Policy replaces and supersedes prior policies, written and unwritten, involving the topic.

POLICY: This document sets forth the City’s policy (“the Policy”) regarding the receipt and use of money deposited in or credited to the City’s 206 Drug Offender Fines Fund (“Drug Fine sFund”).

PURPOSE: From time to time, the City receives money from the collection of mandatory drug fines. This Policy is intended to govern the use of this money once it has been received by the City, and to comply with the requirements of Ohio Revised Code Sections 2925.03 and 2925.42.

GENERAL PROVISIONS:

- A. Drug Offender Fines Fund. The City has established a separate fund known as the 206 Drug Offender Fines Fund (“Drug Fines Fund”), pursuant to Ohio Revised Code Sections 2925.03 and 2925.42. Any mandatory drug fines received by the City in accordance with Ohio Revised Code Sections 2925.03 and 2925.42, shall be deposited in or credited to the Drug Fines Fund.
- B. Receipt of Funds. Upon receipt of any funds received under Ohio Revised Code Sections 2925.03 or 2925.42, the Cheviot Police Department shall fully document the following:
 - 1. Date the funds were received; and
 - 2. The amount of such funds.
- C. Expenditures from Drug Fines Fund. Pursuant to Ohio Revised Code Section 2925.03(F) and 2925.42(B), the money from the Drug Fines Fund may only be used for the purpose of subsidizing the Cheviot Police Department’s enforcement efforts that pertain to drug offenses. Upon the expenditure of any funds in the Drug Fines Fund, the Cheviot Police Department shall fully document the general types of expenditures made out of those fine money and the specific amount expended on each general type of expenditure. The record shall not provide for or permit the identification of any specific expenditure that is made in an ongoing investigation.

RECOMMENDED BY:

Emmett Stone, Police Chief

CONCURRED BY:

Kimberlee Erdman Rohr, Law Director

APPROVED BY:

Thomas Braun, Safety-Service Director