

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County Sheriff's Office

**DATE:** August 28, 2016

**REQUESTED ACTION:** Authorize a Petty Cash Fund for the Sheriff's Major Crimes Unit in the amount of \$500.00 dollars.

Consent     Hearing     County Manager

**BACKGROUND**

The Clark County Sheriff's Major Crimes Unit (MCU) investigates all major crime incidents (homicides, kidnapping, arsons, etc.) within Clark County and is also part of a Regional Major Crimes Unit to assist other local agencies with the same type of investigations. These investigations range from all hours of the day and night and detectives are often called out during non-work hours. Some of these investigations require long hours during which detective cannot leave the scene for supplies and or other necessary items in order to function more efficiently. Usually a supervisor or a detective is tasked with obtaining supplies during such operations and using their own funds and then having to request reimbursement from the County. A Petty cash fund would allow the MCU supervisors to quickly and more efficiently obtain needed items (allowable expenses per Auditor's Office) without the need to use their own funds.

The petty cash fund would be audited quarterly by the Sheriff's Office and periodically by the County Auditor's Office.

**COUNCIL POLICY IMPLICATIONS**

None

**ADMINISTRATIVE POLICY IMPLICATIONS**

None

**COMMUNITY OUTREACH**

None

**BUDGET IMPLICATIONS**

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation.
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

*ngp  
OK*

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

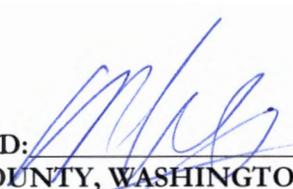
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Darin Rouhier  
CCSO Finance Manager



Michael Cooke  
Clark County Undersheriff



APPROVED: \_\_\_\_\_  
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS

DATE: Aug. 30, 2016

SR# SR 182-16



APPROVED: \_\_\_\_\_  
Mark McCauley, County Manager

DATE: \_\_\_\_\_