

TOWN OF WESTPORT

ORDINANCE 2017-5

AN ORDINANCE CONCERNING CONFIDENTIAL INVESTIGATIONS  
(SO CALLED "BUY" MONEY)

WHEREAS, in the course of criminal investigations, it may be necessary to pay informants for information, make drug purchases, or other purchases of illegal substances or items in order to gather evidence to make an arrest; and

WHEREAS, the Town of Westport wishes to establish procedure for the use of funds for such purposes.

NOW THEREFORE, BE IT ORDAINED by the Town Council of Westport, Indiana as follows:

Confidential Investigation Program and Procedures

1. COMPOSITION OF CONFIDENTIAL INVESTIGATION, PURPOSE AND POLICY

- a. The money shall be managed by the Marshal of the Westport Police Department and reviewed quarterly as directed by the council. It is hereby established as a policy of the Town of Westport that the Westport Police Department employees requesting or utilizing monies shall adhere to the following procedures:

2. CRITERIA FOR DISBURSEMENT

- a. The money shall utilized in the following manner:
  - (1) For informants working with or providing information
  - (2) For "Buys" of illicit or illegal items in the course of criminal investigations including but not limited to:
    - (a) Drugs
    - (b) Narcotics
    - (c) Firearms
    - (d) Alcoholic beverage

3. VOUCHER SYSTEM

Investigators who use money will obtain such money from the person designated by the Marshal of the Westport Police Department. To procure such money, the investigator must complete the Confidential Voucher Form, adhering to the following:

- a. The Voucher will be completed using all possible details available.
- b. If the confidential informant will possess or handle such money, the informant's name or code number will be placed on the voucher.
- c. A case number, if available, will be placed on the voucher.
- d. Any informant to whom such money is given for a "Buy" shall sign a receipt for such money and a receipt shall be maintained in the file thereof.

- e. All money utilized for a "Buy" situation will be photocopied in a manner that displays the serial numbers on the face of the money, with a copy of such photocopy to be included in the case file.
- f. The Voucher will be signed by the officer utilizing such money, a witnessing officer, and by the officer distributing such money.
- g. The officer utilizing such money from the Fund must specify in writing the exact nature of the expenditure and any enforcement action taken as a result of the expenditure.
- h. No such money is to be given to any informant without the approval of the Westport Marshal.
- i. All requests for such money will be require the approval of Westport Marshal.

4. REVIEWS

The Westport Marshal shall balance the account on a monthly basis and appoint a qualified individual to review all books maintained in connection with the account on an annual basis.

This ordinance shall be in full force after it is adopted by the Westport Town Council, Westport, Indiana this 12<sup>th</sup> day of June 2017.

Bryan Gatewood  
Bryan Gatewood, President

Ronda Bartlett  
Attest: Ronda Bartlett

Richard Smith  
Richard Smith

Joyce Brindley  
Joyce Brindley

