THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

The purpose of this policy is to establish accounting and control procedures for the use of Discretionary.

B. Policy

It is the policy of the Department of Public Safety to maintain strict accountability on the use of Discretionary by maintaining control and ensuring that the funds are used only for authorized purposes.

C. Specific Procedures

1. Authorization

   a. The Discretionary custodian will be appointed by the Director and shall have the following responsibilities with respect to the department's Discretionary:

      1) maintenance of the fund in accordance with all appropriate laws and procedures;

      2) proper disbursements and deposits;

      3) bookkeeping and banking procedures;
4) coordination with finance and audit personnel;
5) maintenance of a file containing copies of all relevant fund transaction documents; and
6) purging of the Discretionary records in accordance with state records retention provisions.

b. A quarterly audit of the Discretionary signed by the Director or his designee shall be performed in order to evaluate the continued integrity of the funds and the need for any additional controls. (CALEA 17.4.2.f)

c. The Discretionary Fund Custodian shall make disbursements from the Discretionary Fund to authorized personnel for the following purposes: (CALEA 17.4.2.e)

1) Restitution when applicable; and
2) Pawn Shop computer module.

d. The Discretionary custodian shall not be permitted to make disbursements from the Discretionary to himself/herself. (CALEA 17.4.2.e)

e. Discretionary transaction records shall be stored in a secured location, and access shall be restricted in accordance with applicable laws, ordinances and Division procedures.