

**ORDINANCE NO. 316
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON
ESTABLISHING THE LIBERTY LAKE POLICE DEPARTMENT EVIDENCE
CUSTODIAL FUND AND PROVIDING FOR OTHER MATTERS PROPERLY
RELATED THERETO.**

WHEREAS, the City of Liberty Lake Police Department is working toward achieving accreditation from the Washington Association of Sheriffs and Police Chiefs (WASPC); and

WHEREAS, WASPC accreditation recognizes law enforcement agencies in Washington State as operating under best practices and standards; and

WHEREAS, the Liberty Lake Police Department, has updated its policy regarding asset forfeiture to include a 'Fiscal Agent' responsible for securing, depositing and accounting for cash received by the evidence facility; and

WHEREAS, this Ordinance identifies the Fiscal Agent as the City Treasurer, or in the absence of City Treasurer, the City of Liberty Lake Finance Director will act as the Fiscal Agent; and

WHEREAS, cash deposited into the established fund will be held in a custodial capacity in accordance with the Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS) manual; and

WHEREAS, final disposition of cash deposited into the Liberty Lake Police Department Evidence Custodial Fund will be disbursed according to the financial management and asset forfeiture policies of the City of Liberty Lake.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. PD Evidence Custodial Fund. There is hereby established a fund to be known as the "PD Evidence Custodial Fund" into which shall be deposited cash entered into the Liberty Lake Police Department's evidence facility pending final disposition as determined by the Liberty Lake Police Department. The City Treasurer, and the Finance Director in the absence of the City Treasurer, will act as the Liberty Lake Police Department Fiscal Agent responsible for securing, depositing and accounting for the cash received by the evidence facility until final disposition is determined by the Liberty Lake Police Department in accordance with Washington State law.

Section 2. Accounting. Activity within the PD Evidence Custodial Fund shall comply with the Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS) manual and is subject to annual third-party audits to verify compliance.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance

should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 17 day of February, 2026.

Cris Kaminskas

Cris Kaminskas, Mayor

ATTEST:

Rochelle Caton

Rochelle Caton, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz

Sean P. Boutz, City Attorney

Date of Publication: February 27, 2026

Effective Date: March 4, 2026