

Burleson Police Department

Administrative Policy and Procedures

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CALEA Standards Referenced: 17.1.1; 17.2.1; 17.2.2; 17.3.1; 17.4.1; 17.4.2; 17.4.3;
17.5.1; 17.5.2

ISSUING AUTHORITY: _____

I. Authority and Responsibility

All personnel should be aware of their role in the monetary aspects of the department. The Chief of Police shall have ultimate authority / responsibility for the sound fiscal management of the overall organization. [17.1.1] The Chief of Police shall formulate and administer the Annual Budget. The Chief of Police shall be responsible for the efficient / effective management. The Chief of Police may solicit assistance from any person or division deemed appropriate. Day to day administration shall be vested with the Deputy Chief. However, final responsibility rests with the Police Chief.

A. Agency's Budget Process

The Deputy Chief shall have daily responsibility / authority for fiscal management resources. The Deputy Chief shall: [17.2.1]

1. Monitor day-to-day expenditures.
2. Keep the Chief of Police informed of all budgetary matters.
3. Assist the Chief of Police in the formulation of the annual budget as outlined in the City of Burleson Budget Preparation Manual.
4. Consider any budget requests submitted from within the agency. [17.2.2]
5. Act as the in-house control officer for expenditure requests, [17.4.2c] and
6. Act as liaison between the department and the finance office.

B. Purchasing

Sound fiscal management principles shall dictate the allocation of departmental resources. To that end, all requests for expenditures shall be made in writing.

1. Requisition forms: [17.3.1a]
 - a. Prior to the obligation and /or expenditure of any departmental funds, a departmental requisition shall be completed and approved by the Deputy Chief. Purchases in excess of \$25,000.00 must have council approval [17.4.2b/c]
 - b. Any employee determining a need for purchases may obtain a requisition form from their immediate supervisor or from the City Shared information drive. [17.3.1a/d]
2. Requisition Processing: [17.4.2d]

- a. The request shall be forwarded to the Deputy Chief for processing. The Deputy Chief shall process and approve or disapprove the requisition according to established city procedures. Approval is normally indicated in the form of a Purchase Order number provided for the purchase. [\[17.4.2c/e\]](#)
- b. After approval or rejection, the requisition form will be returned to the requesting employee.
- c. Upon approval of the requisition, the purchase may be instituted according to City of Burluson policies and procedure.
- d. The above procedures apply to all obligations of funds, including charges at approved “open” accounts with local business establishments.

NOTE: At any time, there is a need to request supplemental or emergency appropriations and fund transfers, a Budget Change Request will be accomplished and approved by the Chief of Police. The request form is then submitted to the City Manager for approval and the Director of Finance. [\[17.3.1e\]](#)

C. Accounting

1. At the beginning of each fiscal year, the City of Burluson Finance Department will submit to the Chief of Police an Annual Operating Budget for the Police Department. At the conclusion of each month, the Finance Department will submit to the Chief of Police a budget report detailing the following:
 - a. Initial appropriation for each account. [\[17.4.1a\]](#)
 - b. Balances at the commencement of the month. [\[17.4.1b\]](#)
 - c. Monthly expenditures and [\[17.4.1c\]](#)
 - d. The unencumbered balance. [\[17.4.1d\]](#)
2. All monies, other than confidential funds are received and accounted for by the Administrative Services Division personnel [\[17.4.2e\]](#)
 - a. All dispatchers and records personnel are designated to receive funds as needed but no funds will be dispersed from these offices. [\[17.4.2a / 17.4.2e\]](#)
 - b. Transactions will be documented in the records management system. A printed copy, acting as a receipt, will be given to the customer. A second copy will be printed and signed by the customer if necessary. The second copy will be sent to the City Finance Department. [\[17.4.2b\]](#)
 - c. Monies will be accounted for in the following manner: [\[17.4.2b\]](#)

1. An explanation will be written on each receipt explaining the reason for collecting the money, e.g. accident report, case report number, public intoxication fine, etc.
 2. Cash escrow sheets will be used if money is accepted for another agency, along with a numbered city receipt.
 3. Balance sheet, ledger, or other system will be used daily that will identify the initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand. This will be performed daily by the telecommunications operator and front records personnel. [17.4.2a]
 4. Money and receipts will be kept in the petty cash box located in the communications center. The on-duty dispatcher is responsible for security and access. Front records personnel are responsible for security and access for their petty cash, which will be secured and locked after hours.
 5. Monies will be pulled, accounted for, placed in an envelope, along with receipts, control sheet, cash escrow sheet(s) and kept in the control box in communications until time for it to be transferred to the Finance Department. The Administrative Secretary or designated person will transfer the sealed envelope to a designated finance employee, who will sign for it on the appropriate receipt. [17.4.2a]
- d. Independent audits will take place at city hall by finance personnel only or someone they so designate. In addition, the Deputy Chief may conduct periodic inspections of the petty cash box. Comparing it to the current days cash control sheet.
3. The City of Burleson will annually conduct an independent audit of all city accounts. [17.4.3]
- D. Accountability of Agency Property [17.5.1]
The accountability, responsibility and issuance of agency property are vested with the Bureau Captains as a part of the property management function.
1. The Operations Bureau Captain is accountable for all property assigned to the Patrol Section. The Operations Bureau Captain is also responsible for obtaining inventory tags and recording with the City expendable items and those of a size and type that would not prohibit “tagging”. If tagging is not feasible, the inventory number should be etched onto the property by electric pencil.

2. The Deputy Chief is accountable for all property entered into the property and evidence room. This would include all property seized in accordance with narcotic seizure laws, or any other legal acquisition.
3. The Deputy Chief is responsible for purchasing procedures as outlined by the City policy and departmental policies and non-cash property such as abandoned vehicles and all other property assigned to the Support Bureau.
4. The Administrative Secretary is responsible for all office supply acquisitions, storage and dispersal.
5. Bureau Captains shall maintain these records indefinitely or until the property is replaced, sold at auction, destroyed or discarded.
6. Definitions:
 - a. Non-Expendable Property: Those items as identified by City "Fixed Asset" policy and /or require the assignment of a City inventory control number.
 - b. Expendable Property: Those items of agency property that do not require city inventory numbers such as uniforms, batteries, approved office supplies and minor tools or materials.

The Bureau Captains are responsible for ensuring that expendable property is being properly utilized and maintained, and shall be cognizant of budgetary constraints at all times.

E. Department Issued Equipment

Department issued equipment will be returned to the responsible party who issued the equipment. It is the responsibility of that party to maintain records of control for the issued equipment. For example:

1. The Deputy Chief is responsible for issuing and reissuing the below listed equipment to authorized users:
 - a. OC spray
 - b. Ballistic helmet
 - c. TASER (Taser Instructor)
 - d. Uniforms
 - e. Badges
 - f. ASP baton
 - g. Body Armor
2. The Human Resource Department is responsible for issuing and reissuing Police Department IDs.
3. The Department Rangemasters are responsible for issuing and reissuing to sworn officers:
 - a. Department firearms
 - b. Duty ammunition

4. City keys and gas cards are issued through City Hall.

Note: Operational readiness for department issued equipment is the responsibility of person it is issued to.