



## Greenbelt Police Department – General Orders

	Title: <b>Fiscal Management and Agency-Owned Property</b>		Order #: <b>308</b>	
	Effective Date: March 01, 2016 Original Issue: July 16, 2005		Review Date: May 23, 2007	
	<input type="radio"/> New	<input checked="" type="radio"/> <b>Amends</b>	<input type="radio"/> Rescinds	
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 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 17.5.3				Pages: 4

- 01 POLICY:** It is the policy of the Greenbelt Police Department to effectively and efficiently manage its fiscal affairs.
- 02 PURPOSE:** This Order establishes the responsibilities and guidelines for managing the Department’s budget and fiscal affairs.
- 03 FISCAL MANAGEMENT RESPONSIBILITY:**
- A.** The Chief of Police is responsible for the overall fiscal management of the Department, including the approval of budget recommendations and purchasing request. (CALEA 17.1.1)
  - B.** It is the responsibility of the City Council to authorize funds; the City Department of Finance to account for funds and cause independent audits of funds; and the Administrative Services Division to conduct purchases.
  - C.** To efficiently manage the Department’s fiscal responsibilities, the Chief of Police has designated the responsibility for the internal budget preparation and management to the Support Services Supervisor, under the oversight of the Administrative Services Division Commander. (CALEA 17.2.1)
  - D.** Fiscal management functions shall include, but not limited to:
    - 1. Annual budget development; and,
    - 2. Expenditure monitoring and control.
- 04 COMMAND LEVEL PARTICIPATION:** (CALEA 17.2.2)
- A.** Each Division Commander will participate in the development of the Department’s budget and submit appropriate justifications, submitted by major components under his/her command, for the continuation of existing programs or adequate guidelines for proposed changes and additions to expenditures, as appropriate. Departmental goals and objectives shall be considered during budget development.
  - B.** Budget recommendations concerning personnel, contractual services, supplies and materials, business and education, capital outlay and other expenses shall be submitted in writing to the Chief of Police.
    - 1. The recommendations will be submitted in a format prescribed by the Chief of Police. The recommendations shall include an analysis and an assessment of both present and future needs.
    - 2. Documentation should be detailed enough to justify funding of additional and continued resources.

3. The Support Services Supervisor shall announce the timeline for submissions each year, following the receipt of the City's budget timeline.

**05 DEPARTMENTAL ACCOUNTING SYSTEM:**

- A. The Department's accounting system will be monitored by the City's Department of Finance;
- B. The Department of Finance's has an accounting system that includes approval of each account, and can provide monthly status on the following:
  1. Initial appropriations of each account (or program); (CALEA 17.4.1.a)
  2. Balances at the beginning of each month; (CALEA 17.4.1.b)
  3. Expenditures and encumbrances made during the month; and, (CALEA 17.4.1.c)
  4. The unencumbered balance of the budget at the end of each month. (CALEA 17.4.1.d)

**06 POSITION CONTROL:**

- A. Sworn and civilian employee positions within the Department are authorized by the City Manager and approved by the City Council. The annual City budget is subsequently adopted by the City Council to provide funding for positions authorized by the City Manager.
- B. The Human Resources Officer and the Administrative Services Division Commander are responsible to ensure that the number of personnel hired does not exceed the number of positions authorized.

**07 NON-CASH FISCAL ACTIVITIES:**

- A. The Administrative Services Division Commander and/or his/her designee shall be responsible for monitoring the Department's non-cash fiscal activities. The activities include:
  1. Processing requests for purchase of services, supplies and materials;
  2. Coordinating the development of specifications of services, supplies and materials;
  3. Preparing payment documents for services, supplies and materials; and,
  4. Monitoring grant expenditures and completion of grant financial reports.
- B. The Support Services Supervisor shall advise the Chief of Police, as the need arises, on the condition of non-cash activities.

**08 PETTY CASH FUND MANAGEMENT:** The Department maintains two cash funds. The Records Unit Cash Fund, see Order 629-Records Unit Cash Fund, and petty cash. The petty cash fund is governed and maintained as follows:

- A. The Administrative Services Division, as authorized by the Department of Finance, will maintain a petty cash fund of \$200.00.
  1. The Administrative Services Supervisor and Administrative Assistant may reimburse Department personnel for incidental business expenditures totaling \$45.00 or less. (CALEA 17.4.2.c)

2. Expenditures greater than \$45.00 must be approved in writing by the Chief of Police (CALEA 17.4.2.c)
3. The Support Service Supervisor and Support Services Administrative Services Division's Administrative Assistant are authorized to disburse and/or accept cash. (CALEA 17.4.2.e)
4. In order to be reimbursed, employees must submit the original receipt(s) documenting the expenditures.-The employee must also sign-the receipt acknowledging the cash reimbursement. (CALEA 17.4.2.b & d)
5. The Administrative Services Division's Administrative Assistant will keep a balance sheet, ledger or other system that identifies initial balance, credits, debits (cash disbursed), and the balance on hand. (CALEA 17.4.2.a)
6. The Support Services Administrative Assistant will request replenishment of funds from the City Treasurer when the balance is at a point to justify additional funds.
7. The Administrative Services Division Commander or his/her designee will ensure that the petty cash is reconciled at least quarterly. (CALEA 17.2.4.f)

**09 INDEPENDENT AUDIT:** The City Charter, Section 60, requires each fiscal year an independent audit shall be made of all accounts of the City government by qualified public accountants, selected by the Council, who have no personal interest, directly or indirectly in the financial affairs of the City government or of any of its officers. (CALEA 17.4.3)

#### **10 PURCHASING:**

- A.** Minor purchases, those that do not exceed \$1,000.00 are authorized at the Department level, to include Division Commanders, without prior permission from the Finance Department. Whenever purchases are authorized at the Department level, it shall be the responsibility of the authorizing employee to ascertain that the purchase does not exceed the balance remaining in that particular account. Also see City Code 2-42 "Procedures for Minor Purchases." (CALEA 17.3.1.a)
- B.** Purchases exceeding \$1,000.00 shall be made by purchase order. All purchases in excess of \$1,000.00 will be made in compliance with City Code 2-41 "Purchase order forms and verification of funds for purchases over one thousand dollars." (CALEA 17.1.3.a)
- C.** All purchases, supplies, and contractual services of which the estimated or known value of is such that approval of the City Council is not required may be made in the open market upon the authorization of the Department of Finance. Whenever possible supplies and contractual services should be made from the supplier offering the best quotation. (CALEA 17.3.1.a)
- D.** Bidding procedures for supplies or contractual services, when the estimated or known cost thereof exceeds ten thousand (\$10,000.00) dollars, shall be authorized by the City Council and such purchases shall be made after taking competitive bids unless the taking of bids is not required as otherwise provided within the City Code. All Department bidding procedures for supplies and contractual services are accomplished in strict accordance with City Code 2-38 "Competitive Bidding." (CALEA 17.3.1.b)
- E.** Criteria for the selection of vendors and bidders shall be in accordance of City Code 2-38 "Competitive Bidding" and Section 2-40 "Open Market." (CALEA 17.3.1.c)
- F.** The City Council, by resolution, may waive requirements for taking competitive bids and authorize a purchase or contract when an emergency situation exists, in accordance with City Code 2-39 "Exceptions to requirements." (CALEA 17.3.1.d)

- G. If a financial emergency arises within the Department and supplemental or emergency appropriation are needed the City Manager shall approach the City Council to secure a fund transfer. (CALEA 17.3.e)

**11 CITY CREDIT CARD:**

- A. Assigned City credit cards are approved by the Chief of Police and City Treasurer as determined by need, not by rank.
- B. The Office of the Treasurer will conduct a credit check on employees prior to issuing his/her credit card.
- C. All purchases made using credit cards are subject to this Order.
- D. Employees making purchases on Department credit cards cannot exceed a purchase amount of (\$1,000) one thousand dollars per transaction.
- E. Credit card receipts will be reconciled monthly when the statements are forwarded from the Office of Finance. The receipt on the reconciliation log will be signed and forwarded to the Chief of Police or his/her designee for approval prior to being forwarded to the Office of Finance.

**12 INVENTORY CONTROL OF FIXED ASSETS: (CALEA 17.5.1)**

- A. The Office of Finance is the established control point for physical accounting and recording of all fixed assets with a value of one thousand dollars (\$1000.00) or greater.
- B. The Support Services Supervisor is the control point for the physical accounting and of recording of certain fixed assets with a value of less than one thousand dollars (\$1000.00).

**13 ISSUING/REISSUING AGENCY OWNED PROPERTY:**

- A. It is the responsibility of the Department's Quartermaster to issue and reissue agency-owned property to authorized users. (CALEA 17.5.2)
  - 1. When an officer turns in Department equipment/property, the Quartermaster will determine if the property is reusable. If the property is reusable it will be placed in the Quartermasters storage area.
  - 2. Equipment/property that is not reusable will be destroyed appropriately. Equipment/property that contains the Department patch or logo will have the item removed prior to being disposed of.
  - 3. Equipment/property that is deemed reusable will be placed back into duty on an as needed/requested basis.
- B. It is the responsibility of the Department's Quartermaster to maintain stored excess Department property in a state of operational readiness. (CALEA 17.5.3)
- C. It is the responsibility of all Patrol Supervisors and Specialized Unit Leaders, whether the Unit is full or part time, to maintain all of their squad/units property (i.e., radar units, surveillance equipment, specialized weapons, etc.) in a state of operational readiness. (CALEA 17.5.3)





Sergeant J. M. Parker

## **GREENBELT POLICE DEPARTMENT**

550 Crescent Road  
Greenbelt, Maryland 20770  
Phone # 240-542-2111 Fax #  
301-474-6435

TO: All Police Personnel

DATE: June 15, 2006

SUBJECT: Uniform/Equipment Issuance and Replacement Procedure  
C.A.L.E.A 17.5.2

After an employee receives their initial uniform/equipment issue, any subsequent

request for replacement shall be submitted on a Support Services Work Request ("green form", GPD form # 221).

The Support Services operates on a Direct Exchange (DX) replacement program. When the employee is in need of a piece of equipment and or uniform, he or she shall complete the work request, have it signed by their immediate supervisor, and forward it to their Division Commander. Once the item(s) are in, the employee will be notified to schedule an appointment to pick up or exchange the item( s) that they requested. *[Because of very limited storage space, unless special arrangements are made, items will only be held for 30 days after a pick up notice was sent)*

Helpful hints when completing your request:

- Make sure your name is on the request.
- *Date needed line* -Leave blank unless the request is for a special project with

a deadline. All work requests are prioritized with the Department's overall goals and objectives in mind.

- *Request written response*- for use by Division Commanders
- *Supervisor*- the squad supervisor or specialized unit supervisor if the request pertains to a specialized assignment.
- *Approved by*- this line is for Division Commander or Chief of Police to approve the request. ,
- Your request needs to specify WHAT you are requesting and WHY (i.e broken, new, lost etc.)
- If your request is for uniform and or footwear, please SPECIFY SIZES.
- If a requested item is Lost or Stolen, you will need to have a memo attached.
- If your request is for a Less Lethal replacement item, you will need to attach a copy of the Subject Management Report.
- If your request is for ticket books or racial profiling forms, no signatures are required, just forward your request to records.
- If your request is IT or IT equipment related, follow the Department's current guidelines for said request.
- If your request is for portable radio maintenance .... be as specific as possible with the problem. This will help the technician better isolate and repair your equipment.