

GREELEY POLICE DEPARTMENT

General Order 209.00

Reviewed: 01/19

209.00 FISCAL MANAGEMENT

- The Chief of Police has the ultimate departmental authority and responsibility for the fiscal management activities of the Greeley Police Department. The primary areas of fiscal management responsibility bestowed upon the Chief of Police include fiscal planning, budget preparation and presentation, and fiscal control.
- The Support Services Division shall conduct all the necessary functions of fiscal management delegated by the Chief of Police. Delegated duties include bi-annual budget development and coordination, maintenance of a liaison with the Deputy Chiefs and the Director of Finance, the supervision of internal expenditures and related controls including status reports, and the familiarization with recent developments in fiscal affairs management within the City government.
- Deputy Chiefs shall participate in the bi-annual budget development process and will monitor and supervise expenditures within their respective divisions including written justifications for all new items, including staffing, appearing on their respective budget requests.
- Every organizational element to the section-level shall be involved in the budgetary process and prepare a proposed budget appropriate to the section's needs.
 - The proposal will include a justification based upon operational and activity analysis for:
 - All major continuing expenditures,
 - Significant changes in minor continuing expenditures, and
 - All new budget items.
 - Other topics to be addressed in the proposal include:
 - An analysis and justification of current staffing levels;
 - A projection of future staffing and equipment needs with supportive documentation, including estimated costs of augmentation and equipment specifications; and
 - A cost analysis of existing and proposed programs.
 - These section-level reports will be forwarded to the affected Deputy Chief via the chain of command.

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- The preceding assigned section-level responsibility is not offered to preclude the participation of organizational members throughout the department; rather, the intent is to affix a level of mandatory participation.
- When departmental budgetary appropriations do not offset accrued encumbrances, fund transfers will be made by the Support Services Deputy Chief, at the direction of the Chief of Police. During quarterly budget reviews, all departmental programs/accounts will be audited to determine if a request for supplemental or emergency appropriations or fund transfers are appropriate. The affected Deputy Chiefs will be notified prior to the transfer of funds by the Budget Manager
- In the event of emergency circumstances requiring additional appropriations, a written request will be completed and submitted to the City Manager by the Chief of Police. The request will describe the emergency, note the impact, and provide justification for additional monies or the transfer of funds. Immediate emergency expenditures may be authorized by the Chief of Police or Deputy Chief with concurrent oral notification to the City Manager by the Chief or Acting chief with a written request to follow.
- Support Services Division will prepare a monthly written report to the Chief of Police.
 - In order to maintain position control in relation to budget authorizations, the report will present:
 - The number and type of each position authorized in the Department's budget;
 - The location of each authorized position within the agency's organizational structure;
 - Position status information, whether filled or vacant, for each authorized position in the agency; and
 - Any overhires indicating funding source and City authorization.
 - A financial status report will be included in the report and will contain:
 - The initial appropriation for each program account;
 - The balance at the commencement of the reporting period;
 - The expenditures and encumbrances made during the period; and
 - The unencumbered balance.
- The department's fiscal activities are subject to independent audit as described in Section 5-3 of the Charter of the City of Greeley.

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Authorized by Mark Jones, Police Chief		
Effective Date: January <u>15</u>, 2019		
<u>Mark Jones</u>	Date:	<u>January 15, 2019</u>
Signature		