

1.08
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: October 5, 2001

Revision Date: April 1, 2009

Subject: Fiscal Management Reference: CACP STD. 210.5

TO: ALL PERSONNEL

I. POLICY:

Annually, a portion of the City of Craig budget is appropriated for the operation of the department. The Chief will review all income and expenditures and ensure that the records maintained by the Department are complete and accurate. All department members shall comply with all Department Policies and Procedures regarding budgeting, purchasing, and other fiscal controls. The Chief of Police, or his designee, shall maintain the financial records for the department as a part of the Department's Fiscal Management System, and is responsible for maintaining compliance with the City of Craig's Financial Management Policies and Procedures.

II. PROCEDURES:

Budgeting

Annually, all department members will participate in budget preparations. The Chief shall ensure that the budget proposals request the necessary resources for department operations and programming. The Chief shall coordinate with the City Manager to assess present staff positions and future personnel needs that may be required to meet department objectives. The staff shall also review space and equipment requirements and report deficiencies and proposals for replacements and effective use of equipment as part of the budget proposal.

The Chief and Command Staff shall review the overall department budget regularly and revisions shall be made as necessary in order to maintain effective and efficient operations. Revisions to the budget shall be made according to the City Financial Management Policies.

Accounting

The Chief of Police, or his designee, in coordination with the City Finance Director shall be responsible for maintaining accurate accounting records of all expenditures and incomes for the department. All transactions requiring employee reimbursements, issuance of city checks or vouchers, and other billing shall be done pursuant to City policy.

Purchasing

Purchasing of all supplies and equipment shall be according to City Policy.

Equipment Inventory

The City Finance Office maintains an inventory of department property and equipment. The Chief of Police, or his designee, ensures that an inventory is conducted on an annual basis, or as directed, in cooperation with the City Finance Office.

Cash Receipts

With the exception of bonds collected pursuant to [8.15](#), or animal impound fees collected at the shelter; the Records Manager or a Records Technician will receive all cash, and will issue a receipt for it. All checks and cash received by records, as well as any animal impound fees collected by the Community Service Officer; will be turned in to the City Finance Office on a weekly basis.

The Records Manager will maintain cash in the cash drawer for fees collected when releasing records or certified VIN checks. The cash drawer will remain locked unless in use. At the beginning of each business day the cash drawer will begin with a \$100.00 balance. At the end of each business day the contents of the cash drawer will be stored in a locked file in the records file storage room. All cash beyond the \$100.00 starting balance will be kept secured in the records file storage room.

Petty Cash

The Investigative Technician shall maintain petty cash for use in purchases under \$50.00 that cannot be handled through normal purchasing procedures. The amount may exceed \$50.00 with prior approval of the Chief of Police or a Division Commander. The Support Services Division Commander is the only other person authorized to have access to petty cash. The petty cash box will be secured in the evidence area except for times when access is required. All other purchases must follow City of Craig policy.

Confidential Funds: See General Order [6.01](#)

Training Fund:

A. Authorization

1. A training fund will be maintained by the Administrative Sergeant for the operation of the training facility at the Public Safety Center, as well as collection and disbursement of funds received from the Colorado Peace Officers and Training Commission for the Northwest Regional Training Grants (when our department manages it). Responsibilities include:
 - a. Maintain the fund in accordance with all appropriate laws and procedures.
 - b. Proper disbursements and deposits.

- c. Bookkeeping and banking procedures.
 - d. Maintenance of a file containing copies of all relevant fund transaction documents.
2. The Administrative Sergeant shall make disbursements from the training fund only to authorized personnel or other law enforcement agencies for the following purposes:
 - a. Purchase of training supplies, refreshments, equipment, overtime backfill, travel, tuition or fees, or any other item approved by POST for those funds. Any other expenses must be approved by the Support Services Division Commander or the Chief of Police.
 3. Access to training fund transaction records shall be restricted in accordance with applicable laws, ordinances and agency procedures.

B. Accounting for Expended Funds

1. All revenues and expenditures of training fund monies shall be maintained in ledger. The ledger may be electronic and should include:
 - a. Date and place of expenditure.
 - b. Reason for expenditure/income.
 - c. Copies of receipts if available.
 - d. Type of training class.
2. For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained.

Audits

The City of Craig Finance Department shall be requested to annually audit all funds received or controlled by the department during the first quarter of the year.

Approved by:



Walter K. Vanatta
Chief of Police