

THURMONT POLICE DEPARTMENT			
GENERAL ORDER	Date Issued: June 6, 2007	Effective Date: June 6, 2007	Order No: Chapter 19.0
Authority: Chief of Police Gregory L. Eyer		Manual Page No:	
Subject: Fiscal Management and Agency Property		Replaces Page No:	
CALEA Standard: 17	Distribution: ALL	Amends:	Number of Pages: 7
Related Documents:		Rescinds:	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish procedures relating to budgeting, purchasing, accounting, and the inventory and control of agency-owned property.

II. POLICY:

It is the policy of the Thurmont Police Department to provide for the efficient management, control and accounting of Department funds.

III. DEFINITIONS:

None.

IV. PROCEDURE:

A. Fiscal Management:

1. The Chief of Police has authority and responsibility for the overall fiscal management of the Police Department.
2. The Chief of Police will be responsible for management and approval of all budget recommendations for the Department.

3. The Chief of Police will work closely with the Mayor, Board of Town Commissioners and the Town Clerk/Treasurer in all fiscal matters.
4. The Department's authorized funds will be governed by the annual Town budget as adopted by the Board of Commissioners.

B. Budget Process:

1. The Chief of Police or designee will coordinate operating and capital budget preparations and management for the Department. The Chief of Police will meet at his discretion, with Department staff throughout the process to discuss the budget, provide direction, and ensure compliance with the goals of the Department.
2. Department employees may submit budget requests throughout the year to the Chief of Police for consideration. These requests will be based on operational and activity analysis, personal needs, capital improvement needs, Department goals, and an assessment of currently assigned positions to ensure that the positions allocated to the Department are functioning appropriately.
3. The Chief of Police shall follow procedural guidelines and comply with the timetable established by the Town's budget office for budget development and preparation.

C. Purchasing

1. The requisitioning of supplies, equipment, and services for the Department will be primarily the responsibility of the Chief of Police or designee.
2. All purchasing of Department supplies, equipment, and services will be conducted in compliance with the Town of Thurmont purchasing regulations and Department procedures.

D. Accounting

1. The Thurmont Police Department is not responsible for the management of the Accounting System.
2. The Town Clerk/Treasurer is responsible for maintaining the Accounting System for all Departments of the Town. This includes, but not limited to, appropriation reports, procurement, cash funds or accounts, budget transfers, invoices, records, etc.

E. Cash Fund Accountability

1. During the course of normal business activities, there is a need for the Department to receive or disburse cash for various reasons such as drug investigations.
2. Requests for such expenditures will require the approval of the Chief of Police. The Chief of Police or designee will retrieve the funds from the Town Clerk/Treasurer.
3. All disbursements and/or expenditures will be documented stating, at a minimum, the date, the amount, reason for disbursement/expenditure, and to whom the disbursement was made.
4. A ledger will be completed by the Deputy Chief of Police, which will include the following:
 - a. Case number and date,
 - b. The amount of money involved, description (e.g., cash, check, money order, etc.), and whether it was disbursed or collected,
 - c. The person/company involved in the transaction,
 - d. The identification of the personnel (name/initials and identification number) handling the transaction,
 - e. Beginning and ending balances when appropriate,
 - f. Authorizing supervisor's signature and identification number,
 - g. Date/time monies are turned over to the Town of Thurmont and to whom it was given to.

F. Independent Audit

1. By authority of the Thurmont Code – Article IV, Finance, C-32 Audit – “The financial books and accounts of the town shall be audited annually as required by §40 of Article 19 of the Annotated Code of Maryland (1957 Edition, an amended).

G. Agency Property

1. The Chief of Police or designee will be responsible for oversight and management of agency-owned property, which will include components

governing the control, assignment, transfer and disposition of all Department property.

2. The Chief of Police or designee will be responsible for:
 - a. Distribution of Department property requiring recipient's signature on the Property Control Form,
 - b. Issuance and return of all armory items,
 - c. Coordination of all furniture and equipment assignments and inventory control.
 - d. Coordination of vehicle and related equipment and assignments.
3. Armorers will be responsible for:
 - a. Inspection, inventory and accountability of weapons, ammunition, armory and range items, equipment, and related materials.
 - b. Secure storage and authorized access to armory inventory storage.
4. Requests for new/replacement property
 - a. Employees requesting supplies, equipment, and services will do so on the Department's Property Request Form through the chain of command.
 - b. If the item(s) requested are replacement for lost, damaged, or stolen property, the individual shall submit a written report of the incident along with a Department Loss/Damaged Property Form, promptly through the chain of command with the property request form.
 - c. Replacement of items found misused, lost and/or attributed to negligence may require reimbursement as determined by the Chief of Police.
 - d. Incidental items can be obtained without a property request form. Items include, office supplies such as file folders, notebooks, consumable supplies, batteries, etc.
 - e. The Chief of Police will have a final authorization or whether to approve or disprove property requests. Consideration will be given to the need and budget allocation.

5. Property Distribution

- a. Upon receipt of a newly assigned property, the Chief of Police or designee will check the property for good repair, proper working condition, and verification of actual purchase through the Department.
- b. After the property is checked and verified, the requesting individual will be notified and will sign the item on the Property Control Form.

6. Separation from Employment

- a. On separation from employment with the Department, employees will return all property issued to them, to the Deputy Chief of Police or designee.
- b. All assigned equipment and uniforms will be in operational readiness, clean, pressed and on hangers.
- c. All vehicles will be cleaned and in operational readiness.
- d. Release of final paycheck will be withheld pending final accountability of all Department property. Unaccounted and damaged property will be charged to the employee at the rate determined by the Chief of Police, using current replacement costs.

7. Transfers of Property are Restricted to Approval as Follows:

- a. Transfer of property within the Department may be authorized at the Deputy Chief of Police and/or the Chief of Police level only.
- b. Transfer of personnel issued property – equipment must be turned into the Deputy Chief of Police and reissued to the new individual.
- c. Outside of Department transfers may only be approved by the Chief of Police.

8. Property Accountability

The Administrative Assistant will:

- a. Maintain a computerized property file for each employee, and
- b. Maintain an inventory file of all equipment to include furniture assigned to the Department.

The Deputy Chief of Police will:

- a. Conduct an annual inventory of all Department property for accountability purposes. The inventory will be required in June of each calendar year.
- b. Results of the annual inventory will be forwarded to the Chief of Police for review. Discrepancies in the inventory will be addressed immediately to the Deputy Chief of Police.
- c. Access to storage areas will require authorization from the Chief of Police and/or the Deputy Chief of Police.

9. Operational Readiness

- a. Department owned equipment and property stored in the property room will be kept in a condition of operational readiness. This includes proper care and cleaning, preventive maintenance, repair, workability, and responsiveness. It is the responsibility of the Deputy Chief of Police to maintain and inspect such property and equipment at regular intervals.
- b. Problems regarding the condition or maintenance of the department owned equipment and property will be directed to the Chief of Police immediately, who will provide instructions to rectify the problem.

ATTACHMENTS:

Attachment 19.0A - Property Request Form #TPD 19.0A
Attachment 19.0B - Property Control Form #TPD 19.0B

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Chief Gregory L. Eyler

Order Edited and Approved by: Chief Gregory L. Eyler

CALEA Standards included in this Order
Chapter 17.1-17.5.3