



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS MANUAL

 Proudly Policing Since 1841	<b>SUBJECT</b> Budget, Grant, and Purchasing Procedures		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on file</i>		
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## AUTHORITY/RELATED REFERENCES

City of Tallahassee Code Chapter 19, Section 2, Chief of Police  
 City of Tallahassee Commission Procurement Policy 242  
 City of Tallahassee Procurement Procedures Manual  
 City of Tallahassee Purchase Card Administrative Policy 603  
 Police Department Grant Administrative Procedures

## ACCREDITATION REFERENCES

CALEA Chapters 11, 17

## KEY WORD INDEX

<b>Authority</b>	Procedure I
<b>Fiscal Compliance Responsibility</b>	Procedure II
<b>Grant Application</b>	Procedure III
<b>Purchasing Procedures</b>	Procedure IV

## DEFINITIONS

**Emergency Purchase:** A purchase made under conditions that prohibit the department's normal procurement cycle, because of a crisis situation.

## POLICY

The Tallahassee Police Department shall establish guidelines for the procurement of supplies, equipment and services, in accordance with City of Tallahassee procedures.

## PROCEDURES

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### I. AUTHORITY

The Chief or Police shall have the authority and responsibility for the fiscal management of the Police Department, in accordance with City of Tallahassee Code Chapter 19, Section 2.

### II. FISCAL COMPLIANCE RESPONSIBILITY

#### A. Budget Formulation

1. The department's budget process will be structured to meet the City Manager's directives concerning annual fiscal allocation.
2. The City's Budget Office establishes specific instruction regarding justification required to maintain, increase, or decrease the department's budget, and the format by which this information is to be provided. This may fluctuate from year to year dependent upon the City's fiscal condition and operational objectives.
3. Internally, the department will review budgets at division, program, and line item levels. The Financial Officer will coordinate the review process consistent with City Manager and Budget Office instruction.
4. Division Commanders shall identify crucial needs and address potential budget alternatives. Input will be obtained from all levels of the organization and be summarized in the division's submittal. Final recommendations are made at the Chief's discretion.
5. The department's budget submittal includes a trends and issues report that highlights workload trends, significant performance indicators, department priorities, and the effectiveness of department programs and strategic initiatives. This report also addresses the City Manager's budget directives and the potential impact that they would have on the department's service delivery.
6. While the City Manager recommends a budget to the City Commission, the City Commission has the authority to modify department budgets and individual accounts, as it deems appropriate.

#### B. Budget Control

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1. The Financial Officer shall monitor appropriations for determination of funding availability and approval of expenditure requests.
2. The Financial Officer shall monitor expenditure patterns and report variances for recommended action.
3. The Financial Officer shall maintain an accounting system in conjunction with the City of Tallahassee Budget Office that includes approval of each program and provisions for monthly status reporting to include:
  - a. Initial appropriation for each program,
  - b. Balances at the commencement of each monthly period,
  - c. Expenditures and encumbrances made during the period, and
  - d. Unencumbered balances.

### III. GRANT APPLICATION AND ADMINISTRATION

Grant programs provide the department with additional resources to purchase equipment and accomplish objectives that would not otherwise be achieved with existing city funds. Members are encouraged to research grant sources and identify those that the department may be interested in pursuing. The application and administrative processes to apply and manage grant programs shall be in compliance with the department's Grant Administrative Procedures.

#### A. Application

1. All grant proposals should be routed to the appropriate Division Commander and the Administrative Services Bureau Director for review.
2. Proposals that are deemed to be consistent with department goals and priorities and appear to be feasible from a financial and workload perspective will be forwarded to the Chief for approval to apply.
3. Dependent upon grant requirements, City Commission approval may be required prior to application.
4. City Commission approval is required for acceptance of all grants and shall be obtained prior to expenditure of funds.

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### B. Administration

1. The Administrative Services Bureau Director is responsible for the overall management of the department's grant program.
2. Program Managers will be assigned to each grant and are responsible for the operational implementation of the program and completion of programmatic reports. Additionally, program managers will ensure that supporting documentation necessary to complete the financial reports is submitted to the Financial Management Office and that all grant timeframes are met as specified within the grant requirements.
3. The Financial Management Office will compile and submit the financial reports (directly or via Accounting Services) and complete all purchases and contracts related to grant programs.
4. The Financial Management Office will serve as the primary record keeping entity for official grant documentation. Copies of all official grant correspondence and reports shall be provided to FMO to meet record keeping requirements.

### IV. PURCHASING PROCEDURES

Purchases for the operation of the Tallahassee Police Department shall be in compliance with the City Commission Procurement Policy and the City Procurement Procedures Manual. These documents serve as procedural guides in the expenditure of all public funds, including department operating and capital budgets, grant, donation, and forfeiture proceeds.

#### A. Departmental Procedures for Procuring Supplies, Equipment, and Services

1. All requests for vendor purchases shall be processed through the Department's Financial Management Office (FMO).
2. The member shall complete a Purchase Request Form (PD121) to request items not available from the Supply Office. After delineating the items to be purchased and determining the prices from the suggested vendor, the form shall be approved by the Division Commander or designee and submitted to the FMO for action.

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3. No commitment to procure an item(s) shall be made to any vendor prior to FMO action.
4. The FMO shall determine the appropriate method of procuring the item dependent upon the dollar amount and type of request.
5. Purchases shall be obtained through the use of the City's - purchase card, check request, or purchase order.
5. Exceptions to FMO approval include local purchases up to \$999 for building materials and supplies made by the Facilities Manager, and purchases made by authorized Emergency Operations Center (EOC) members during EOC activation. In both instances, purchasing members shall utilize city issued purchase cards and obtain pre-approval from their Division Commander or authorized EOC Commander or designee. Members are required to provide the completed copy of the Purchase Request Form and vendor receipt to FMO the following business day where possible and to document acceptance of goods and/or services.
6. A copy of the purchase request form shall be returned to the requesting Division when an order has been placed.
7. The Supply Office shall notify the requesting party when the items have been received unless items are obtained directly by authorized members.
8. Uniform items, basic law enforcement equipment, and related accessories shall be issued through the Supply Office consistent with established guidelines for officer assignment.
9. The Supply Office shall also be responsible for stocking departmental forms (Offense Reports, Vehicle/Property Receipt, etc.).

### B. Emergency Purchases

An emergency purchase is solely the responsibility of the person or persons making them. A Purchase Request Form that includes a statement of justification and any other related purchase documents shall be submitted to the FMO on the next business day.