

# Hamden Police Department General Orders

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**Policy Number:** 008-001

**Effective Date:** August 01, 2005

**Section:** Fiscal Management

**Rescinds:**

**Title:** Fiscal Management

**Approved By:**

**Approval Date:**

## PURPOSE

To establish budgeting, accounting and fiscal control procedures for the Department.

## POLICY

The prudent fiscal management of the Department requires a set of procedures to obtain that goal. The procedures set forth below will help the Department reach this goal.

## Procedures

### A. Command Responsibility.

1. The Chief of Police will have the responsibility and authority for the overall fiscal management of the Police Department.
2. The Chief of Police will be responsible for supervising and approving final budget recommendations.

### B. Command Level Participation.

1. Each Division Commander will participate in the development of the Department budget and submit appropriate justification for the continuation of existing procedures or adequate guidelines for proposed changes or additions of expenditures.
2. No later than January of each year, the Division Commanders will be responsible for submitting, in writing, budgetary requests and recommendations for the upcoming fiscal year.

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- a. These recommendations will be based on operational and activity analysis, future personnel needs, and an assessment of currently assigned positions to ensure that the positions allocated to the department are appropriate.

### **C. Accounting System.**

1. The Department's accounting system will be monitored by the Administrative Division Deputy Chief. The accounts will be maintained by the account clerks assigned to the Chief of Police.
2. The system will include monthly status reports indicating:
  - a. Initial appropriation for each account.
  - b. Balances at the commencement of the monthly period.
  - c. Expenditures and encumbrances made during the period.
  - d. Unencumbered balance

### **D. Position Control.**

1. Positions within the Police Department are authorized and funded through the annual budget which is approved by the Town Council.
2. The Chief of Police will be responsible for ensuring that positions authorized in the annual budget are not exceeded, that persons on the payroll are legally authorized, and that positions are maintained in accordance with budget authorizations.

### **E. Cash Management.**

1. There are presently six cash funds maintained within the Department these are:
  - a. Petty Cash
  - b. Cash payments received in records
  - c. Confidential Expenditure Fund
  - d. Bond Money
  - e. Dog Pound Fees
  - f. Cash payments for permits and parking receipts

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2. These cash funds will be maintained in accordance with procedures set forth in subsequent General Orders.

### F. Financial Statements

1. Financial records on cash accounts within the Department will be prepared by the Town Finance Department.

### G. Preparation of Financial Statements.

1. Cash payments received by the Records Division will be totaled and balanced with cash on hand on a daily basis.
2. Confidential Expenditure Funds will be maintained the Detective Division Commander and the Supervisor of the Narcotics Enforcement Unit. A copy of all expenditures will be submitted to the account clerks for auditing purposes.
3. The Animal Control Officer will submit, on a monthly basis, a report of cash received along with the cash to the account clerks who will forward same to the Finance Department.
4. The Petty Cash Fund will be audited on a monthly basis by the account clerks assigned to the Chief of Police.
5. The Town Finance Department will conduct complete audits on funds controlled by the Police Department, annually, in accordance with established policies of the Finance Department.

### H. Persons Authorized to Accept or Disburse Funds.

1. Records Personnel - cash payments
2. Supervisors - Bond money, Cash payments may be accepted but will normally be deferred to the appropriate Unit.
3. Detective Division Commander - Confidential Expenditure Fund.
4. Supervisor Narcotics Enforcement Unit -Confidential Expenditure Fund.
5. Animal Control Officer - Dog pound fees

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6. Account Clerks - parking tag receipts and permit fees.
- I. Monitoring of Non Cash Fiscal Activities.
    1. The monitoring of non-cash fiscal activities is the responsibility of the Administrative Division Commander.
    2. Normally all purchases of a non cash type must be approved by this commander. The only exceptions are field emergencies approved by a Division Commander, Chief or Deputy Chief.
    3. Prior to having the Department billed or submitting a purchase order request, the Administrative Division Commander will:
      - a. Meet with the person making the request to ensure the need.
      - b. Select the proper account to be billed.
      - c. Check the total request against the amount remaining in the respective account.
      - d. Forward the proper request to the Town Finance Department.
    4. The Administrative Division Commander or his designee will additionally correlate all bills paid or money encumbered.
  - J. Requisition and Purchase of Agency Equipment.
    1. Specifications for items requiring standardized purchases will be prepared by the Administrative Division Commander.
    2. Bidding procedures will be implemented and coordinated by the Town of Hamden Purchasing Department in accordance with Town Charter provisions.
    3. Criteria for the selection of vendors and bidders will be outlined and controlled by the Purchasing Department in coordination with the Administrative Division Commander.
  - K. Emergency Purchasing or Rental Agreements for Equipment.
    1. Emergency Purchasing or Rental Agreements for equipment required by the Department will be authorized by the Town Purchasing Agent.
  - L. Supplemental or Emergency Appropriations and Fund Transfers.

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1. Procedures for supplemental or emergency appropriations and fund transfers will be as follows:
  - a. Requests will be submitted in writing to the Mayor's Office.
  - b. Requests will be reviewed by the Mayor, Finance Department and final approval will be by the Town Council.
  - c. All proper paper work will be completed when the actual transfer is made.