

**Stevensville Police Department  
General Orders**

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**Chapter 8                      Fiscal Management and Agency Owned Property**

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**Date Effective                      By The Order of:                      M. Sosa, Jr., Chief of Police**  
**5/10/21**

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The purpose of this directive is to establish guidelines for the fiscal management of the Stevensville Police Department to include administrative, budgeting, purchasing, accounting, and procedures for the inventory and control of agency owned property. This directive shall also establish authorized procedures for the receipt and disbursement of monies within the Agency.

**8.1.1 FISCAL MANAGEMENT RESPONSIBILITY**

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**CALEA Standard: 17.1.1**

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In accordance with Title 7, Chapter 32, Part 41, the Chief of Police shall have the supervision and control of the police force under the regulations of the Agency prescribed by the Town of Stevensville.

The Chief of Police has the authority and responsibility for all fiscal functions of the Agency. Per Town Policy, the Financial Officer is responsible for examination and approval of all claims, bills, and accounts against the town, oversight of the books and records, examination of all financial records, annual financial statements and strict enforcement of the law pertaining to Town finances.

It is the responsibility of each Agency personnel that receives applications or payments to ensure that any documentation that contains a citizen or employee's personal information be kept secure and confidential. Any breaches or suspected breaches in the security of the personal information shall be reported immediately.

**8.2.1 FISCAL MANAGEMENT FUNCTION**

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**CALEA Standard: 17.2.1, 17.2.2**

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All fiscal management activities of the Agency shall conform to the accounting procedures adopted by the Town of Stevensville and implemented through the Financial Officer.

### **Budget Preparation Process**

The Agency budget will be prepared as directed by the Town Leadership and policy and will be developed in cooperation with all organizational components, and supervisory personnel.

To increase the value of the input and to enhance coordination in the budget process, guidelines will be established at the beginning of the budget cycle to inform Agency personnel of the essential tasks and procedures relating to the budget preparation procedures. The guidelines will also include instruction for preparing written budget request documents. The written recommendations and budget requests shall be submitted to the Chief of Police in a timely manner, dependent upon overall Town budget instructions and deadlines. The recommendations shall be based on operational and activity analysis, future needs, functional goals and objectives, and an assessment of currently assigned positions.

### **8.3.1 PURCHASING**

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#### **CALEA Standard: 17.3.1**

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#### **Equipment Requisitions and Purchases**

Agency requests for requisition and purchase of supplies, equipment, and other operating expenses shall be submitted on a Requisition Form to the Chief of Police for review and purchase authorization. Purchase orders are completed and as directed by the Town Financial Officer.

#### **Emergency Purchases**

The leadership of the Town of Stevensville may authorize any purchase contracts necessary to place the Agency in a position to protect the public health and safety, effectively protect property, and provide emergency assistance to victims in the event of any man-made or natural disaster.

### **8.4.1 ACCOUNTING SYSTEM**

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#### **CALEA Standard: 17.4.1**

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The Town maintains a computerized fiscal accounting system that includes provisions for monthly status reports to the Agency showing:

- Initial appropriation for each account
- Balances at the commencement of the monthly period
- Expenditures and encumbrances made during the period
- Unencumbered balances

The Agency has access to the Budgetary Account Balance Inquiry files for retrieval of information on the status of the Agency's appropriations and expenditures any time the information is required.

## **8.4.2 CASH MANAGEMENT**

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### **CALEA Standard: 17.4.2**

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The Agency receives cash payments for the following services:

- Fingerprinting

#### **Persons Authorized to Accept or Disburse Funds:**

##### **Records Unit Personnel**

The Police Clerk is responsible for collecting and submitting to the Financial Officer monies collected for all scheduled fees. No disbursement of cash is made from the Police Clerk or the Agency

All revenue is receipted upon collection from a pre-numbered book. Revenue received is turned over at least weekly to the Financial Officer to be deposited in the general fund. The Financial Officer is responsible for all Town receipt books. The Financial Officer issues the pre-numbered receipt books and must account for the return of all receipts printed in the books.

All fees received must be for the exact amount. There is no cash drawer maintained for the purposes of making change.

#### **PROPERTY/EVIDENCE CUSTODIAN**

Property authorized for release by the Agency and that has been abandoned is released for auction

#### **Internal Audits**

The Town Financial Officer and the Chief of Police retain the right and authority to make periodic, announced or unannounced audits of all funds managed, collected, and processed by Agency personnel to ensure adherence to the procedures set forth in this directive and to ensure that proper fiscal control measures are being followed.

#### **Preparation of Financial Statements**

All cash management activities of the Agency are incorporated into the overall financial records maintained by the Town Financial Officer.

## **8.4.3 EXTERNAL AUDITS**

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### **CALEA Standard: 17.4.3**

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External Audits are performed as required by Town Leadership, the Financial Officer and in accordance with Montana statute.

### **8.5.1 AGENCY- OWNED PROPERTY**

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**CALEA Standard: 17.5.1, 41.1.3**

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#### **Procurement**

The Chief of Police or a designee is charged with the responsibility for procurement of Agency-owned property. Agency-owned property shall include:

- Installed property
- Uninstalled property
- General equipment
- Munitions
- Expendable items

#### **Monitoring and Inventory of Agency-owned Property**

Accountability for Agency-owned property is a responsibility of all agency personnel under the authority of the Chief of Police. The Chief of Police or a designee shall be responsible for conducting internal monitoring of the annual inventory of Agency-owned property. All fixed assets maintained by the Stevensville Police Department are assigned an asset number for purposes of inventory control. At least once annually, the Police Clerk, or designee will account for these items by performing a physical inventory of the fixed assets and reconciling actual assets to the asset register maintained by the Agency. Upon approval of the Chief of Police this documentation shall be forwarded to the Financial Officer.

The Chief of Police shall be responsible for conducting internal monitoring of the following Agency non-cash fiscal activities:

- Purchase requisitions
- Travel, meal, and incidental expense reports
- Training expense reports
- Other open accounts

Supervisors shall advise the Chief of Police, as necessary, regarding the status of non-cash fiscal activities in their areas of responsibility.

### **8.5.2 DISTRIBUTION OF AGENCY-OWNED PROPERTY**

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**CALEA Standard: 17.5.2, 84.1.8**

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The Police Clerk or a designee shall be responsible for the issuance and distribution of approved Agency property to authorized users and for the maintenance of all records relative to that distribution. Initial issue of all Agency approved property shall be accomplished during the orientation process of the newly appointed Officer.

Items issued as replacements for agency property that has become worn, damaged, or is lost will be made at the request of the Officer in need. The request for reissue of Agency approved equipment shall include an explanation of the need for replacement of the items requested.

When available, the items to be replaced shall be returned to the Police Clerk or designee for repair or disposal.

Property acquired by the Agency through asset forfeiture or other means shall be accounted for and disposed in accordance with Montana Statutes governing Agency-owned property and the granting authority.

### **8.5.3 MAINTENANCE OF AGENCY-OWNED PROPERTY**

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**CALEA Standard: 17.5.3, 84.1.8, 41.1.3**

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It shall be the responsibility of the appropriate Supervisor, or designee to ensure that stored Agency property is maintained in a state of operational readiness and in sufficient quantity to meet the on-going needs of the Agency.

Maintaining operational readiness of stored equipment includes:

- Care and cleaning
- Preventive maintenance
- Repair
- Workability
- Availability

The operational readiness of equipment shall be inspected at regular intervals by the appropriate Supervisor or a designee.

### **8.5.4 PERSONALLY ASSIGNED VEHICLES**

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#### **Vehicle Operation**

Personnel operating Agency vehicles are to be armed with authorized approved firearms and maintain radio communications when in the Agency unit. Assigned vehicles are not to be operated by any person other than the Officer to whom the vehicle is assigned or by an appropriate supervisor. A supervisor may temporarily reassign a personally assigned vehicle to another driver if it becomes necessary in order to maintain an effective level for patrol and operations.

When operating a marked Agency vehicle during off-duty hours, Officers are required to stop to render assistance to the public, respond to an emergency call for assistance, apprehend violators of serious crimes and/or summon on-duty peace officers in circumstances which logically require police attention that occur within their traveling vicinity. When initiating or responding to a police situation while off-duty, personnel are to notify Supervisor by proper

radio procedure or other form of communication. Under normal circumstances, incidents requiring more than short-term, on-the-scene action are to be handled by on-duty personnel.

Occasionally, Agency vehicles will be used to deter criminal activity by parking them in conspicuous business or residential locations. Such crime prevention activity will be coordinated under the direction of Supervisors.

### **Vehicle Maintenance**

Arranging for routine preventive maintenance, including oil change, lubrication, minor adjustments, etc, is the responsibility of the employee to whom a vehicle is assigned. When a vehicle is due for routine maintenance or in need of adjustment, the operator is to take the vehicle in for service. Officers should arrange to take their assigned vehicle to the Town approved garage before the end of their tour of duty. Vehicles shall be left and picked up after service has been completed. Reassignment of the Officer to another vehicle temporarily is the responsibility of the immediate Supervisor.

In the event of damage to a vehicle or breakdown which renders the vehicle unfit for continued safe use, the Officer to whom the vehicle is assigned is to ensure that proper action is initiated to take the vehicle in for repair. Fuel for assigned Agency vehicles is available at Town approved fueling stations. Officers are to fuel their assigned vehicles during their tour of duty. Officers are responsible for washing their assigned vehicles. This must be done during the Officer's tour of duty unless directed otherwise by the employee's supervisor.

### **8.5.5 GRANT FUNDING – CONFLICT OF INTEREST**

The Stevensville Police Department applies for, and receives funding through state, federal, and other grant funding opportunities to be used in obtaining additional equipment and positions and implementing innovative programs. Once the Stevensville Police Department receives funding through approved grants, it is the Agency's responsibility and obligation to ensure that no actual or perceived conflict of interest exists concerning the administration of the grant.

It is the policy of the Stevensville Police Department that no employee of the Agency shall use grant funding in any manner that results in, or has the appearance of resulting in personal, financial or other gain or benefit. No employee of the Agency shall participate in either the discussion or vote on any matter concerning the funding if such participation would prohibit the employee from making a fair and impartial decision. Close familial, business or other associated relationships with the affected person or a financial interest in the matter are conflicts that would interfere with a fair and impartial decision. In the use of the grant funds, all employees shall avoid any action which might result in or create the appearance of preferential treatment of any person, use of his or her official position for private gain, or any other action adversely affecting the confidence of the public and the integrity of the Agency.

The Agency as the grant recipient shall not pay, any bonus, commission, fee, or gratuity to any employee or official of the federal or state government that awards the grant. Further, neither the Agency nor any employee shall seek, receive or solicit any bonus, commission, fee, or

gratuity from any Town employee for the purpose of obtaining any contract, grant or award issued by the Town or the Agency.