	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1110
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		Distribution: All
Title: FISCAL MANAGEMENT		Section: Administration
Issued: 06/14/2011	Effective: 06/22/2011	Revised: 06/24/2022
Rescinds: All Previous	Amends:	
CALEA References: LE 17.1.1, 17.2.1, 17.2.2a-c, 17.3.1a-f, 17.4.1a-d, 17.4.3; COM 2.4.1-2.4.3a-c, 2.4.4a-f, 2.4.5a-d, 2.4.7		
Review: Annual	Authority: Chief Buck Buchanan	

I. Purpose

The purpose of this General Order is to describe and provide guidelines for the department's fiscal management activities including budgeting, purchasing and accounting.

II. Policy

The Chief of Police is responsible for and has the authority to direct the fiscal management of the department. Fiscal management shall include annual budget development and preparation, supervision of expenditures and liaison with the City fiscal management personnel and the City Council (COM 2.4.2).

III. Definitions

(This section intentionally left blank)

IV. Regulations

A. Employees are not permitted to make unauthorized purchases with department funds. Inherently unauthorized items include, but are not limited to, alcohol, in-room movies or entertainment, tips to server staff over 20 percent, and other tangible items intended for personal use. In addition to the penalty prescribed by this regulation, employees may be required to refund or personally pay for unauthorized expenses [B].

B. Members who possess a City purchase card may only make business related purchases with the purchase card [B].

V. Procedures

A. Authority

City Code 1-205.3(h) vests the responsibility to the Chief of Police for development and administration of a complete program of public law enforcement including

preparing budget estimates and the controlling of the expenditures of all department funds (LE 17.1.1; COM 2.4.1).

B. Budget

1. Annually, the Chief of Police will prepare a department budget as directed by the City Administrator and in accordance with the time lines established by the City Administrator. The budget will be for the next fiscal year that begins on January 1st (LE 17.2.1).
2. Prior to the first draft of the budget being due to the City Administrator, Division and Section Commanders will solicit employee suggestions regarding anticipated budgetary needs for the next fiscal year. Division and Section Commanders will incorporate employee suggestions having merit and the Commander's suggestions into written form and submit through proper channels to the Chief of Police to consider and include recommendation for:
    a. Operating needs (LE 17.2.2a; COM 2.4.3a);
    b. Capital purchases needs (LE 17.2.2b; COM 2.4.3b); and
    c. Personnel needs (LE 17.2.2c; COM 2.4.3c).
3. The Chief of Police may choose to meet with Division and Section Commanders throughout the budget process as needed to properly prepare the department budget within the guidelines established by the City Administrator and Governing Body, and within the fiscal capabilities of the department.
4. The Chief of Police will prepare a final budget within the timeline established by City Administrator and will submit for approval to the Governing Body for the next fiscal year that begins January 1st (COM 2.4.2)

C. Purchasing Authority (LE 17.3.1a & b; COM 2.4.4a & b)

1. All capital purchases must be approved by the Governing Body. Purchases shall be classified as a capital purchase if the dollar value is $5,000 or greater and has a useful life of three (3) or more years.
2. All non-capital purchases greater than $10,000 must be approved by the Governing Body.
3. All non-capital purchases greater than $7,500 and less than $10,001 must be approved by the City Administrator.
4. All non-capital purchases greater than $2,500 and less than $7,501 must be approved by either the City Administrator, Assistant City Administrator or Chief Financial Officer.
5. All non-capital purchases greater than $500 and less than $2,501 must be approved by the Chief of Police.
6. All non-capital purchases greater than $100 and less than $501 must be approved by the Chief of Police or Division Commanders.

7. Supervisors have the authority to approve local expenditures under $101 to ensure operational readiness of department vehicles or to ensure the efficient operation of the department. A purchase order is not needed for these expenses but receipts must be submitted to the Chief of Police.
8. In emergency situations, the City Administrator can override this policy in order to provide for the best interest of the City. The City Administrator must inform the Governing Body of all such decisions.
9. Employees who require authorized uniform items or duty gear will use the approved vendor not to exceed the balance of the employee's clothing allowance.
10. Employees who wish to attend training or who need travel expenses for department related business shall submit a Training/Travel Request & Authorization Form (city wide form) through their chain of command prior to any training or travel. Approval of Training/Travel requests within the state of Kansas is at the discretion of the Chief of Police. Approval of Training/Travel requests outside of the state of Kansas is at the discretion of the Chief of Police and is required to be approved by the City Administrator. Training/Travel will be based on actual need and available funds.
    a. Monies advanced to employees for training/travel expenses must be preapproved by the Chief of Police and City Administrator and will be based on the estimated amount of out of pocket of expenses the training/travel will cost the employee and the level of hardship created by the expenses if money is not advanced. Advances must be requested 14 days in advance of the scheduled training/travel absent emergencies by submitting a Check Request (city wide form).
    b. Employees who are given funds in advance for training or travel expenses must return any funds not expended. Employees must provide receipts for all money expended and detail expenses on a Travel Expense Report (city wide form). Employees making unauthorized expenses during travel or training may be required to refund those expenses back to the department.
    c. Employees who are not given funds in advance of training or travel, or otherwise have out of pocket expenses, may have authorized expenses reimbursed by submitting a Check Request Form and Travel Expense Report with receipts attached to the Chief of Police.
11. Division Commanders have the authority to approve vehicle maintenance expenses under $501 to ensure operational readiness of all department vehicles. Vehicle maintenance related expenses over $501 must be approved by the Chief of Police prior to the expense being incurred. A purchase order is not needed for vehicle maintenance related expenses.
12. Receipts or invoices for purchases made by virtue of a purchase order using funds from the police department operating budget will be submitted to the

Chief of Police with the purchase order number written on the receipt or invoice.

13. Receipts or invoices for vehicle maintenance related expenses will be submitted to the Vehicle Maintenance Coordinator and will include the vehicle number(s) associated with the expense. The receipts will then be submitted to the Office of the Chief of Police for record keeping and processing.
14. Purchases made with a City purchase card that will be deducted from the police department's operating budget will be documented on the City's Purchase Log and receipts retained. Department members will submit purchase logs and receipts to the Office of the Chief of Police on their next work day following the end of the billing cycle but not later than five days following the end of a billing cycle.
15. The Chief of Police will forward invoices and check requests to the City's Finance Department for payment and will include the budget line item account number from which the expense should be deducted.

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D. Fuel Purchases and Car Washes

1. All marked and unmarked fleet vehicles will be assigned a City issued fuel card for fuel purchases.
2. All members of the department will be assigned driver PIN code. Department members are not to share their driver PIN code with other members of the department.
3. Department members should always use the City issued fuel card as first option whenever purchasing motor vehicle fuel. If out of town and unable to utilize the City issued fuel card, a department member may use another City issued credit card (if available) or pay cash and be reimbursed.
4. Department members are responsible for all purchases made with their assigned driver PIN Code.
5. Department members will obtain a receipt with each fuel purchase and document the transaction on Gas Card/Car Wash Log (APD Form 68).
6. On the first work day of every month, each member shall turn in their APD Form 68 into their immediate supervisor along with receipts for all fuel purchase transactions made in the previous month using their driver PIN code.
7. The department member's initials, ID number, Unit number and mileage shall be on the back of each receipt.
8. If a receipt for a fuel transaction is missing, the officer responsible for the purchase should include a written memo with the APD Form 68 detailing the date, time, location, vendor, dollar amount and gallons of the purchase.

9. If a fuel purchase is made on a City "Purchase" card, the documentation of that purchase along with the receipt will be made on the individual's monthly "Purchase" card log, and not the Gas Card/Car Wash Log (APD form 68).
10. Department staff members are authorized to utilize car wash services from approved service providers for the washing of department vehicles.
11. Department Supervisors will be issued a "Car Wash" card for the purpose of purchasing car washes, and will be responsible for the monitoring of the card and use to avoid overuse.
12. Department members will document all car washes that they procure on their monthly APD Form 68.
13. Department members are limited to one car wash per month. Additional car washes must have prior approval from a supervisor.
14. Supervisors will verify log and receipts are consistent, initial the log, and forward the log and receipts to the Chief of Police's Administrative Assistant. All logs and receipts will be turned into the Administrative Assistant by the eighth day of each month.

E. Soliciting Bids for Purchases (LE 17.3.1c; COM 2.4.4c)

1. Unless otherwise exempted pursuant to City policy, State law, or the City Administrator or his/her designee determines the required method is not practical, all purchases greater than $10,000 shall be awarded by the Governing Body though competitive sealed bidding or competitive negotiation, jointly referred to as "competitive selection".
   a. Competitive selection shall be initiated by the publishing of a Request for Proposals (RFP) or a Request for Qualifications (RFQ).
      i. The RFP is used when price is a factor of selection.
      ii. The RFQ is used when price is considered after selection.
      iii. In both the RFP and RFQ processes, the services to be procured will be clearly defined, as will the factors to be used in evaluation and selection.
      iv. Preparation and signing of a contract formalizing the scope of work and the terms of compensation is required.
2. Purchases between $1,001 and $10,000 require at least three documented price quotes that will be maintained on file.
3. Purchases under $1,000 shall not require competitive quotes if the prices are considered reasonable, although informal quotes are encouraged.
4. For supplies or services required to be purchased more than once a year, the aggregate total of purchases during the budget year will be used to determine the purchasing procedures to be followed.

a. Example: The cost of salt is $50 per ton, but over the course of one budget year, the total purchasing is expected to exceed $10,000. This purchase would require a competitive selection process.

5. Purchases made under the following circumstances shall not require competitive selection, regardless of expected purchase amount(s):
   a. When the purchase is in response during an emergency situation.
   b. When the price or methods is prescribed by law.
   c. When the supplier is the sole source of supply.
   d. When the supply/service is available from another government entity or purchasing program at a price deemed less than commercially available.
   e. Professional services.
   f. In the case of repairs for heavy equipment or vehicles when the extent of repair cannot be determined or when specifications cannot be practically prepared.
   g. Utility bills for water, sewer, electricity, and natural gas.

F. Bidder and Vendor Selection (LE 17.3.1d; COM 2.4.4d)

1. When competitive selection is required:
   a. An invitation to bid shall be posted on the City's website at least seven (7) days in advance of the due date for the submission of bids. Notice shall be filed with the City Clerk or his/her designee, and shall be open to public inspection.
   b. Bids shall be opened in the presence of one or more witnesses. The amount of each bid and other relevant information shall be recorded along with the name of each bidder.
   c. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, Request for Proposal or Request for Qualifications, which may include criteria to determine acceptability, such as inspection, testing, quality and suitability for a particular purpose. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid. Bids submitted after the due date advertised may be disqualified.
   d. The contract shall be awarded or rejected with reasonable promptness. Award shall be made to the responsible bidder who submits a bid which is most advantageous to the City.
2. When competitive selection is not required, The Chief of Police, at his/her discretion, will select vendors from which to solicit bids.
3. In emergency situations, the City Administrator can override this policy in order to provide for the best interest of the City. The City Administrator must inform the Governing Body of all such decisions.

G. Emergency Purchasing Procedures/Rental Agreements for Equipment
(LE 17.3.1e; COM 2.4.4e)

1. In the event of an emergency:
   a. The Chief of Police, or his/her designee, may obligate department funds to purchase necessary items or establish rental agreements for equipment for expenditures less than $2,500.
   b. The City Administrator, Assistant City Administrator or Chief Financial Officer may obligate department funds to purchase necessary items or establish rental agreements for equipment for expenditures greater than $2,500 and less than $7,501.
   c. The City Administrator may obligate department funds to purchase necessary items or establish rental agreements for equipment for expenditures greater than $7,500.
2. Receipts, invoices and/or rental agreements will be forwarded to the Chief of Police. The Chief of Police will forward same, with budget line item account numbers to the City's Finance Department for payment.

H. Requesting Supplemental or Emergency Appropriations and Fund Transfer
(LE 17.3.1f; COM 2.4.4f)

1. In the event that prior planning efforts are unable to anticipate expenditures that exceed line item accounts within the budget, the Chief of Police may authorize expenditures exceeding the individual line item budget so long as the total budget authority is not exceeded.
2. In accordance with KSA 10-1113 et seq., if a major unplanned event occurs that causes obligations against the budget that ultimately exceed the provisions for the budget, the governing body may seek relief through KSA 79-2939, allowing for the Board of Tax appeals, if all qualifying conditions are met, to authorize the issuance of no-fund warrants to off-set the emergency expense.

I. Accounting System

The department accounting system is maintained by the City's Finance Department. The City's Finance Department provides the Chief of Police with a monthly status report that includes the following information:

1. Initial appropriation for each budget line item (account) (LE 17.4.1a; COM 2.4.5a);
2. Balances at the commencement of the monthly period (LE 17.4.1b; COM 2.4.5b);
3. Year to date expenditures and encumbrances (LE 17.4.1c; COM 2.4.5c); and
4. Unencumbered balance (LE 17.4.1d; COM 2.4.5d).

J. Annual Audit (LE 17.4.3; COM 2.4.7)

An independent licensed accounting firm conducts an annual audit of the City's financial integrity and fiscal control procedures. The Police Department is included in the audit. The independent audit is subject to the procedural rules and regulations imposed by Kansas law or other higher authority.