By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to require its members to utilize a systematic Needs Assessment process, as described in this policy, in order consistently and effectively identify and assess BPD's funding needs and allow for appropriate budgeting and long-term planning.

PURPOSE

A Needs Assessment is a planning tool available to all levels of personnel within the Baltimore Police Department (BPD) that provides a systematic method of assessing and funding the needs of the BPD and is an integral part of the budgeting process. The Needs Assessment process allows for long-range planning and the ability to identify and secure potential funding, including grant opportunities, thus better supporting and informing BPD's long-term fiscal planning.

The Needs Assessment process shall be used for all unfunded needs greater than $25,000, regardless of whether potential funding has been identified. The Needs Assessment is not limited to traditional needs, but can also be used to brainstorm innovative ideas that take different approaches to the way that BPD provides services.

The Needs Assessment process generates a list that will allow BPD to prioritize the Department's needs. Therefore, if an identified need is not already on this prioritized list, it will need to go through this process in order to be funded.

DEFINITIONS

Needs Assessment Form – The form that the Needs Assessment Tracker System generates once a BPD member has completed the Needs Assessment request.

Needs Assessment Tracker – The system that is utilized in order to complete a Needs Assessment request.

Requester – The BPD member making a budget request using the Needs Assessment process. A Requester can be any level of personnel within the BPD and is not limited to just command staff.

DIRECTIVES

1. The Needs Assessment process is to be used for budget requests at BPD that meet **all** of the following criteria:

    1.1. The requested amount is greater than $25,000.

    1.2. There is no funding currently available to pay for the request.

    1.3. The person making the request (Requester) has received approval from all members in their chain of command.

    1.4. If it is a technology request, it has received approval from the Information Technology Department (ITD).

    1.5. If it is a facilities request, it has received approval from the Asset Management Unit.

Making A Budget Request

2. The Requester shall take the following steps when using the Needs Assessment process:

    2.1. Complete the online Needs Assessment Form (NAF) by clicking "Make New Request" in the BPD VUE budget request system: https://vue.bpdnet.org/budgetrequest.

    2.2. Upon receipt of the confirmation email, follow the directions in the email for printing the completed form as a PDF and for acquiring all approval signatures from the Requester's chain of command.

    2.3. Upon obtaining all of the required approval signatures, return to the NAF in the Needs Assessment Tracker system and click on the "Approved" box for each person who approved.

    2.4. Click on the "Submit" button at the bottom of the NAF. This submits the NAF to the Finance Department-Budget and Grant Unit for review.

    2.5. Submit the signed PDF version of the NAF with any additional supporting documents to the Budget & Grants Unit email BudgetReview@BaltimorePolice.org.

    2.6. If the Requestor has any questions, they should email BudgetReview@BaltimorePolice.org.

Reviewing the Budget Request

Review by BPD Finance Department – Budget & Grants Unit

3. Upon receiving the NAF from the Requester, the Budget & Grants Unit shall:

3.1. Review the NAF for completeness and accuracy.

3.2. Determine whether funding is already available for the request.

3.3. Will forward the NAF to ITD for approval if the budget request is for technology and the Requester did not acquire approval

3.4. Will forward the NAF to the Asset Management Unit if the budget request involves facilities and Requester did not obtain prior approval for the request.

4. The Budget & Grants Unit shall deny the budget request if any of the following occur:

4.1. The NAF is inaccurate.

4.2. The NAF is incomplete.

4.3. There is already funding available for the item requested. In such cases, the Budget & Grants Unit will inform the Requestor that funding is already available for the item.

4.4. The NAF is denied by ITD or Asset Management, in the event those units are required to review the NAF per 3.3 or 3.4 of this policy.

5. If the Budget & Grants Unit verifies that the request is valid, and if the request has been approved by ITD or the Asset Management Unit (when necessary), the request will be placed on the agenda for the next BPD Budget Committee meeting.

6. The Budget & Grant Unit will perform a priority analysis review, based on the answers provided, using a weighted point system worksheet. The criteria used for assessing a request's priority include:

6.1. Need for the requested product or service.

6.2. Compliance with the Consent Decree.

6.3. Impact on health, safety, and security.

6.4. Equity Assessment objectives.

6.5. Whether the request will result in a cost reduction or improvement of a process.

6.6. Whether the request is in line with BPD performance measures.

7. The results of the Budget & Grant Unit's review will be presented as a recommendation to the Budget Committee.

Review by BPD Budget Committee

8. The BPD Budget Committee reviews the budget request at its regular monthly Committee meeting. They will assess the request based on the following:

8.1. The weighted analysis by the Budget & Grants Unit.

8.2. Information presented by the Requester at the Committee Meeting.

8.3. Other information provided by Committee members.

9. If the Budget Committee denies the request, the Committee must notify the Requester and the Requester's chain of command within five (5) working days and state the reason for the denial.

10. If the Budget Committee approves the request, the Committee will send the request back to the Budget & Grants Unit to finalize the request.

FINALIZING THE BUDGET REQUEST

11. Upon receiving the approved request and priority assessment from the Budget Committee, the Budget & Grants Unit shall:

11.1. Identify an appropriate funding source for the request. Potential funding sources include, but are not limited to, the following: General Fund, Capital, Grants, Asset Forfeiture, and/or Donations.

11.2. If a funding source other than the General Fund is identified, the Budget & Grants Unit shall follow the required process to access those funds. For example, if grant-funded, then the Budget & Grants Unit shall ensure compliance with the grant award requirements.

11.3. Notify the Requester and the Requester's unit supervisor of the status of the request, and of what the next steps of the process will be.

11.4. Sign the NAF and forward it to the Procurement Unit to begin the procurement process.

11.5. Inform the Director of CDIU of the approval, requesting unit, the cost, and the funding source for public disclosure per Policy 606, *Technology & Equipment Disclosure.*

DUTIES AND ORGANIZATION OF BPD BUDGET COMMITTEE

12. The Budget Committee shall:

12.1. Prioritize needs assessments and resources in order of importance, so that the Budget & Grants Unit can program applicable funds.

12.2. Regularly monitor BPD's overall financial operations, and resolve issues as they arise.

12.3. Ascertain whether the budget reflects BPD's priorities.

12.4. Annually review program performance measures.

12.5. Develop funding strategies for various funding streams.

12.6. Vote on Needs Assessment requests brought in front of the Committee.

12.7. Voting Members can delegate a proxy from their Bureau if for any reason they are not able to attend the vote.

12.8. The Budget Committee has nine Voting Members. At least six Voting Members are needed in order to have a vote.

13. BPD Voting Members of the Budget Committee are:

13.1. Chief Financial Officer

13.2. Chief of Staff

13.3. Deputy Chief of Staff

13.4. Deputy Commissioner, Administrative Bureau

13.5. Deputy Commissioner, Operations Bureau

13.6. Deputy Commissioner, Public Integrity Bureau

13.7. Deputy Commissioner, Compliance Bureau

13.8. Equity Officer

13.9. Chief Technology Officer

14. BPD Non-Voting members of the Budget Committee are:

14.1. Director, Budget & Grants Unit

14.2. Director, Fiscal Services Unit

14.3. Chief of Fiscal Services

14.4. Senior Budget Analyst

14.5. BPD's Command Staff that might be assigned to the Committee

ASSOCIATED POLICIES

Policy 606,   *Technology & Equipment Disclosure*

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.