



TIVERTON POLICE DEPARTMENT

GENERAL ORDERS

Subject: Budgeting and Purchasing Procedures		General Order Number: 420.00
Section: 400- Service Support Operations		Subsection: 40- Investigations
Amends/Supersedes: 390.20 (06/22/2020)		
Effective Date: 06/22/2020	Revised Date: 04/21/2024	Review Date: As Needed
Per Order Of: Patrick W. Jones, Chief of Police		
RIPAC: 1.15, 8.4		
Distribution: All Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. POLICY:

It is the policy of the Tiverton Police Department to adhere to all applicable town, state, and federal laws and regulations regarding budgeting and purchasing. The Chief of Police will have the ultimate authority and responsibility over the fiscal management of the Tiverton Police Department.

II. PURPOSE:

To establish guidelines for the budgeting process and fiscal control procedures for the department.

III. DEFINITIONS:

Audit: An independent review of all revenues and expenditures to determine compliance and accuracy.

Budget: Fiscal plan for a one (1) year period (July 1 – June 30).

Expenditures/Encumbrances: Money spent or committed.

Petty Cash: Cash spending up to \$100.00

Unencumbered: Monies in the budget not spent or committed.

III. PROCEDURE

A. Authority and Responsibility

1. The Chief of Police will have the ultimate authority and responsibility over the fiscal management of the Tiverton Police Department. In the absence of the Chief, the Deputy Chief shall assume responsibility over fiscal matters. In the absence of both Chief and the Deputy Chief, the Uniform Division Commander (Captain) shall assume responsibility over fiscal matters.

- B. Annual Budget
1. The Chief of Police or his/her designee will be responsible for preparing and submitting the police budget to the Town Administrator for each fiscal year.
 2. The budget will be submitted to the Town Administrator in accordance with the Town Charter.
- C. Purchasing Procedures
1. Purchases under \$50.00
 - a. May be paid by petty cash maintained by the Chief's Administrative Assistant.
 - b. The Chief's Administrative Assistant will maintain a ledger for the petty cash fund.
 - c. Employees must submit a receipt and complete a *Claim for Reimbursement for Employee Related Expenses* (See Attachment A).
 2. Purchases in excess of \$50.00, but no greater than \$100.00
 - a. May be paid by petty cash maintained by the Chief's Administrative Assistant.
 - b. The Chief's Administrative Assistant will maintain a ledger for the petty cash fund.
 - c. Employees must submit a receipt and complete a *Claim for Reimbursement for Employee Related Expenses* (See Attachment A).
 - d. All disbursements from petty cash in excess of \$50.00 are subject to the approval of the Chief of Police.
 3. Purchases up to \$2499.99
 - a. Will be processed by the Chief Administrative Assistant and must be approved by the Chief of Police.
 - b. Pay requests must include date, amount, line item number (as indicated in the adopted budget) of the account to be debited, and signature of the Chief.
 - c. Invoices are to be forwarded to the Chief's Administrative Assistant.
The Chief's Administrative Assistant shall complete a spreadsheet to include the expenditure, and forwards the spreadsheet to the Treasurer's Office. The spreadsheet is to include name, description of expenditure, account number to be debited, and the amount of the transaction. Spreadsheets are to be reviewed and signed by the Chief of Police.
 4. Purchases \$2500.00 and higher (Tiverton Town Ordinance Sec. 2-106. – C competitive bidding)
 - a. All purchases \$2500.00 and higher must be approved in writing by the Chief of Police prior to being submitted for bidding.
 - b. Before any purchase of or contract for supplies, materials, or equipment is made on behalf of the town, where the amount of the purchase contract shall exceed \$2,500.00 such contract shall be awarded by:
 - (1) Competitive sealed bidding pursuant to G.L. § 45-55-5;

- (2) Competitive negotiations pursuant to G.L. § 45-55-6;
 - (3) Noncompetitive negotiations pursuant to G.L. § 45-55-7 and § 45-55-8;
 - (4) Use of state bid list or other regional public bid list when the purchasing officer determines that said bid price is the lowest price available.
 - c. The town administrator is designated as the purchasing officer.
 - d. A contract may be awarded for a supply, service or construction item when under published regulations the purchasing officer determines in writing that there is only one source for the required supply service or construction item.
 - e. Procurement not to exceed an aggregate amount of \$2,500.00 may be made in accordance with small purchase regulations promulgated by the town. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.
 - f. The council shall have the power to reject any and all bids and at its discretion may direct the purchasing agent to advertise for new bids.
5. All cash fund accounts must be maintained by:
- a. A ledger of transactions (showing the initial balance, credits, debits and account number).
 - b. Receipts and/or documentation for cash received.
 - c. Authorized signature for cash disbursements.
 - d. Expenditure documentation (receipt, invoice).
6. The Chief of Police or his/her designee shall prepare a quarterly financial statement to include balances at the commencement of each period as well as expenditures and funds received during the period.
7. Fund Transfer
- a. An “*Request for Budget Transfer*” (See Attachment B) shall be completed and submitted to the Town Administrator for approval for any fund transfer.

D. Authorized Personnel

- 1. Chief’s Administrative Assistant
 - a. Is authorized to accept cash or personal check payments from persons requesting copies of accident reports, public records, VIN checks, or any other documents approved by the Chief of Police.
- 2. Municipal Court Clerks
 - a. Are authorized to accept cash or personal check payments for any traffic or building code violations that fall under the scope of the Tiverton Municipal Court. All such payments are to be recorded in the Judicial Case Management Systems (by Curia Systems, Inc).
- 3. Records Clerks
 - a. Are authorized to accept cash or personal check payments from persons requesting copies of accident

reports, public records, VIN checks, or any other documents approved by the Chief of Police.

- b. Shall provide receipts to all persons making payments and shall affix his/her signature to such receipts.
- c. Shall store all payments received in a secure location until such time that such payments are forwarded to the Chief's Administrative Assistant.
- d. Shall be responsible for the security of all payments forwarded to him/her by other Department members.
- e. Shall check and remove all payments from the secure drop box located in the Communications Center on a daily basis (assigned work schedule).
- f. Shall forward all cash and check payments received by the Records Division and the Communications Center to the Chief's Administrative Assistant on a weekly basis. The Senior Records Clerk shall total all cash and check receipts on a *Tiverton Police Department – Weekly Records Cash/Check Intake Report*. The report shall be attached to the cash and checks that are submitted to the Chief's Administrative Assistant. The Senior Records Clerk shall keep a copy of the report for a period of one (1) year.

4. Communication Center Operators

- a. Are authorized to accept cash or personal check payments from persons requesting copies of accident reports, public records, VIN checks, or any other documents approved by the Police Chief.
- b. Shall provide receipts to all persons making payments and shall affix his/her signature to such receipts.
- c. Shall store all payments received in the locked drop box in the Communications Center. Payments shall not be left unsecured.

E. Annual Audit

- 1. An independent audit will be conducted annually on all town accounts in accordance with State Law (R.I.G.L. 45-10-4). The Tiverton Police Department will provide the auditors with all necessary documents to conduct the audit.

IV. ATTACHMENTS

- A. *Claim for Reimbursement for Employee Related Expenses*
- B. *Request for Budget Transfer*

ATTACHMENT A

CLAIM FOR REIMBURSEMENT FOR EMPLOYEE RELATED EXPENSES
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NAME: _____

ADDRESS: TIVERTON POLICE DEPT. _____

Date	Description of Expenditure	Account Number	Amount
Total			0.00

Signature: _____ Date: _____

Authorization: _____ Date: _____

Return check via interoffice mail: ☐ US Mail: ☐

PLEASE ATTACH PROPER SUPPORTING DOCUMENTATION
OBTAIN DEPARTMENT AUTHORIZATION

For office use only	Process Date:
	Transaction #:

Reimbursement Form 01/13

ATTACHMENT B

REQUEST FOR BUDGET TRANSFER

PLEASE CONSIDER THE FOLLOWING REQUEST FOR A BUDGET TRANSFER:

REASON:

From Account:	Account Description:	To Account:	Account Description:	Amount

Signature: _____ Date:

Authorization: _____ Date:

For office use only	Process Date:
	Transaction #:

TRANSFERS

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