

# JACKSONVILLE POLICE DEPARTMENT

Policy: 5-2

Effective: 01-01-14

Revised: 05-07-19

## FISCAL MANAGEMENT AND DEPARTMENT PROPERTY

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**PURPOSE:** To provide for the authority and responsibility of fiscal management within the Department.

**POLICY:** The policy of the Department shall be to conduct all fiscal matters within the requirements of established State law and City policies.

### **DEFINITIONS:**

- I. **APPROPRIATION:** Money that the Department is authorized to spend for a specific purpose, such as personnel services, operating expenses, supplies, etc.
- II. **REQUISITION:** A request for a specific vendor to make a purchase.
- III. **PURCHASE ORDER:** Commitments in the form of an order, contract, salary, or similar item that will become payable when goods are delivered or services are rendered.

### **PROCEDURES:**

- I. **FISCAL MANAGEMENT (1.02)**
  - A. The Chief of Police has the authority and responsibility for the fiscal management of the Jacksonville Police Department. A.C.A. §14-52-201 et.seq. sets forth powers and duties of police chiefs which are specified in the job description of the Chief of Police for the City of Jacksonville Police Department.
  - B. All Departmental fiscal and property management functions are delegated by the Mayor to the Chief of Police in order to facilitate the administration and operation of the Department.
- II. **BUDGET (1.02)**
  - A. The Chief's Administrative Assistant, under the review of the Chief of Police, shall:
    1. Monitor records of appropriations and expenditures for all organizational components;
    2. Monitor budgetary expenditure accounts and makes recommendations to the Chief concerning budget matters as needed;
    3. Control the issuance of purchase orders; and
    4. Compile the Department budget.
  - B. Internal Budget Process
    1. At a time specified by the Chief of Police, departmental personnel will forward their budget requests to the appropriate Division Commanders who will compile requests for their respective areas of responsibility, and submit their requests to the Chief of Police. Budget recommendations will be based upon desired goals and objectives for the subsequent fiscal year.
    2. The Chief of Police will collaborate with each Division Commander regarding their section's budget requests to make final adjustments and/or recommendations. The Chief of Police will then oversee the compilation of the budget, conduct additional reviews (as necessary) with Division Commanders, and then submit the final budget to the Mayor.
    3. Upon final approval of the budget by City Council, the Chief's Administrative Assistant will notify the Division Commanders as to the contents of the approved budget.