



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 1-15

Policy Title: Fiscal Management and Agency Property

Date of Issue: March 14, 2023

Rescinds: Policy 1-15 dated December 1, 2022

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to establish fiscal management guidelines relating to budgeting, purchasing, accounting, and inventory management of agency-owned or leased property.

II. Policy

It is the policy of the Springfield Township Police Department to manage its fiscal resources in accordance with the procedures established by the Chief of Police, the Township Manager, and applicable law.

III. Definitions

- A. Administrative Assistant – Any employee of the police department matching the job description of “Administrative Assistant” or any other person so delegated by the Chief of Police

IV. Fiscal Management Authority and Responsibility

- A. The Chief of Police has the authority and responsibility for the fiscal management and purchase of equipment within the police department. This responsibility will include supervision and approval of budget recommendations and purchase requests.
- B. Authority and responsibility for fiscal management is vested upon a written statement issued by the Springfield Township’s Board of Commissioners.

V. Budget Process

- A. The Chief of Police is responsible for the submission and implementation of the police department's operating and capital budgets.
- B. Springfield Township's fiscal year runs from January 1 to December 31.
- C. A proposed line item operating budget will be submitted to the Township Manager prior to the end of the third week in August, or otherwise upon request of the Township Manager.
- D. A property capital item budget will be submitted to the Township Manager prior to the end of the third week in August, or otherwise at a time requested by the Township Manager.
- E. Individuals of the department are encouraged to make budget requests, which must be submitted through the chain of command.
 - 1. All requests should be in writing and should be approved by the supervisor prior to the next step in the chain of command.
 - 2. Requests should be specific and include justification and cost estimate.
- F. Each supervisor and / or employee with responsibility for a specific line of the budget is responsible to manage that line as it affects their area of supervision.
- G. Each supervisor shall participate in the development of the department budget by submitting appropriate justification(s) of existing procedures or recommendations and guidelines for proposed changes to or additions of expenditures. Deadline for submission of justifications and recommendations shall be by the end of the third week in August, or another time established by the Chief of Police.
- H. The Chief of Police will review the submitted budget request(s) as part of the budget review and approval process.

VI. Purchasing

- A. Springfield Township has established purchasing and procurement guidelines for the effective operation and conduct of Township activities and services. All departments of the Township must utilize competitive bidding procedures in accordance with Pennsylvania public purchasing requirements. The bidding process, as well as the selection of vendors and bidders, is the responsibility of the Springfield Township Finance Committee.
- B. When acquiring services and / or products, purchase orders shall be completed as follows:
 - 1. Obtain exact price from the vendor, including any shipping charges.
 - 2. Request purchase order from the Office of the Chief of Police.
 - 3. Upon approval of the purchase order by the Chief of Police, the order may be placed.

4. Submit all paperwork, such as the invoice or packing slip, to the Office of the Chief of Police.
 5. The Office of the Chief of Police will forward the purchase order and paperwork to the Township Manager when purchase is complete.
- C. The Springfield Township Police Department does make use of petty cash. All petty cash and cash expenditures will be reviewed by the Chief of Police, or his designee. An employee designated by the Chief of Police, or his designee, is authorized to dispense cash.
1. Petty cash may be utilized for purchases of less than \$25.00.
 2. Receipts shall be required for any petty cash disbursement.
- D. Employees requesting reimbursement for travel expenses related to training must submit an expense report, including receipts, to the Chief of Police, who in turn will submit the expense requests to the Springfield Township offices.
- E. In the event of an emergency, items may be purchased by the Chief of Police or his designee, after consultation with the Township.
- F. All rental agreements will be established and coordinated by the Township Manager after determining the optimum cost savings method of property acquisition.
- G. Supplemental or Emergency Appropriation and Fund Transfers
1. The Chief of Police shall direct all supplemental or emergency appropriation requests to the Springfield Township Finance Committee.
 2. The Chief of Police shall direct all fund transfer requests to the Springfield Township Finance Committee with a recommendation for the accounts and amounts to be transferred.

VII. Accounting Policy

- A. The Chief of Police must authorize all accounts or funds within the department.
- B. The accounting system is part of the central accounting system of Springfield Township. The following account fund activities are provided on a monthly basis:
1. Initial appropriation for each account and the overall budget.
 2. Balances at the commencement of each monthly period.
 3. Expenditures made during the period.
 4. Account balances.

- C. Monthly account statements shall be reviewed and filed by the Office of the Chief of Police.

VIII. Cash Management

A. Income Fund

1. Civilian employees of the Springfield Township Police Department are authorized to accept cash, checks, or money orders as payment for crash reports, police reports, parking tickets, local criminal history checks, or other similar items. The Chief of Police may also authorize other employees, as needed.
2. All cash, checks, or money orders received for these payments will be recorded in a receipt book. The original receipt will be provided to the paying individual, if requested. A copy of the receipt will be maintained in the receipt book. The payment shall be recorded onto the balance sheet, and a third copy of the receipt will be attached.
3. No cash disbursements or expenditures are authorized from this account.
4. An employee designated by the Chief of Police, or his designee will, on a weekly basis, turn over a copy of the balance sheet, receipts, and all cash / checks to the Finance Department of Springfield Township.

B. Petty Cash Fund

1. An employee designated by the Chief of Police is authorized to disburse cash from this account for reimbursement of approved expenditures.
2. A balance sheet will be used to document initial balance, credits, debits, and balance on hand for these funds.
3. The beginning balance is \$200.00. When the balance is approximately \$25.00, the Chief of Police shall make a request to the Finance Director for Springfield Township, to issue a check, in order to bring the balance back up to \$200.00.
4. Prior to any disbursement, agency personnel must provide receipts for expenditures. Reimbursement from the petty cash account must have supervisory approval, prior to disbursement. Any disbursements in excess of \$25.00 must be authorized by the Chief of Police.
5. On a monthly basis, or more frequently as needed, the employee designated by the Chief of Police shall submit petty cash receipts to the Finance Director for the Township of Springfield, for reimbursement to the Petty Cash Fund.
6. On a quarterly basis, the fund shall be audited by the employee designated by the Chief of Police and a copy submitted to the Chief of Police.

C. Investigative Funds

1. The Springfield Township Police Department makes use of an Investigative Fund / DTF Money. This fund will be utilized as per the following:
 - a. The funds shall be maintained by the Detective Supervisor in a locked cabinet.
 - b. The funds shall be used for the following purposes only:
 - i. Controlled purchases of illegal drugs or merchandise.
 - ii. Authorized payments to confidential informants for actions or information related to a specific investigation.
 - c. The handler of the confidential informant shall complete a voucher of payment for the specific amount of funds listing the following information:
 - i. Date of payment.
 - ii. Amount of payment.
 - iii. Reason for payment.
 - iv. Type of investigation.
 - v. Name of handler.
 - vi. Identification number of informant.
2. The Detective Supervisor is responsible to maintain a balance sheet to document initial balance, credits, debits, and balance on hand for these funds.
3. All payment voucher requests shall be authorized and signed by the Lieutenant or designee prior to the issuance of funds.
4. Requests to replace monies from the fund shall be made in writing to the Chief of Police by the Lieutenant. The vouchers will be attached as proof of how the money was spent.
5. On a quarterly basis, the fund shall be audited by the Detective Supervisor and a copy submitted to the Chief of Police

IX. Agency Property Inventory

- A. All fixed assets belonging to the Springfield Township Police Department will be accounted for and inventoried. Fixed assets under this section shall include all equipment maintained and located, or stored, at the department which was purchased under the capital budget and has a depreciable value (Ex. File cabinets, furniture, office equipment, etc.).
- B. Assets will be listed in the inventory with as many of the following descriptors as possible:
 - 1. Serial number
 - 2. Description
 - 3. Make
 - 4. Model
 - 5. Location
 - 6. Year of purchase
- C. The Chief of Police shall ensure that all Police Department property is inventoried for asset tracking and value accounting.

X. Issuing Agency Property

- A. The Springfield Township Police Department entrusts certain department property or equipment to employees authorized by the department.
- B. With the exception of uniforms and clothing items, the Chief of Police or his designee shall be responsible for the issuance of agency property.
 - 1. All property / equipment issued shall be documented at the time of issuance.
- C. Uniform and clothing purchases shall be made in accordance with the Collective Bargaining Agreement.

XI. Operational Readiness of Property

- A. The property management function is the responsibility of the Chief of Police, who shall ensure that equipment is maintained in a state of operational readiness.
 - 1. Operational readiness includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.

2. Periodic inspections, performed at regular intervals are to be conducted to ensure the operational readiness of stored general use equipment not assigned to any person, division, or special function.
3. Exceptions
 - i. Firearm instructors and armorers are responsible for maintaining general use department owned firearms in a state of operational readiness.
 - ii. Employees who are assigned property or general use equipment are responsible for the care of that equipment during the period of time that they are assigned the equipment.
 - iii. Sworn patrol officers are responsible to routinely inspect weapons in their care to ensure operational readiness, including the weapons in department vehicles. Weapons in department vehicles shall be checked as part of an officer's vehicle inspection at the beginning of their tour of duty. Any deficiencies discovered shall be recorded and a supervisor notified.
- B. Property assigned to any employee of the Springfield Township Police Department is the responsibility of that employee. Employees must ensure that equipment assigned to them is maintained in a state of operational readiness.
 1. Operational readiness includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.
 2. Employees shall inspect, at regular intervals, the operational readiness of equipment assigned to them.
 3. Officers and employees shall utilize department uniforms, equipment, and property only for its intended purpose in accordance with established department procedures, and shall not abuse, damage, or lose same.
 4. Officers and employees are required to maintain in proper order all department uniforms, equipment, and property issued to them. They shall notify their supervisor immediately, in conformance with department procedures, when such uniforms, equipment, or property requires repair or replacement by the department.
 5. Office furniture, files, fixtures, furnishings, and equipment shall not be removed from the police station except with the knowledge and consent of the Chief of Police, unless specifically authorized.
 6. Any emblem, logo, or insignia of the Springfield Township Police Department, including the words "Springfield Township Police" or "Springfield Township Police Department" or any combination of those words along or in combination with other which connote an association with the Springfield Township Police Department, are the property of the Springfield Township Police Department and may not appear on any non-departmentally

owned items and may not be used or worn by any officer or employee unless specifically authorized in writing by the Chief of Police.

- C. Supervisors shall inspect, at regular intervals, the operational readiness of equipment assigned to those under their command.

XII. Police Fleet Maintenance

A. Fleet Manager

1. A fleet manager shall be assigned by the Chief of Police, or his designee, who shall be responsible for the maintenance of all records for each of the police department's vehicles.
2. The fleet manager shall ensure all scheduled maintenance and state-required safety inspections are completed.
3. The fleet manager shall ensure that all police vehicles are properly stocked, to include all equipment stowed in police vehicles (e.g. fire extinguishers, flares, transport belts and shackles, lockout tools, crime scene tape, PBT straws, etc.). The fleet manager shall ensure that spot inspections of all police vehicles are performed, to ensure they are properly stocked for duty.
4. All vehicle equipment repair forms shall first be reviewed by the fleet manager, prior to any repairs being made or authorized.

B. Fleet Vehicles

1. Police vehicles shall be numbered sequentially, starting with 1 through 14. Cars shall be identified using the numbers 28-1, 28-2, and so on.
2. Vehicle Assignments
 - a. The department shall ensure there is one police vehicle available for each of the following:
 - i. Dayshift
 - ii. Nightshift
 - b. Two vehicles shall be available for supervisors.
 - c. One vehicle equipped with an automatic license plate ready shall be available.
 - d. Hybrid vehicles should be used before gas only vehicles.

3. All police vehicles shall be backed into their respective, parking space, making use of the police vehicle parking area of the police station.
4. Police vehicles shall not be left idling, unattended, unless authorized in writing by the Chief of Police.
5. All police vehicles shall be routinely washed by dayshift officers, at a rate of no less than one time per dayshift rotation.

