

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 17	Fiscal Management and Agency Owned Property	
Date Initially Effective: 11/15/94	By The Order Of: T.D. Sauls, Jr. , Interim Chief of Police	
Date Revised: 02/02/15	Date Reissued: 02/16/15	Page 1 of 8

The purpose of this directive is to establish guidelines for the fiscal management of the Greenville Police Department to include administrative, budgeting, purchasing, accounting, and procedures for the inventory and control of agency owned property. This directive shall also establish authorized procedures for the receipt and disbursement of monies within the Department.

17.1.1 FISCAL MANAGEMENT RESPONSIBILITY

CALEA Standard: 17.1.1

In accordance with City Ordinance, Section 5-1-2, the Chief of Police shall have the supervision and control of the police force under the regulations of the Department prescribed by the City Manager.

The Chief of Police has the authority and responsibility for all fiscal functions of the Department. Per Greenville City Ordinance, Section 3-1-2, expenditures are subject to the approval of the officer or employee responsible for the function or agency to which the expense is charged.

The City of Greenville Finance Director is responsible to the City Manager for supervising the fiscal management of all City Departments and for maintaining accurate and thorough records of all financial transactions.

It is the responsibility of each unit or division that receives applications or payments to ensure that any documentation that contains a citizen or employee's personal information be kept secure and confidential. Any breaches or suspected breaches in the security of the personal information shall be reported immediately.

17.2.1 FISCAL MANAGEMENT FUNCTION

CALEA Standard: 17.2.1, 17.2.2

All fiscal management activities of the Police Department shall conform to the accounting procedures adopted by the City and implemented through the City's Department of Financial Services and City Finance Director.

Budget Preparation Process

The Department budget will be prepared on a bi-annual basis and will be developed in cooperation with all organizational components, supervisory personnel, and command staff.

To increase the value of the input and to enhance coordination in the budget process, guidelines will be established at the beginning of the budget cycle to inform Bureau Commanders of the essential tasks and procedures relating to the budget preparation procedures. The guidelines will also include instruction for preparing written budget request documents. The written recommendations and budget requests shall be submitted to the Chief of Police in a timely manner, dependent upon overall city budget instructions and deadlines. The recommendations shall be based on operational and activity analysis, future needs, functional goals and objectives, and an assessment of currently assigned positions.

17.3.1 PURCHASING

CALEA Standard: 17.3.1

Equipment Requisitions and Purchases

Departmental requests for requisition and purchase of supplies, equipment, and other operating expenses shall be submitted on a Requisition Form to the Chief of Police for review and purchase authorization. Requisition Forms are generated by computer, once the information has been entered into the system. Purchase orders are completed by the City Purchasing Office. However, Bureau Commanders have the discretion to authorize personnel under their command to make individual purchases without a Requisition Form using their city issued credit card.

Bidding procedures, specifications, and bidder/vendor selection criteria for all capital equipment purchases are developed and implemented by the City Purchasing Agent under the supervision of the Director of Financial Services and in accordance with North Carolina General Statutes 143-129.

Emergency Purchases

The City Manager may authorize any purchase contracts necessary to place the City of Greenville in a position to protect the public health and safety, effectively protect property, and provide emergency assistance to victims in the event of any man-made or natural disaster.

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however any revisions that alter the total expenditures of any fund must be approved by the City Council. In the event additional funds are needed by the Police Department, the Chief of Police will forward a request for such funds to the City Manager and the Director of Finance.

17.4.1 ACCOUNTING SYSTEM

CALEA Standard: 17.4.1

The City maintains a computerized fiscal accounting system that includes provisions for monthly status reports to the Department showing:

- Initial appropriation for each account
- Balances at the commencement of the monthly period
- Expenditures and encumbrances made during the period
- Unencumbered balances

The Department has computer access to the Governmental Management Budgetary Account Balance Inquiry files for retrieval of information on the status of the Department's appropriations and expenditures any time the information is required.

17.4.2 CASH MANAGEMENT

CALEA Standard: 17.4.2

The Department receives cash payments for the following services:

- Copies of reports
- Fingerprinting
- Photographs
- Taxi applications and renewals
- Solicitor's permit
- Any other required permits
- Parking ticket fines
- Special operations funding

- Petty cash funds
- False alarm services
- Police Athletic League (PAL) events
- Propertyroom.com sales

Persons Authorized to Accept or Disburse Funds:**Records Unit Personnel**

The Records Unit is responsible for collecting and submitting to the City of Greenville's Finance Department monies collected for all scheduled fees. No disbursement of cash is made from the Records Unit.

All revenue is receipted upon collection from a pre-numbered book. Revenue received is turned over at least weekly to the City of Greenville's Finance Department to be deposited in the general fund. The Financial Services Department is responsible for all City of Greenville receipt books. The Financial Services Department issues the pre-numbered receipt books and must account for the return of all receipts printed in the books.

A City form, Daily Reports Of Fees Collected, is submitted to the Revenue Division each week with a copy of the receipts and the total money collected. The form identifies the following:

- Name of the person making payment
- City account number for which payment is being made
- Identifies cash or check as source of payment
- Total payment accompanied by receipts for total payment
- Access to monies in the records unit shall be limited to records unit personnel.

A cash drawer is maintained in the Records Unit in order for Records personnel to make change for individuals paying fees. The drawer is counted at least weekly to balance the actual contents to authorize funds. The Information Services Supervisor inspects the cash drawer weekly to verify the accuracy of the balance.

COMMUNITY SERVICES CLERKS

If payment for a parking ticket is made within ten days from the issue of the ticket, citizens with the correct change may make their payment at the Reception Desk located in the lobby next to the Records Unit. Staff assigned to the Reception Desk shall receive the money and place it in an envelope customized for submitting the payment of parking tickets. The envelope is sealed and the ticket number is recorded on the envelope after staff has verified the amount. Staff at the Reception Desk will then write a receipt to the payee from a pre-numbered receipt book and will deposit the sealed envelope and a copy of the receipt into a lockbox located behind the counter. Records employees will empty the lockbox weekly or as needed and process the payments received as outlined in the above section. No disbursement of cash is made from the Reception Desk staff.

CHIEF'S SENIOR ADMINISTRATIVE ASSISTANT

The Petty Cash funds are maintained and controlled by the Senior Administrative Assistant to the Chief of Police. Disbursement of these funds is subject to fiscal controls, including proper receipts and applicable fiscal period closeouts of accounting records.

The procedures to disburse, replenish, and account for funds expended through the Petty Cash system have been established by the City's Financial Services Division. The maximum amount of petty cash allowed on hand is authorized through the Financial Services Department. Individual items purchased or reimbursed by petty cash may not exceed fifty (50) dollars. All purchases in excess of fifty (50) dollars must be made after submitting a check voucher request or by approved purchase order.

A receipt must be turned in to the Senior Administrative Assistant for all purchases to be reimbursed by petty cash funds. A reconciliation of petty cash with the beginning balance, cash received, cash disbursed, and the current balance must be submitted to the Financial Services Department in order to replenish the petty cash available. The Senior Administrative Assistant prepares a voucher check request form after reconciling the petty cash

vouchers with the cash on hand. The expenditures are charged against the appropriate budgeted cost centers. The check request and corresponding receipts are submitted to the Financial Services Department. A petty cash check is prepared by the Financial Services Department and returned to the Senior Administrative Assistant to replenish monies equal to the receipts submitted.

PROPERTY/EVIDENCE CUSTODIAN

After required public notification, property is placed for sale through propertyroom.com. The Custodian is responsible for documenting all funds received on a quarterly reconciliation form which is submitted to the Administrative Services Bureau Commander for verification. Monies are receipted and turned over to the City Financial Services Department for the use and benefit of the County School Fund less expenses incurred for storage of the property and costs directly related to the sale of the property.

SPECIAL OPERATIONS FUNDS

Special Operations Funds may be used to make authorized expenditures that directly or indirectly assist and/or contribute to an investigation of criminal activity. Disbursement of Special Operations Funds is subject to fiscal controls, including proper receipts and applicable fiscal period closeout of accounting records.

The Department allocates special funds to the Special Investigations Unit and Special Operations Division for expenses incurred pursuant to:

- Informant operations
- Drug buys
- Liquor law violation investigations
- Gambling law violation investigations
- The use of "flash money"
- Other investigations for which formal department purchase and expense procedures cannot be followed

The Criminal Investigations Bureau Deputy Commander or a designee shall be responsible for disbursement of special funds to authorized Special Investigations and Criminal Investigations Bureau personnel, and shall ensure that the monies are being expended to accomplish a legitimate purpose. This process allows for a proper segregation of duties in regards to authorization, custody, and recording of monies. Approval by the Chief of Police is required for payments in excess of \$5000.

The Special Operations Division Commander or a designee shall be responsible for disbursement of special funds to authorized Field Operations Bureau personnel, and shall ensure that the monies are being expended to accomplish a legitimate purpose. This process allows for a proper segregation of duties in regards to authorization, custody, and recording of monies. Approval by the Chief of Police is required for payments in excess of \$3,000.

Special Operations Funds records are maintained by the Criminal Investigations Deputy Bureau Commander or a designee and the Special Operations Division Commander. They shall receipt all special operations funds disbursed to authorize recipients. All special operations funds expenditures shall be documented on a Report Of Special Funds Expenditure.

Each officer receiving money, or having cash on hand, shall submit a Special Funds Transaction Record Form to the appropriate unit or the designee at the beginning of each month. This form shall give an account of each monetary transaction during the previous month and shall document all use of special operations funds.

An Administrative Transfer Form shall be utilized to transfer money between members of the respective units.

The Criminal Investigations Bureau Deputy Commander and the Special Operations Division Commander shall compile monthly expenditures on a monthly reconciliation form. The form Reconciliation Of Undercover Operations Cash (GPD: 16:09-93) shall include:

- Cash on hand at the beginning of the month

- Cash received (issued through the finance department)
- Expenditures incurred during the month
- Cash on hand at end of the month

The monthly reconciliation form shall be submitted to the Bureau Commanders for verification. The Bureau Commanders shall forward the monthly reconciliation form to the Chief of Police for approval and then to the City of Greenville Financial Services Department. In addition to the monthly reconciliation form, an independent annual audit shall be conducted by the Office of Internal Affairs.

Additional policies and procedures applicable to covert criminal investigations, the use of informants, and Special Operations Funds is contained in Greenville Police Department's Policy and Procedures Manual, Chapter 42, Criminal Investigations, Section 42.2.9 And Chapter 43, Vice, Drugs, And Organized Crime, Section 43.1.4.

False Alarm Reduction Unit

The False Alarm Coordinator shall be responsible for collecting alarm permit fees, delinquent fees, and false alarm fees for all registered alarm accounts. The Coordinator then records the collection of the fee in the CryWolf system and all fees collected are turned over the City of Greenville's finance department. The False Alarm Reduction Unit does not disburse fees. The Coordinator is responsible for compiling all fees received on a monthly reconciliation form which is submitted to the Administrative Services Bureau Commander for verification.

Police Athletic League (PAL)

The Greenville Police Department's PAL program hosts different events and activities which generate funds through concessions, tuition for summer camp, and event admissions. These funds once collected are deposited into the PAL 501c3 account. The Community Outreach supervisor shall also complete a monthly reconciliation report which is submitted to the Administrative Services Bureau Commander for verification.

Internal Audits

The Director of Finance and the Chief of Police retain the right and authority to make periodic, announced or unannounced audits of all funds managed, collected, and processed by Department personnel to ensure adherence to the procedures set forth in this directive and to ensure that proper fiscal control measures are being followed.

Preparation of Financial Statements

All cash management activities of the Department are incorporated into the overall financial records maintained by the City Financial Services Department.

17.4.3 EXTERNAL AUDITS

CALEA Standard: 17.4.3

The City of Greenville shall have its accounts audited by a certified public accountant, as required by North Carolina General Statute 159-34, at the close of each fiscal year.

17.5.1 AGENCY-OWNED PROPERTY

CALEA Standard: 17.5.1, 41.1.3

Procurement

The Accounts Payable/Purchasing Coordinator is charged with the responsibility for procurement of Department-owned property. Department-owned property shall include:

- Installed property
- Uninstalled property
- General equipment

- Munitions
- Expendable items

Monitoring and Inventory of Agency-owned Property

Accountability for Department-owned property is a responsibility of the property management function under the authority of the Logistics Division Commander. The Deputy Chief or a designee shall be responsible for conducting internal monitoring of the annual inventory of Department-owned property. All fixed assets maintained by the Greenville Police Department are assigned an asset number for purposes of inventory control by the Financial Services Department. At least once annually, the Accounts Payable/Purchasing Coordinator, or designee will account for these items to the Chief of Police by performing a physical inventory of the fixed assets and reconciling actual assets to the asset register maintained by the City of Greenville Financial Services Department. Upon approval of the Chief of Police this documentation shall be forwarded to the City's Financial Services Department.

The Deputy Chief of Police shall be responsible for conducting internal monitoring of the following Departmental non-cash fiscal activities:

- Purchase requisitions
- Travel, meal, and incidental expense reports
- Training expense reports
- Other open accounts

The appropriate Bureau Commander shall advise the Chief of Police, as necessary, regarding the status of non-cash fiscal activities in their areas of responsibility.

17.5.2 DISTRIBUTION OF AGENCY-OWNED PROPERTY

CALEA Standard: 17.5.2, 84.1.8

The Logistics Division Commander or a designee shall be responsible for the issuance and distribution of approved Department property to authorized users and for the maintenance of all records relative to that distribution. Initial issue of all Department approved equipment shall be accomplished during the orientation process of the newly appointed employee. The items issued shall be documented on the New Employee Orientation Checklist (GPD: 163:08-95).

Items issued as replacements for agency property that has become worn, damaged, or is lost will be made at the request of the officer in need. The officer shall submit a form, Request For Personal Issue (GPD: 100:11-94), to the Logistics Division Commander or designee. The request for re-issue of Department approved equipment shall include an explanation of the need for replacement of the items requested. When available, the items to be replaced shall be returned to the Logistics Division Commander or designee for repair or disposal.

Property acquired by the Department through the civil process function or asset forfeiture shall be accounted for and disposed in accordance with N.C. General Statute governing Department-owned property and the granting authority.

17.5.3 MAINTENANCE OF DEPARTMENT-OWNED PROPERTY

CALEA Standard: 17.5.3, 84.1.8, 41.1.3

It shall be the responsibility of the appropriate Bureau Commander, or designee to ensure that stored Department property is maintained in a state of operational readiness and in sufficient quantity to meet the on going needs of the Department.

Maintaining operational readiness of stored equipment includes:

- Care and cleaning

- Preventive maintenance
- Repair
- Workability
- Availability

The operational readiness of equipment shall be inspected at regular intervals by the appropriate Bureau Commander or a designee.

17.5.4 PERSONALLY ASSIGNED VEHICLES (SOP 17-5-4)

CALEA Standard 41.1.3

It shall be the policy of the Greenville Police Department to maintain a high visibility of police vehicles and police officers as a deterrent to crime and to best utilize police units to respond to crimes in progress and other emergencies. In addition to the vehicles normally operated by on-duty personnel during a watch, police officers may be authorized to drive vehicles to and from their place of residence and to park such vehicles conspicuously at their place of residence as a crime prevention device for the neighborhood in which they reside. Provisions of this policy shall not be intended to authorize operation of police vehicles in a manner inconsistent with the City of Greenville Ordinances or Statutes of the State of North Carolina. Employees participating in the Department's take-home vehicle program must abide by Standard Operating Procedure 17-05-04, Attachment A.

Vehicle Assignments

Field Operations Bureau officers assigned to patrol that live within the city limits and who have seniority at the Department may be eligible for a personally assigned patrol vehicle. Police officers assigned to the Field Operations Bureau will share a police vehicle except those officers having a personally assigned vehicle. Police officers residing within the city limits who are assigned personal vehicles shall be allowed to keep their assigned vehicle at their residence as a general policy. Supervisors and/or Commanders shall be authorized to limit or suspend the take-home privileges or on-duty operations of assigned vehicles when such action is determined to be necessary for achievement of operational Police Department purposes.

The vehicle is an official piece of equipment and is intended for official police duties only. Reassignment of a vehicle for disciplinary purposes shall require specific approval of the Chief of Police.

Vehicle Operation

Personnel operating police vehicles are to be armed with authorized police issued or approved firearms and maintain radio communications with the Communications Center when in the police unit. Assigned vehicles are not to be operated by any person other than the police officer to whom the vehicle is assigned or by an appropriate supervisor. A supervisor may temporarily reassign a personally assigned vehicle to another driver if it becomes necessary in order to maintain an effective level for patrol and operations.

When operating a marked police vehicle during off-duty hours, police officers are required to stop to render assistance to the public, respond to an emergency call for assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention that occur within their traveling vicinity. When initiating or responding to a police situation while off-duty, personnel are to notify the Communications Center by proper radio procedure. Under normal circumstances, incidents requiring more than short-term, on-the-scene action are to be handled by on-duty personnel.

Occasionally, police vehicles will be used to deter criminal activity by parking them in conspicuous business or residential locations. Such crime prevention activity will be coordinated under the direction of the Field Operations Bureau Commander and the immediate supervisor of the police officer to whom the vehicle is assigned.

Vehicle Maintenance

Arranging for routine preventive maintenance, including oil change, lubrication, minor adjustments, etc, is the responsibility of the employee to whom a vehicle is assigned. Employees should refer to Standard Operating Procedure 17.5.4 for vehicle maintenance requirements and procedures. When a vehicle is due for routine maintenance based on a schedule provided by the Public Works Department, Fleet Maintenance, or in need of adjustment, the operator is to take the vehicle in for service. Police officers should arrange to take their assigned vehicle to the city garage before the end of their tour of duty. Vehicles shall be left and picked up after service has been completed. Reassignment of the police officer to another vehicle temporarily is the responsibility of the immediate supervisor, with approval of the appropriate Commander.


In the event of damage to a vehicle or breakdown which renders the vehicle unfit for continued safe use, the police officer to whom the vehicle is assigned is to ensure that proper action is initiated to take the vehicle in for repair. Fuel for assigned police vehicles is available at the city garage. Police officers are to fuel their assigned vehicles during their tour of duty. Police officers are responsible for washing their assigned vehicles. This must be done during the officer's tour of duty unless directed otherwise by the employee's supervisor. If a supervisor approves off-duty maintenance and cleaning in advance, the police officer is to document the date and time the activity was done. The supervisor shall sign and date the documentation. The record shall be submitted with other payroll documents for proper compensation. Failure to obtain either prior approval for off-duty work or falsifying time records for off-duty work constitutes willful violation of this policy and shall invoke disciplinary action.

17.5.5 GRANT FUNDING – CONFLICT OF INTEREST

The Greenville Police Department applies for, and receives funding through state, federal, and other grant funding opportunities to be used in obtaining additional equipment and positions, and implementing innovative programs. Once the Greenville Police Department receives funding through approved grants, it is the Department's responsibility and obligation to ensure that no actual or perceived conflict of interest exists concerning the administration of the grant. Refer to *SOP Grant Administration*, for specific guidelines involving the grant process.

It is the policy of the Greenville Police Department that no employee of the Department shall use grant funding in any manner that results in, or has the appearance of resulting in personal, financial or other gain or benefit. No employee of the Department shall participate in either the discussion or vote on any matter concerning the funding if such participation would prohibit the employee from making a fair and impartial decision. Close familial, business or other associated relationships with the affected person or a financial interest in the matter are conflicts that would interfere with a fair and impartial decision. In the use of the grant funds, all employees shall avoid any action which might result in, or create the appearance of preferential treatment of any person, use of his or her official position for private gain, or any other action adversely affecting the confidence of the public and the integrity of the Department.

The Department as the grant recipient shall not pay, any bonus, commission, fee, or gratuity to any employee or official of the federal or state government that awards the grant. Further, neither the Department nor any employee shall seek, receive or solicit any bonus, commission, fee, or gratuity from any City employee for the purpose of obtaining any contract, grant or award issued by the City or the Greenville Police Department.

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
17-05-04	Fiscal Management: Take Home Vehicle Program	
Date Initially Effective 02/08/07	 By The Order Of: T.D. Sauls, Jr.	
Date Revised 2/2/15	Date Reissued 2/16/15	Page 1 of 3

A. PURPOSE

The purpose of this directive is to establish guidelines for the assignment, use and maintenance of vehicles for officers participating in the Greenville Police Department Take-Home Vehicle Program. One purpose for the Take-Home Vehicle Program is to maintain a high visibility of police vehicles in and around the City as a deterrent to crime. Police vehicles that are assigned to an individual also tend to be better maintained and prove to be more cost efficient to departments.

B. DISCUSSION

The Police Department's Take-Home Vehicle Program is a privilege extended to authorized police department employees who reside within the city limits of Greenville. Vehicle assignments will be made according to assignment within the Police Department, residency, vehicle availability, and with approval of the Chief of Police. When determining take-home vehicle assignments within a Division, seniority within rank will also be a factor considered.

C. ELIGIBILITY

Generally, employees below the rank of Lieutenant living outside the city limits will not be assigned take-home vehicles unless approval has been received to park at a satellite location within the City of Greenville. Employees in positions whose work requirements dictate that they be available to return to work during off-duty hours *may* be given take-home vehicle privileges outside the city limits of Greenville as recommended by the Chief of Police and approved by the City Manager.

The Chief may also recommend take-home vehicle privileges for other positions as deemed appropriate for the efficient operation of the department and as approved by the City Manager. No employee living outside Pitt County will be permitted to participate in the Take-Home Vehicle Program unless approval has been received to park at a satellite location within the City of Greenville.

D. GENERAL GUIDELINES AND RESTRICTIONS

When not in use, vehicles must be parked at the employee's residence of record or an approved satellite location. Vehicles parked at a satellite location will be parked in a well-lit and conspicuous spot. Employees will use assigned vehicles solely for official law enforcement duties. Personnel operating police vehicles shall be dressed in their uniform of the day or, at the minimum, casual business attire with firearm and proper identification.

The police radio must be turned on at all times while operating a police vehicle and personnel are expected to remain alert to all radio transmissions. Assigned vehicles are not to be operated by any person other than the police officer to whom the vehicle is assigned without permission from an appropriate supervisor.

A supervisor may temporarily reassign a personally assigned vehicle to another employee if it becomes necessary in order to maintain an effective level for patrol or other departmental functions.

Officers operating a police vehicle are required to stop to render assistance, apprehend violators of serious crimes, and /or summon on-duty police officers in circumstances which logically require police attention. Portable radios, weapons, and cell phones will not be left in the police vehicle while an employee is off-duty.

E. OPERATION/APPROPRIATE USE OF TAKE-HOME VEHICLES

The following are considered appropriate use of take-home vehicles:

- Between residence and the police department or other designated reporting stations for regularly scheduled duty
- Between residence and court when the employee is scheduled or subpoenaed to appear
- Between residence and a designated maintenance facility
- Between residence and an approved off-duty job
- Between residence and an approved training site or law enforcement meeting
- Between residence and a physical fitness facility located within Pitt County
- When authorized and approved by an appropriate supervisor for a specific police purpose
- Satellite locations must be within the city limits and approved by the Chief of Police or designee

F. CARE AND MAINTENANCE

Proper performance and appearance of a vehicle and equipment shall be the responsibility of the officer to whom it is assigned. Repairs or routine maintenance will be performed by the City Garage and must be done during the employee's regularly scheduled work hours or with a supervisor's approval. Personnel shall not make any alterations to the exterior markings, equipment, mechanics, or interior configurations except with approval of the Logistics Division Commander. This includes any addition of personal equipment, i.e. scanners, satellite radio, GPS Systems, etc. This provision shall not prevent minor repairs such as boosting a dead battery or changing a flat tire.

Take-home vehicles will be inspected as outlined in Vehicle Inspections, Chapter 53 of the GPD Policy and Procedures Manual. Particular attention is to be given to cleanliness, general condition, and the maintenance of required equipment. Tire condition, including spare, is to be inspected. Documentation is to be maintained by means of the Vehicle Inspection Form.

G. IMPLEMENTATION

Employee's who are assigned a take-home vehicle at the time of the implementation of this procedure, regardless of residency, will be permitted to continue participating in the Take-Home Vehicle Program, however, the new requirements will apply if and when that employee is either transferred, promoted, reassigned, or experiences any other duty change. An employee living within the City limit will retain their take-home vehicle based on their status at the time of implementation; however, they will automatically lose their ability to participate if they move outside of the City.

Based on availability, employees who reside outside the City limits may be approved to participate in the Take-Home Vehicle Program in the future by agreeing to park their assigned vehicle at an approved satellite location within the City. When the Department is experiencing a shortage of available vehicles for use in patrol, vehicles assigned to off duty officers participating in the Take Home Vehicle Program may need to be utilized by a working officer with the approval of a supervisor. Vehicles assigned to satellite locations should be used first.

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
17.5.5	Grant Administration	
Date Initially Effective: 08/16/13	By The Order Of: <i>T.D. Sauls Jr.</i> T. D. Sauls, Jr., Interim Chief of Police	
Date Revised: 2/2/15	Date Reissued: 2/16/15	Page 1 of 4

A. PURPOSE

Grant funding from local, state, federal or private sources has the potential to be a significant source of revenue for the Department that if received, would create numerous benefits. Therefore, it is necessary to ensure that any member of the Department presented with the opportunity to apply for a grant does so in an established and uniform method. The procedures set forth shall outline the method to be followed during the application process, receiving of grants, and the reporting of grants.

B. DISCUSSION

It is the objective of the Greenville Police Department to actively seek grant funding opportunities that are consistent with the goals of the Department. Furthermore, all employees are encouraged to present potential grant opportunities through the chain of command.

Proper research and information gathering should be done by the employee proposing the grant prior to submission of the Grant Notification Form. The proposing employee should also be prepared for the responsibilities of the Grant Program Manager should the grant be awarded. Responsibility for the actual submission and management of a grant until the grant has closed out is the Grant Program Manager's.

C. DEFINITIONS

Accounts Payable/Purchasing Coordinator: The Greenville Police Department employee responsible for grant related purchases and procurements, coordination of expenditures, and fiscal reconciliation with the Financial Services Department.

Draw Down: The requested reimbursement of funds from the grantor.

Financial Services Grant Coordinator: The Financial Services employee who is responsible for the oversight of all City grants.

Grant Administration: Any required memorandum of understanding with other agencies.

Grant Program Manager: The person who is responsible for managing the grant program, financial reports, and program reports.

Grant Writer: The person who applies for and submits a grant application; usually the Grant Program Manager.

Police Research Specialist: The Greenville Police Department employee responsible for the oversight of grants written and awarded within the Department.

Routing Form: A Grant Application Notification form which is to be completed before the actual application of a grant.

Supplanting: Federal funds used to replace rather than supplement existing funds for program activities that have been appropriated for the same purpose.

D. GRANT CONSIDERATIONS

In order for a grant to be considered for pursuing, the following should be considered:

- Would the grant aid the Department in achieving a goal(s)
- Are sufficient staff resources available to effectively administer and successfully perform the grant work scope
- Will the Department be required to provide matching funds or assume funding at the expiration of the grant
- What other requirements of other personnel are involved
- Would the program expenditures exceed the terms of the grant or beyond the grant expiration date (they should not, unless a new funding source was located)
- Are the rules and grant conditions acceptable to the Department
- Are there any possible unforeseen associated costs, long term costs, or bidding requirements (confer with Accounts Payable/Purchasing Coordinator)

E. GRANT PROPOSALS

Once a grant has been given due consideration and is believed to have merit, the employee proposing the grant must complete a Grant Notification Form. The Grant Notification Form shall be sent through the chain of command for approval. Grants that require specific activities or programs involving police personnel shall first be approved by the Chief of Police. All approved requests are then forwarded to the Office of Planning and Research. A copy of the approved Grant Notification Form will also be forwarded to Financial Services and Human Resources, if personnel are involved.

The Chief of Police shall submit a written report to the City Manager or Assistant City Manager for all grant applications over the threshold of \$100,000.00, accompanied by the grant announcement or pre-application to be included on the agenda for the earliest scheduled City Council meetings. Any positions funded by grants must be new and not already budgeted. The written report should typically include:

- Eligible uses and need for the proposed grant
- Specific use recommended for the proposed grant
- Matching funds the City may be required to provide
- Grant time limits after which the City may be required to assume funding
- Post grant operating and maintenance costs

F. GRANT AWARD

All awarded grants, regardless of dollar amount, must be approved by the City Council for budget amendment. All grant agreements, such as a Memorandum of Understanding made with granting agencies or with partnering agencies, must be submitted to the City Attorney's Office for review and subsequently to the City Manager's Office for ratification. Once a grant has been awarded, the Financial Services Grant Coordinator will establish a project code for the grant as well as assign the appropriate revenue and expenditure general ledger account numbers. Additionally, grant funded positions shall be coded separately from the general personnel budgets.

If additional Department personnel are awarded in a grant, the Grant Program Manager must notify the Administrative Services Bureau Commander immediately that recruitment must begin to fill the position above and beyond the authorized personnel. Grant funding shall not at any time pay for existing personnel salaries.

Supplanting is subject to monitoring and audit reports, and can result in:

- Civil and/or criminal penalties
- Suspension of current and future funds
- Suspension or debarment from federal grants
- Repayment of monies provided under a grant

If there are unexpended funds at the conclusion of a grant, it is the responsibility of the Grant Program Manager to determine legal use of those grants. Furthermore, only the granting agency can authorize re-appropriation of unused funds. In the event, funds cannot be re-appropriated then the Chief of Police or designee must make arrangements to return the funds to the granting agency.

A final written report along with a signed payment request shall be forwarded to the City Manager for approval. The City Manager will evaluate and forward to the Director of Financial Services for refund payment.

G. POLICE RESEARCH SPECIALIST RESPONSIBILITIES

The Police Research Specialist shall ensure that all grant applications are accurate and complete, that all deadlines are adhered to, and ensure the proper receipt and record keeping has been done. In the event a grant application requires prior approval by a governing body, the Police Research Specialist shall request the grant application to be scheduled on a council agenda, unless time is of the essence, in which case the Chief of Police shall be notified.

Additional responsibilities are:

- Maintain copies of all grant notification forms, grant applications, and awards
- Promptly provide copies of the Grant Award Letter and Agreement and the grant budget to the Financial Services Grant Coordinator
- Notify Financial Services who will fill the grant position so that a separate grant account can be established
- Address any issues regarding financial concerns as reported by the Financial Services Grant Coordinator

In the event the Police Research Specialist is notified of a scheduled audit, then the Police Research Specialist is required to coordinate site visits of auditors.

H. GRANT WRITER/GRANT PROGRAM MANAGER

Typically, unless other arrangements are made, the writer of the grant shall serve as the Grant Program Manager. Grants involving personnel should be reviewed by the affected personnel in order to receive their input, support, and ultimate success of the grant. The Grant Program Manager is also responsible for all financial, programmatic, progress and any other required reports. The Grant Program Manager shall also be responsible for completing grant draw downs pursuant to grant rules and for notifying the Financial Services Grant Coordinator when funds have been requested.

Requests for reimbursement must be reported to Financial Services. Reports associated with the grant shall not be submitted after the due date and shall be submitted on or before the due date established by the

granting agency. At the completion of any financial or other required report the Grant Program Manager shall notify the Police Research Specialist.

The Grant Program Manager shall also be responsible for notifying the Financial Services Grant Coordinator when any amendments are made to the grant that cross expenditure lines. Knowledge of the rules and regulations of the grant shall be a part of the Grant Program Manager responsibilities and include:

- Special Considerations
- Allowable Expenditures
- Pertinent Dates
- Potential Integrity Issues

In the event the Grant Program Manager or Financial Services Coordinator believes there are integrity issues, the Police Research Specialist shall be immediately notified. Grants are subject to audit; therefore, the Grant Program Manager shall notify the Police Research Specialist regarding any scheduled audits and comply with the requests of the auditor.

At the conclusion of the grant, the Grant Program Manager shall ensure that all expenditures are finalized in the manner set forth by the granting agency and that the grant is closed out properly.

I. ACCOUNTS PAYABLE/PURCHASING COORDINATOR

The Accounts Payable/Purchasing Coordinator shall maintain copies of all grant budgets, purchase orders, receipts, and track expenditures. Any grant funded equipment shall be specifically labeled as such and placed into inventory. Any requests for reimbursement must be reported to Financial Services.

Proper accounting procedures shall be done and will provide identifying receipts and expenditures of funds separately for each grant award. Quarterly, all shall be reviewed by using the Project Master in Naviline.