

COOLIDGE POLICE DEPARTMENT		
	<p style="text-align: center;">CHAPTER 17</p> <p style="text-align: center;">FISCAL MANAGEMENT AND AGENCY PROPERTY</p> <p>CALEA Standard(s):</p>	<p>General Orders</p>
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17.1 FINANCE SECTION

A. The Chief has the ultimate authority over and responsibility for the fiscal management of the agency. The Chief shall ensure that agency accounts are subject to independent audit, as required by City procedure.

B. The Chief has delegated to the Support Services Commander the following responsibilities:

1. coordinating the development and presentation of the operating budget as part of the City’s annual budget process and monitoring expenditures throughout the year;
2. preparing the capital budget, including long range capital needs;
3. compliance with the City’s policies and procedures concerning procurement and budgetary matters, including make all entries into the City’s accounting system, meeting reporting deadlines and procedures, advising employees of appropriate expenditure authority, requesting supplemental or emergency appropriations or fund transfers; obtaining and meeting other City accounting system requirements;
4. ensuring initial approval of all expenditure accounts by the Chief and provision of monthly status reports, including expenditures and encumbrances and the unencumbered balance at the beginning and end of the month for each such account;
5. projecting expenditures to provide information to department units to assist them in ensuring that the budget is not overspent;
6. administering the distribution and expenditure of Anti-Racketeering Funds (RICO);
7. preparing the necessary documentation for Council approval of grants;

8. maintaining financial records for grants;
9. coordinating the receipt of any donations or contributions;
10. maintaining logs for requisitions, check requests, and travel orders;
11. coordinating the acquisition of goods and services with City procurement;
12. assisting with disbursement and management of investigative cash funds and audits of those funds.

17.2 Department Vehicles

17.2.1 General Requirements

A. Employees shall:

1. drive only vehicles they are authorized to drive;
2. abide by all state and local laws and City and Department policies;
3. not drive any vehicle unless trained and qualified in the safe operation of that type of vehicle;
4. report any damage to the vehicle or its assigned equipment immediately to a supervisor;
5. drive only with a valid Arizona driver license for the class of vehicle driven;
6. immediately report any civil or criminal citation or a suspension, restriction or revocation of their license to a supervisor;
7. always wear a seatbelt when driving or riding as a passenger in a moving motor vehicle;
8. ensure that all passengers, including children, and all prisoners in a motor vehicle use either seat belts or appropriate restraint devices;
9. not smoke in any City vehicle;
10. not swap or exchange assigned vehicles without the express approval of a supervisor;
11. not take a vehicle out of service for maintenance or repair without notifying a supervisor;

12. not make any modifications to Department vehicle bodies, systems, electrical/electronic components, or markings without first receiving written permission from the Chief of Police

B. A vehicle may be assigned on a 24-hour take home basis to a specific employee, as determined by rank or assignment. Only assigned vehicles may be taken home and only if the employee lives within twenty miles of the assigned duty station.

C. Specialized vehicles, such as SWAT trucks, bomb disposal vehicles, mobile command posts, aircraft, motorcycles and bicycles may only be operated by those personnel who have been authorized by the supervisor of the unit to which the vehicle is assigned. The unit supervisor for any unit with assigned specialized vehicles shall establish written use and training standards for each type of specialized vehicle and a list of all equipment to be kept within each such vehicle. Except as necessary for training purposes, no one may operate a specialized vehicle without meeting the established training standards. The supervisor of the unit shall be responsible for the condition and maintenance of the vehicle

17.2.2 Vehicle Equipment and Maintenance

A. An employee is required to inspect a vehicle for proper operation and for the presence of required equipment assigned to the vehicle at the beginning of each shift. Any required repairs or service and any damage, missing property or equipment shall be reported to a supervisor. A vehicle repair form shall be completed and the vehicle shall be transported to the city yard for repair.

B. Any vehicle used for prisoner transport shall be searched before and after each shift for contraband, weapons, etc. At the end of the shift, the vehicle shall have at least one-half tank of fuel, all trash shall be removed, and the keys shall be returned to the assigned location.

C. The security of City vehicles and the equipment within those vehicles is the responsibility of the employees using the vehicle. All vehicles shall be locked when left unattended and any provided steering wheel locking device or security system shall be engaged.

D. Every police vehicle will contain a first aid kit, traffic cones, traffic flares, measuring wheel, spray paint, crime scene tape and a traffic vest.

E. Vehicles used in routine or general patrol service, whether or not marked as police vehicles, shall be equipped with operational emergency lights and a siren.

17.2.3 Collisions Involving City vehicles

A. Personnel shall immediately report to Communications, who shall dispatch a supervisor, any collision involving:

1. a City owned or leased vehicle.
2. an employee's privately-owned vehicle when the employee is on City business and has been formally authorized to use a private vehicle.
3. an officer's privately-owned vehicle when the officer is on the way to or from work.

If the collision occurs in another police jurisdiction, the local law enforcement agency shall also be contacted.

B. If within City jurisdiction, the Department shall investigate the collision, whether it occurred on a public roadway or on private property. The investigating officer shall complete a traffic accident report (when appropriate), a DR and a diagram and shall take any appropriate enforcement action, including the issuance of traffic citations. Photographs shall be taken. Investigation and documentation shall occur even when there is no obvious damage and no injury is alleged. Department vehicles that have been damaged in a collision shall not be placed in service, even if serviceable, until a damage estimate has been completed.

C. The final reports will be reviewed by the employee's chain of command for any necessary corrective or disciplinary action. Corrective or disciplinary action will be considered without regard to any enforcement action that may have been taken.

17.2.4 Automatic Vehicle Locator

A. All Department vehicles will be equipped with AVL systems. The Department's AVL is a Global Positioning System based system within the software for the Mobile Data Computer and the Computer Aided Dispatch systems. The AVL promotes officer safety, assists in tactical operations, and assists in improving response times to radio calls.

B. The AVL system may be used as an aid in any criminal and/or administrative investigation.

C. Employees will not make any attempt to disable the AVL system in any way.

17.3 OTHER EQUIPMENT USED IN THE PERFORMANCE OF DUTIES

17.3.1 Department Issued Electronic Equipment

The Department may issue electronic equipment to specific officers, based both on rank and assignment, as determined by the Chief. As with all issued equipment, cellular phones are to be used for Department business; personal use should be limited to emergency situations. Officers may be required to reimburse the City for the cost of personal use of electronic equipment.

If a unit is assigned a shared phone, a log shall be maintained reflecting the assignment of the equipment at specific times.

17.3.2 Privately Owned Electronic Equipment

Employees may elect to use personally owned electronic equipment, including communication devices, computers (all types) and recording devices (all types) in the performance of the employees' duties. Employees doing so must understand that:

1. The City will not reimburse the employee for the use of the equipment for City business, nor for purchase, replacement, repair or damage to the equipment or associated accessories.
2. Possession of the equipment during duty hours or use of the equipment for City business while off-duty may subject the records associated with the device, and the device itself, to examination by the Department or subpoena or court order by involved persons or their attorneys.
3. Employees use of privately owned electronic equipment for department business or while on duty may subject the equipment to subpoena or court ordered disclosure.

17.3.3 Radios

All officers are issued one individual radio. Radios needing repair or new batteries will be taken directly to the Support Services Commander.

17.3.4 Operational Readiness of Stored Property

All operational property (radios, handcuffs, batons, special equipment, etc.) shall be stored and maintained in operational readiness (working, clean and available) by the supervisor or commander over the function to which the property is

assigned. The supervisor/commander is responsible for determining the operational property needs for the function and requesting that such property be obtained.

17.4 Department Facilities

A. All employees are responsible for the security of Department facilities and are required to know and adhere to the Department's security requirements.

B. Every person in a police facility shall display identification; employees shall wear their identification cards or badges when not in uniform, and visitors shall be given temporary passes to wear. Any person who is not wearing identification shall be stopped and asked to present identification.

C. Employees are issued access cards/keys for access to police facilities. Lost access cards/keys shall be immediately reported through the chain of command.

17.4.1 Emergency evacuation

A. Each Department facility must have an evacuation plan that is made available to all who work within the facility. Unit supervisors are responsible for familiarizing new employees to the evacuation plan. The plan shall be kept current by the Support Services Commander.

B. Each work area shall have an emergency evacuation coordinator, who shall ensure that: exit and emergency signage remains in place; fire exits and stairways remain accessible at all times; employees who may need assistance in the case of an evacuation receive assistance; and that all employees vacate an area when required.

C. In the event of an emergency evacuation order or fire alarm, employees shall promptly vacate their work areas in accordance with the plan. The last employee to leave an area should close the door, leaving it unlocked. Employees should not use elevators.

D. Visitors and prisoners are the responsibility of the person who brought them into the facility. Prisoners who are evacuated shall be promptly transported to another facility or the jail for continued detention.

E. Re-entry to the facility shall be governed by the responding Fire or incident commander.