



**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 1-8**

**FISCAL MANAGEMENT AND
AGENCY OWNED PROPERTY**

SUBJECT: The fiscal management of the CSU Fullerton Police Department and Department procedures for adding, replacing, and inventorying agency-owned property.

PURPOSE: To outline the authority and responsibility for managing the fiscal operations of the CSU Fullerton Police Department and to establish the procedures for the inventory and control of agency-owned property.

POLICY: It is the policy of this Department to ensure the appropriate and necessary procedures are delineated for the management of fiscal operations and capital assets and equipment.

PROCEDURE:

- I. Fiscal Management Functions
 - A. The Chief of Police has the overall final authority and responsibility to plan, manage, and approve all expenditures of the funds allocated to the CSUF Police Department. [CALEA 17.1.1]
 - B. The Department's internal fiscal management involves planning, budgeting, purchasing, and reconciling all budgets and budget reports.
 1. Chief's designee is responsible for the following fiscal management activities:
 - a. Conducting all fiscal transactions, processing purchase orders, keeping track of deposits and expenditures.
 - b. Provide monthly budget reports, analyzing Department personnel and funding requirements for preparation of the annual budget to be submitted by the Chief for University approval.
 - c. Providing historical information on the Department's expenditures, and reviewing purchases and Petty Cash accounts.
 - d. Processing travel requests, reconciling credit card statements and track donations and expenditures for Departments' Auxiliary and Philanthropic funds.
 - C. Prior to committing Department funds, Department personnel must submit all funding requests including purchase requisitions, petty cash, travel requests,

credit card expenditures, and work orders along with any associated costs, estimates, and item information for Chief's approval.

- D. The CSUF Police Department follows the Purchasing Procedures set forth by Contracts and Procurement in the Division of Administration and Finance. The Contracts and Procurement department provides quality, timely contracting and procurement support to the campus community in obtaining goods and services necessary to accomplish the University's mission utilizing professional contracting and purchasing practices. These procedures are applicable to all University staff and faculty and outline the necessary requirements for:
1. Standardized purchases of goods and equipment; University-approved vendor e-Procurement System has been established to provide faculty, staff and administrators with a convenient purchasing method for obtaining office supplies and other items to support Department operations. In the event this system does not provide needed supplies or cannot deliver in a timely manner then supplies and goods can be purchased outside system with a procurement card. All purchases, from either system must be approved by the Chief of Police. [CALEA 17.3.1a]
 2. Formal advertised bids or RFPs are required for equipment and supplies that exceed \$50,000 (excluding applicable sales tax) or construction projects exceeding \$5,000 [CALEA 17.3.1b]
 3. Under State law, the California State University Board of Trustees has the ultimate responsibility for all purchases/contracts of the University. The Chancellor's Office delegates authority to the campus President who has delegated responsibility to the Contracts and Procurement office to purchase and enter into contracts for services, supplies, materials, apparatus, equipment, and construction work to be done. Following the Contracts and Procurement bidding policies & procedures that include how vendors and bids are requested, submitted, and approved or rejected by Contracts and Procurement for CSUF; and [CALEA 17.3.1c]
 4. After-the-Fact Acquisitions procedures for unauthorized purchases and/or rental agreements in an emergency [CALEA 17.3.1d].
 - a. The Department Emergency Management Coordinator has delegated purchase authority of \$25,000 on Department issued credit card (procurement card, or P-card).
 - b. A justification memo is required before payment by Contracts and Procurement will be considered.
- E. The Chief of Police can verbally submit for a funds transfer aimed at emergency appropriations, followed by the proper purchase requisition and a memorandum that justifies the need to the Vice President of Administration and Finance for approval.
- F. The Department is subject to regular audits from the following [CALEA 17.4.3]:

1. The University Auditor is an independent internal auditor to ensure all departments and divisions of CSUF are in compliance with all University, State, and Federal regulations and policies. Routine audits are scheduled with notification of the Chief.
2. The Chancellors Office of the California State University System and the California State Auditor, and the Bureau of State Audits, also conduct periodic audits.

II. Annual Budget Process [CALEA 17.2.1]

- A. The Command Staff, Emergency Management Coordinator, CALEA Coordinator, and Records Supervisor submit written budget requests to the Chief of Police for inclusion in the final budget. All requests and recommendations are evaluated based on Department goals and objectives. The Police Chief annually submits budget proposals to the Vice President of Administration and Finance, for submission with the Division's Budget. [CALEA 17.2.2]
- B. After approval, University's Budget Department deposits the allocated monies into the Department accounts and handles all subsequent postings. [CALEA 17.4.1]:
- C. The Department receives monthly online computer activity reports that allow access to review any postings to our different accounts for account reconciliation from Financial Services. These reports include:
 1. The initial budget appropriation for accounts. [CALEA 17.4.1a]
 2. Monthly reports include the beginning and ending balances on all accounts. [CALEA 17.4.1b]
 3. Monthly postings of all expenditures and authorized encumbered funds for payment. [CALEA 17.4.1c]
 4. Current balances on all accounts reflecting all unencumbered funds. [CALEA 17.4.1d]
 5. All Budget Revisions and postings of any deposits of monies allocated and/or due the Department.

III. Agency-Owned Property

- A. Property management responsibilities are divided between the Police Department and the University's Division of Facilities Management--Property Control. This includes all certified CSUF and Police Department procedures to handle equipment distribution; property control, reissue, disposal, and actual physical inventories. [CALEA 17.5.1]
- B. All property/equipment that has been purchased with Department resources or assigned to the Department by the University's Division of Facilities Management--Property Control, is considered Department-owned. Once

equipment is issued to an individual officer, non-sworn employee or Department unit, the proper care and maintenance of the property is expected of the assignee(s). The operational readiness of this equipment will be insured through the use of line inspections by the employee's supervisor. [CALEA 17.5.1]

- C. Maintaining stored agency property in a state of operational readiness is the responsibility of the supervisor of the unit where it is assigned. This equipment will be inspected at least quarterly. [CALEA 17.5.3]
1. The Command Staff is responsible to control and maintain all non-issued equipment and property such as radios, batons, cameras, PAS devices, handcuffs, leather gear and equipment to be issued to future employees as well as all radio equipment.
 2. The Investigations Sergeant is responsible to control and maintain all specialized crime scene processing equipment and kits, all surveillance and recording equipment, and photography and video equipment.
 3. The Bicycle Coordinator is responsible to control and maintain all Department bicycles and their accompanying equipment.
 4. The Community Services Corporal is responsible to control and maintain all equipment associated with the Community Services Officer Program.
 5. The Emergency Management Coordinator is responsible to control and maintain all equipment associated with the Emergency Operations Center and response to natural or manmade disasters.
 6. The Department Range Master is responsible to control and maintain all weapons stored in the Department armory.
- D. The Command Staff will serve as the Department's Property Steward and will verify inventories supplied by University Assets Management and insure that items are removed or added to the list as deemed appropriate.
1. Assets Management will record and assign a unique property identification number to all tangible property (such as equipment) or intangible property (such as software) with a value of \$5,000.00 and life expectancy of at least one year. Exceptions to this include [CALEA 17.5.1]:
 - a. Sensitive items (such as cell phones or lap tops) with a value over \$2500.00 will also be tagged.
 - b. This marking system does not apply to Department firearms, but Assets Management retains actual invoice copies of these items ordered and received by the Department from the manufacturer.
 2. At the direction of Assets Management a physical inventory of all University Property is completed in three year cycles. [CALEA 17.5.1]
 3. Each employee will be issued equipment as required by their unit contract, and noted on the Department's individual equipment receipt. [CALEA 17.5.2]
 - a. Employees will sign noting receipt of equipment.

- b. The Department will replace equipment that is damaged or shows wear.
 - c. At the time of separation from the Department, all issued equipment will be returned.
4. Administrative review of care and use of Department property:
- a. All reported abuse or damage of Department equipment, including vehicles, will be reviewed by the Command Staff to determine whether;
 - 1) Department rules, policy or procedures were violated.
 - 2) Any relevant policy was clearly understandable and effective to cover the care or use.
 - 3) Department training is currently adequate.
 - b. All findings of policy violations or training will be reported to the Chief of Police for resolution and/or discipline.
 - c. All such incident reports shall be retained for a period of 3 years unless there is a reoccurrence.
5. The Police Department complies with the University regulations regarding reissue and /or disposal of equipment deemed no longer of use to the Department.

REVIEWED BY:

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APPROVED:



Raymund Aguirre

Chief of Police