



Section 3/300 ♦ Budget / Accounting		
3 / 301	Fiscal Management	12/25/95
Accreditation Standards	17.1.1 / 17.2.2	

**3 / 301.05 GENERAL**

The authority and responsibility for the administration of the Police Department is vested in the Chief of Police under Section 12-3 of the Laurel City Code. The fiscal management responsibility is specifically assigned to the Chief of Police in the official job description for Chief of Police.

Although the ultimate authority and responsibility for fiscal management is granted to the Chief of Police, commanding officers shall be accountable and responsible for those portions of the Police Department's budget that relate to their functions. As part of this responsibility, the Deputy Chief of Police and each Bureau Commander will annually prepare written budget recommendations.

All budget recommendations should be directly related to the functional goals, objectives, and specific tasks or functions assigned to the division or individuals in that division. All recommendations shall include input from supervisors of all units within the division.

All recommendations will include a description of the program or expenditure, justifications, associated requirements (such as new positions, equipment, materials, or outside services) required to implement the program, if any, and a fiscal summary. Budget preparation "work forms" provided by the City Administrator, Director of Finance, or specifically designed for the Police Department will be utilized for documenting the recommendations.

**END OF ORDER**