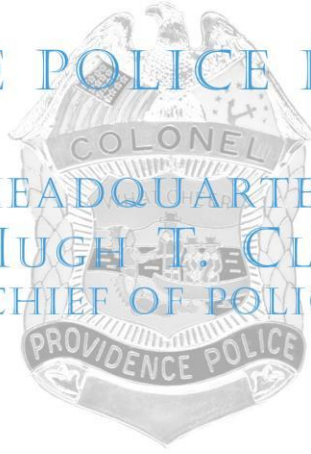


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS  
COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.04	12/15/2021	12/15/2021
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Budgeting and Purchasing		9/24/2014; 7/18/2014, 7/8/2007	
REFERENCE		RE-EVALUATION DATE	
CALEA 17.5.3		9/24/2024	
SUBJECT AREA		DISTRIBUTION	
Administration		All Personnel	

## PURPOSE

The purpose of this policy is to maintain a plan, which establishes the procedures for budgeting and purchasing in the department.

## POLICY

It is the policy of the Providence Police Department to adhere to all applicable city, state, and federal laws and regulations regarding budgeting and purchasing.

## DISCUSSION

For the purpose of this General Order, the following definitions shall apply:

Audit: An independent review of all revenues and expenditures to determine compliance and accuracy.

Budget: The fiscal plan for a one (1) year period.

Capital expenditures: Infrastructure items such as building and automobiles.

Drug Forfeiture: Monies related to asset forfeiture accounts.

Expenditures/Encumbrances: Monies spent or committed.

Fees: Any fee collected for any reason.

Fiscal Year: The period from and including July 1<sup>st</sup> of any year to and including June 30<sup>th</sup> of the following year.

General Fund: Revenue taken into the city budget.

Requisition: A required form for all purchases.

Expressed Signature: An, authorized, official, original signature.

Unencumbered: Monies in the budget not spent or committed.

Voucher: A form required for all requests for payment in check.

## **PROCEDURE:**

### **I. BUDGET PROCEDURES**

- A. The Chief of Police shall prepare the budget for the Department.
  - 1. The Chief of Police will submit the budget in accordance with established city procedures.
  - 2. All Division Commanding Officers will submit written budget requests to the Chief of Police based on functional goals and objectives.

### **II. PURCHASING PROCEDURES**

- A. The Chief of Police, Deputy Chief, and Division Commanding Officers; or their authorized designees; will authorize all spending.
- B. All purchase requests over five hundred (\$500) and less than five thousand (\$5,000) must be pre-approved by the Chief of Police, Deputy Chief, or Administrative Division Commander utilizing a requisition or voucher. A purchase order number must be received prior to the actual purchase.
- C. All purchase requests in excess of five hundred (\$500) up to five thousand (\$5,000) must be accompanied by estimates from three (3) or more vendors. Purchase requests in excess of five thousand (\$5,000) must go out to competitive bidding with specifications prepared by the department and submitted to the purchasing agent in accordance with the City of Providence Code of Ordinances, (Article II- Contracts, Purchases and Sale, Sec.21-27-Competitive Bidding).
- D. When the review of the bids reveals that it is in the best interest of the City to utilize the most qualified vendor(s) who was not the lowest bidder that meets specifications; a detailed explanation for awarding said vendor(s) must be provided.

- E. All purchases are made in accordance with the City of Providence Code of Ordinances.
- F. All vouchers submitted for request for payment must include pertinent supporting documentation regarding the respective grant, award letters, invoices, or reimbursement information.
- G. All vouchers are maintained in the City Controller's Office and may be reviewed at any time.

### **III. SPECIAL CIRCUMSTANCES**

- A. Exception to bid requests may be made by the Chief of Police if:
  - 1. A sole source vendor, or
  - 2. An emergency public safety condition exists.

### **IV. ACCOUNTING PROCEDURE**

- A. All budgets maintained by the department must be detailed by account code.
- B. A budget summary must be reviewed monthly, which includes expenditures, encumbrances and balances.

### **V. AUDITING**

- A. An independent external city audit will be conducted yearly on department accounts.
- B. An internal auditor position is established for City Accounts. An audit may be conducted on City accounts at any time.

### **VI. AGENCY OWNED PROPERTY**

- A. All agency personnel will sign for any Department equipment that is issued to them.
- B. The maintaining of stored agency property in a state of operational readiness is the responsibility of the person or unit to which the property is assigned.
- C. Inspections of all agency property shall be conducted, by designees of the Chief of Police, at least annually.

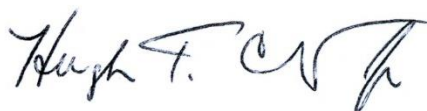
**NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.**

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE