



KANSAS CITY, MO. POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

4-8-2004

EFFECTIVE DATE

4-23-04

NO.

04-3

SUBJECT

Fiscal Procedures

AMENDS

REFERENCE

Personnel Policy 640 - Authorized Travel Expenses  
Personnel Policy 250-Chapter 84, Missouri Revised Statutes

RESCINDS

Procedural Instructions 01-02 and 01-02A

**\*I. PURPOSE**

To consolidate all fiscal procedures into one source document. This directive sets forth detailed procedures for purchases, contractual services, contributions, expenditures, fees, grants, and surplus equipment for the Kansas City, Missouri Police Department.

**\*II. POLICY**

In accordance with Section 84.760 of the Revised Statutes of Missouri, members will not spend any money, incur any liability, or enter into any contract, which by its terms incurs the expenditure of money for any purpose for which no appropriation is provided in the Board of Police Commissioner's budget or in excess of the amount appropriated by the Board of Police Commissioners for any such purpose.

**\*III. ADMINISTRATIVE GUIDELINES**

- A. **All requests** to purchase products or services must be submitted through the chain of command directly to the Fiscal Planning Division for review and approval **prior** to any purchases.
- B. Department members not currently authorized to approve purchases will be required to submit an Interdepartment Communications, Form 191 P.D, or a Memorandum, through their chain of command to request the purchase of products or services.
- C. The Interdepartment Communication, Form 191 P.D., or Memorandum, should contain specific, descriptive information about the desired equipment and its cost, including a comprehensive list of any vendors, if known. This document will be submitted through the member's chain of command for approval by the applicable Bureau Commander prior to submission to the Fiscal Planning Division.
- D. In those instances when exigent circumstances preclude the submission of a written request as described above, members should immediately contact the Fiscal Planning Division Commander or designee for assistance.

#### IV. PROCEDURES

This directive has been arranged in annexes for easy reference.

Annex A	Purchasing Approval
Annex B	Monetary and Property Contributions
Annex C	Cash Expenditures
Annex D	Food Expenditures
Annex E	Grant Proposals and Applicable Procedures
Annex F	Surplus Equipment
Annex G	Fees and Service Charges

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ of \_\_\_\_\_ 2004.

Karl Zobrist  
President

**DISTRIBUTION:** Law Enforcement Personnel  
Department Elements  
Post on all bulletin boards for two weeks.

## PURCHASING APPROVAL

\*As a public entity, the department always strives to establish a competitive climate for purchasing transactions. As such, with the exception of sole source purchases, which will be addressed elsewhere in this document, **at least three** vendors will be solicited when purchasing a product or service that exceeds \$1,000.00. This is designed to allow for fair and equitable participation by all qualified vendors.

The following procedures have been established regarding purchases. All elements should be cognizant of these procedures so as to include sufficient information in their Interdepartment Communication, Form 191 P.D., or Memorandum, and Purchasing Requisition, Form 295 P.D., when requesting the purchase of products or services. If an element does not have sufficient information to complete a Purchasing Requisition, Form 295 P.D., the Purchasing Section will complete a Form 295 P.D., however, an Interdepartment Communication, Form 191 P.D., or Memorandum, must be completed by the requesting element.

**NOTE:** The term “element” refers to any of the organizationally recognized subdivisions of the police department (e.g., bureau, division, unit or section).

### A. Purchasing Guidelines

\*1. Purchases of up to \$999.99

When the expenditure is less than \$1,000.00, a single telephone quotation may be obtained. Department members will make every effort to obtain pricing in the most cost effective manner.

\*2. Purchases from \$1,000.00 to \$9,999.99

a. Purchases in this category require **at least three telephone quotes.**

b. The following information, regarding telephone quotes, **must** be included on the back of the Purchasing Requisition, Form 295 P.D., and/or in the Interdepartment Communication, Form 191 P.D., or Memorandum, prior to submitting the documentation to the Financial Services Unit:

(1) Date and time quote was received.

(2) Name, street address, and telephone number of the vendor.

(3) Name of the person providing the quote.

(4) Amount of quote.

\*3. Purchases from \$10,000.00 to \$74,999.99

- a. Purchases in this category require **at least three written quotes** from the vendors.
- b. These quotes may be obtained via letter or facsimile machine, or electronic messaging (e-mail), and must be submitted with the Purchasing Requisition, Form 295 P.D., and/or Interdepartment Communication, Form 191 P.D., or Memorandum, to the Financial Services Unit.
- c. The written quotes may also be included on the Quotation Summary Sheet on the reverse side of the Purchasing Requisition, Form 295 P.D.

\*4. Purchases over \$75,000.00

Unless otherwise authorized by the Board of Police Commissioners, these purchases require a formal bid process and will be handled by the Financial Services Unit – Purchasing Section. The Purchasing Section may seek assistance from specific elements in establishing the applicable bid specifications.

B. Sole Source Purchases

- \*1. A sole source purchase is defined as the purchase of a unique product or service from a specific vendor, regardless of the availability of similar products/services from other vendors. To qualify as a sole source purchase, documentation must be obtained from the requesting element as to why the specific product/service is the **only** one that is satisfactory to purchase. An impartial, objective evaluation must be completed, rather than one that merely cites personal preference.
- \*2. Once sufficient evidence exists to justify a sole source purchase, the Purchasing Section will generate a sole source document for forwarding to the Financial Services Unit Commander for review.
- \*3. The Financial Services Unit Commander will ensure the appropriate approval is obtained, depending upon the projected cost of the sole source purchase.

C. Department Credit Cards

- \*1. Only those elements specified by the Executive Services Bureau, will be permitted the use of a department credit card. **Credit cards should only be used to acquire items or services that have received prior approval.** Commanders, managers, or supervisors will:

- a. Be responsible for retaining the department credit card.
  - b. Issue the department credit card to any member of their unit when a purchase requires the use of a credit card.
  - c. Collect and submit all receipts to the Financial Services Unit. (An Interdepartment Memorandum, Form 191 P.D., or Memorandum, **does not** need to be completed.)
2. Members using credit cards as it pertains to travel will follow the procedures outlined in the Personnel Policy entitled, "Authorized Travel Expenditures."
- \*3. Credit cards used for reasons other than travel must be approved by the Executive Services Bureau Commander in written form prior to issuance of a credit card. The credit card and receipts must be returned, in person, to the Financial Services Unit within one day of use, unless in travel status.
4. If a credit card is lost or stolen:
- a. The Financial Services Unit – Accounting Section **must** be notified **immediately**.
  - b. The member responsible for the credit card will document the circumstances on an Interdepartment Communication, Form 191 P.D., or Memorandum and submit it through their chain of command to the Executive Services Bureau.

\*D. Purchasing Approval Limits

1.	Up to	\$500.00	Purchasing Section Supervisor
2.	Up to	\$500.00	Supply Section Supervisor
3.	Up to	\$10,000.00	Financial Services Unit Commander
4.	Up to	\$25,000.00	Fiscal Planning Division Commander
5.	Up to	\$50,000.00	Executive Services Bureau Commander
6.	Up to	\$75,000.00	Chief of Police
7.	Over	\$75,000.00	Board of Police Commissioners

\*E. The Chief of Police may delegate purchasing approval authority up to \$2,500.00 to the managers of the Fleet Operations Unit, Building Operations Unit, and Communications Support Unit. The Chief of Police may also delegate up to \$15,000.00 to the Commander of the Facilities Management Division and \$7,500.00 to the Commander of the Capital Improvements Unit. These units are frequently required to purchase products or services on a recurring basis

to meet the day-to-day operational needs of the entire department. These units will complete and submit a Purchasing Requisition, Form 295 P.D., to the Fiscal Planning Division when requesting these products or services. The Purchasing Requisition, Form 295 P.D., must contain the following information.

1. Date
2. Name and address of the company individual, association, etc., from which the products or services are to be ordered, with this information noted under the section entitled "Vendor."
3. Name and address of the element requesting the purchase and where the products should be shipped or the services rendered if different from the requesting element, with this information noted under the section entitled "Requesting/Division Unit."
4. The quantity, description and price of the products or services, including any shipping or handling charges. If the cost has been quoted, include the name of the individual who provided the quote.
5. Signature and serial number of the manager in charge of the element.

\*F. Purchases utilizing grant or award funds may be subject to other procurement policies and/or guidelines established by the grantor or applicable city, state or federal agencies. Any such purchases **must** adhere to these policies/guidelines even if said policies/guidelines are more restrictive than those contained hereto. Further details regarding these policies/guidelines should be available through the Financial Services Unit –Accounting Section.

## MONETARY AND PROPERTY CONTRIBUTIONS

Department members may be approached by citizens, businesses, or civic groups that want to make a donation to the department. The donation may be monetary in nature or in the form of actual physical property or as services rendered. **Any donation that has monetary value must be approved prior to acceptance of the donation.** The fair market value of the donated item will determine the approval level needed.

A. The following may approve the acceptance of monetary or property contributions for the department:

- \*1. Up to \$10,000.00 Financial Services Unit Commander
- \*2. Up to \$25,000.00 Fiscal Planning Division Commander
- \*3. Up to \$50,000.00 Executive Services Bureau Commander
- \*4. Up to \$75,000.00 Chief of Police
- \*5. Over \$75,000.00 Board of Police Commissioners

B. Prior to accepting any contribution:

- 1. A member must submit an Interdepartment Communication, Form 191 P.D., or Memorandum through the chain of command to the Fiscal Planning Division Commander for review and approval.
- 2. The memorandum will denote the item or service to be donated, the fair market value of the item or service, any specific department element that the donated item is intended for, and the name of the donor.
- 3. The Fiscal Planning Division Commander will ensure the appropriate approval is obtained.
  - a. If the item is approved for acceptance:
    - \*(1) The original memorandum will be forwarded to the Financial Services Unit - Accounting Section for retention and filing.
    - (2) A copy of the memorandum will be sent to the originating member/element authorizing acceptance of the donation.
  - b. If the item is not approved for acceptance, the original memorandum will be forwarded through the chain of command to the originating member/element.

## CASH EXPENDITURES

### A. Unit Petty Cash Funds

1. Petty cash is limited to the purchase of small items not exceeding \$50.00 in value (unless approved in advance by the Financial Services Unit Commander).
2. Petty cash funds should be used to purchase items that are normally stocked by the Supply Section, Communications Support Unit, or Building Operations Unit, but are temporarily out of stock.
3. Petty cash funds are **NOT** intended to circumvent the Department's centralized procurement system. If an item is not approved through normal channels, or would not be approved for regular procurement, then petty cash funds will not be approved for such purposes. Examples of non-reimbursable expenditures include but are not limited to:
  - a. Memberships
  - b. Greeting Cards
  - c. Flowers
  - d. Gifts
  - e. Registrations
  - f. Subscriptions
  - g. Decorations
  - h. Organizational fees
  - i. Food
4. Requests for reimbursements to authorized petty cash funds must be submitted periodically through the chain of command to the Financial Services Unit. These requests should be documented on an Interdepartment Communication, Form 191 P.D., or a Memorandum, with expenditures briefly explained and receipts attached.

### B. Department Petty Cash Funds (Located at the Accounting Section)

Elements that do not have a department sanctioned petty cash fund, or those elements with an emergency request, may seek the necessary funds from the Accounting Section. Such requests for petty cash funds will be documented in an Interdepartment Communication, Form 191 P.D., or a Memorandum. These requests must comply with the general guidelines listed above for unit petty cash expenditures. A Request for Funds, Form 271A P.D., which is available from the Accounting Section, must also be completed. Funds will be available with approval of the Financial Services Unit Commander.

## C. Discretionary Funds

- \*1. Requests for expenditure of an element's discretionary funds should be documented in an Interdepartment Memorandum, Form 191 P.D., or Memorandum and must be approved for processing by **the appropriate division commander**. The approved memorandum then can be forwarded directly to the Financial Services Unit for final approval to purchase.
- \*2. There will be **no confirmation purchases** (a purchase made without the issuance of an approved purchase order) without prior approval by the Financial Services Unit Commander. Acquisition of items will remain centralized in the Financial Services Unit, and **purchases will be made only upon receipt of an approved memorandum from the appropriate division commander**.
- \*3. The Financial Services Unit will continue to determine the appropriate brand and model of items to be purchased. When necessary, sole source justification will be requested from the element seeking to make a purchase.
- \*4. **The Financial Services Unit will determine where, and at what final price, the items will be purchased.**
- \*5. Examples of Allowable Acquisitions
  - a. Office furniture and furnishings, e.g., chairs, desks, file cabinets, window blinds, bulletin boards, computer tables, carpeting, curtains, fans, and wall clocks.
  - b. Office machines, e.g., typewriters, calculators, transcribers, and computer accessories.
  - c. New subscriptions, to magazines, journals, etc., for one year only.
  - d. New membership or periodic meeting expenses to such things as the Northland Chamber of Commerce, Downtown Business Counsel, Northeast Industrial Association, Metropolitan Chiefs and Sheriffs Association, National Tactical Officers Association, International Association of Chief of Police, and Missouri Police Chiefs Association.
  - e. Seminar and training expenses.
6. Examples of Disallowed Expenditures
  - a. Items that result in new recurring costs to the Department, e.g., bottled water service, cellular telephone service; telephone

landlines and equipment, including facsimile machines, requiring additional telephone service, pagers requiring the purchasing of airtime, and copier services.

additional telephone service, pagers requiring the purchasing of airtime, and copier services.

- b. Uniform items, such as trousers, shirts, coats, leather gear, or any item that deviates from the currently approved standard uniform issue.
- c. Items requiring maintenance contracts, unless it is a replacement for existing equipment under the department's current contract, e.g., facsimile machines, and microfilm reader/printers.
- d. Gifts and food.
- e. Weapons and ammunition.
- f. **Any leased, rented, or purchased item which would place the Department in violation of existing contracts with vendors,** e.g., cellular telephone equipment and service, copier services, uniform apparel, landline telephone service, window cleaning services, police vehicle tows, various types of paper supplies, etc.

## FOOD EXPENDITURES

The following guidelines have been established to ensure consistency in the manner in which food expenditures are reimbursed by our department.

- A. Requests for reimbursement of food expenditures, e.g., refreshments, luncheons, etc., will not be approved for meetings when **only members of the department** are in attendance, unless approved in advance by the Chief of Police.
- B. Food expenditures may be approved for meetings or luncheons with persons outside the department; however, there must be **prior** written approval.
  - 1. All requests will be documented on an Interdepartment Communication, Form 191 P.D., or a Memorandum and forwarded through the chain of command for approval by the Fiscal Planning Division Commander.
  - 2. The Interdepartment Communication, Form 191 P.D., or Memorandum should include estimated costs, purpose of the meeting/luncheon, and who will be attending.
  - 3. Receipts from an authorized food expenditure will be submitted to the Financial Services Unit for reimbursement. The Financial Services Unit will attach the receipts to the approved Interdepartment Communication, Form 191 P.D., or Memorandum.
- C. If a food expenditure cannot be approved prior to the meeting/luncheon, due to time restraints, verbal approval from the Fiscal Planning Division Commander will be required prior to the meeting/luncheon.
  - 1. An Interdepartment Communication, Form 191 P.D., or Memorandum, will be completed and forwarded through the chain of command to the Fiscal Planning Division.
  - \*2. The date, time, and name of the person granting approval will be documented on the Interdepartment Communication, Form 191 P.D., or Memorandum, along with who attended and the purpose of the meeting/luncheon.
  - 3. The receipt(s) will be attached to the Interdepartment Communication, Form 191 P.D., or Memorandum and submitted through the member's chain of command.

## GRANT PROPOSALS AND APPLICABLE PROCEDURES

The Department promotes the use of federal, state, and private grant funds. Each Department member is encouraged to be alert to the availability of new grant funds and to formulate innovative ideas for possible grant proposals.

Any member who originates or renews a grant proposal will ensure all requests for grant funds are handled in a uniform manner and adhere to the following guidelines:

### A. Pre-Award Grant Responsibilities

1. Contact the Accounting and Payroll Section-Grants Administrator for information concerning the availability of grant opportunities fitting the criteria of the grant proposal.
2. Review the appropriate grant application packet in its entirety and complete a Grant Funding Application Approval Checklist, Form 66 P.D., outlining the grant proposal and grant guidelines/restrictions.
3. Forward the original through the member's chain of command for Bureau approval. A completed copy of the Grant Funding Application Approval Checklist, Form 66 P.D., should also be forwarded to the Accounting and Payroll Section-Grants Administrator so that the Administrator is kept apprised of all potential grant submissions.
4. The appropriate Bureau Commander, or designee, will present the proposal overview to the Chief of Police for final approval to proceed with the development of the grant.
5. **No grant will be pursued past this point without approval of the Chief of Police.** If approved, the Chief of Police will also designate a Project Director.

### B. Grant Completion Responsibilities

1. It is the responsibility of the requesting element to complete the grant proposal. Assistance may be obtained from the Accounting and Payroll Section-Grants Administrator and the Planning and Research Unit.
- \*2. Many grants or awards require a departmental or local match of funds, including the continuation of a grant-funded position or program through department funding after the initial grant funds have been expended. If the grant being applied for requires any form of departmental or local match of funds, the Budget Preparation and Control Section must be contacted immediately to determine the availability of funding.

3. The requesting element will:
  - a. Forward the original completed proposal directly to the Accounting and Payroll Section-Grants Administrator for review by the Grant Review Committee.

The Grant Review Committee is comprised of the following:

Commander of the Financial Services Unit  
Accounting and Payroll Section-Grants Administrator  
Designee from the Accounting and Payroll Section  
Designee from the Budget Preparation and Control Section  
Designee from the Planning and Research Unit

- b. Submit all completed grant proposals for review and approval no later than **five (5)** working days prior to the grant's submission deadline. A review process has been established on the Grant Funding Application Approval Checklist, Form 66 P.D., which must be attached to the proposal.
- c. Complete additional work on the proposal if requested to do so by the Grant Review Committee. Resolve any comments from the Grant Review Committee pertaining to the proposal.
- d. Return the corrected proposal to the Grants Administrator.
- e. Submit a copy of the completed grant proposal to the Planning and Research Unit.

#### C. Post-Award Grant Responsibilities

With the assistance of the Grants Administrator and other Department elements involved in the grant, the Project Director will be responsible for:

1. Implementation of the project within 90 days from the date awarded.
2. Submitting narrative progress reports to the Accounting and Payroll Section-Grants Administrator as requested.
3. Providing copies of all correspondence made to the grantor (or other operational personnel) to the Accounting and Payroll Section-Grants Administrator as requested.
4. Evaluating the progress of the program and preparing written reports concerning the project status when requested and applicable.
- \*5. Consulting with the Grants Administrator **prior** to disposing of, removing, transferring, or returning any equipment, etc., purchased with grant funds, without regard to the age or functional status of said equipment, etc.

- \*6. Consulting with the Grants Administrator **prior** to contacting the grantor to pursue the reprogramming of grant or award funds within an existing grant or award budget.

D. The Accounting and Payroll Section-Grants Administrator will:

1. Provide technical assistance in the preparation of grant proposals if requested by the originator.
2. Maintain a repository for all grant project files and information concerning new funding opportunities.
3. Review all proposals for accuracy and completeness.
4. Make, or cause to be made, corrections to a proposal if required or recommended.
5. Submit each proposal approved by the Chief of Police to the appropriate funding agency. Ensure that the final application packet is complete with all necessary authorized signatures and required proposal copies included.
6. Assist the Project Director in the implementation of funded proposals.
7. Perform all tasks relating to financial administration and reporting of the grant.

E. The Planning and Research Unit will assist by:

1. Seeking up-to-date information on the availability of grant funds and disseminate funding information and deadline dates to the Department element(s) most affected by such grants.
2. Providing technical assistance in the preparation of grant proposals if requested by the originator.
3. Maintaining a central repository for all grant project files.
4. Reviewing all proposals for accuracy and completeness.

**SURPLUS EQUIPMENT**

- A. Requests for Department of Defense (D.O.D.) surplus property must be made via an Interdepartment Communication, Form 191 P.D., or Memorandum, and forwarded through the chain of command to the Fiscal Planning Division.
- B. The Budget Unit Commander or the Supply Section Sergeant will be responsible for completing any applications for D.O.D. surplus property. All applications will be forwarded to the Chief of Police for approval.
- C. **Only the Budget Unit Commander or the Supply Section Sergeant are authorized to screen and accept Department of Defense property.**
- D. Once the property has been procured, an inventory control number will be assigned to those items that meet Department requirements for addition to the fixed asset inventory, prior to issuance to the requesting element. All D.O.D. surplus property must be accounted for, as it is subject to random inspection by the applicable issuing agency (e.g. Missouri Department of Public Safety, Office of National Drug Control Policy). A master inventory list containing all D.O.D. surplus items will be kept by the Supply Section Sergeant.
- E. D.O.D. surplus property must be put to use within six months of receipt and used for a period of at least 18 months, with the exception of expendable items, e.g., surgical gloves, medical tape, etc.
- F. Applications for D.O.D., surplus property to be obtained through the Missouri Department of Public Safety must be submitted to that agency for approval prior to forwarding to the Regional Logistical Support Office of the Office of the Department of Defense Coordinator. The process for acquisition of surplus property through the Office of National Drug Control Policy will be established on a case-by-case basis by that agency. The Kansas City, Missouri Police Department must ensure the below listed requirements are met before any property is received.
  - 1. The property must be used for the specific purpose (e.g. counter-narcotics efforts, homeland security) as identified by the applicable issuing agency. It will not be acquired for any other use or purpose, for sale or other distribution or for permanent use outside the state except with prior written approval of the issuing agency.
  - 2. The property will not be sold, traded, leased, lent, bailed, cannibalized, encumbered, or otherwise disposed of through the period(s) of time described in Section E of this annex.

3. If any property needs to be repaired, disposed of, or returned, a Memorandum or Interdepartment Communication, Form 191 P.D., must be forwarded through the chain of command to the Fiscal Planning Division with a description of the property, proposed disposition of the property, and the reason for the disposition.
4. The Kansas City, Missouri Police Department can be held liable and may be suspended from future participation in this program if property is mismanaged.

## FEES AND SERVICE CHARGES

State statutes, city ordinances, and the Board of Police Commissioners have authorized the collection of fees for certain services that the Kansas City, Missouri Police Department provides. The following procedures have been established for setting, reviewing, and collecting fee-based services to ensure that the fees recover an appropriate level of costs.

### A. General Information

1. The Missouri Sunshine Law restricts fees that public governmental bodies may charge for certain services. The law limits the fee amount to the **“actual” cost**. Actual cost means the real cost of document search and duplication.
2. The Missouri Constitution prohibits certain fee assessments and increases without voter approval, as said increases may be considered a tax. When considering fees, it is important to ensure that the fees charged, as well as any increases in those fees, are made in such a way as to avoid being characterized as a tax.
3. The following is a list of services the department provides in exchange for fees. These fee amounts are in accordance with either the Revised Statutes of Missouri, the Missouri Constitution, or the Code of General Ordinances of Kansas City, Missouri.
  - a. Alarm Permits and False Alarm Fees
  - b. ALERT – Law Enforcement
  - c. ALERT – Private Security
  - d. Crime Summaries
  - e. Fingerprint Services
  - f. Crime Laboratory Quarterly Newsletter
  - g. Crime Scene School
  - h. Crime Scene Photographs
  - i. Laboratory Processing/Analysis
  - j. Motorcycle School

- k. Pawn Shop Owner Background Investigations
- l. Private Officer Licensing
- m. Records Checks
- n. Report Reproduction
- o. Seminars
- p. Academy Tuition for Outside Agencies
- \* q. Video or Audio Tape Reproduction
- r. Weekly Ticket Summaries

B. Procedures

1. Those elements that currently provide a service, whether a fee is charged or not, will be responsible for continuously reviewing the services provided to determine if any changes in fee collection are necessary.
2. When determining how fees will be calculated, or whether fees should be established for existing services for which no fee is charged, elements should consider the following:
  - a. Cost of providing the service
  - b. Value of the service
  - c. Market conditions subject to the limitations of the Revised Statutes of Missouri and the Missouri Constitution.

**NOTE:** When determining fees, elements will ensure that there is only one set of standards. Individuals and organizations will not be charged different sets of fees for the same service.

3. Each element is responsible for determining what items comprise the cost for providing the service. Once items are determined, contact the Budget Preparation and Control Section for costing assistance.
4. Elements that charge a fee will review fee(s) on an annual basis and document said review.
  - a. Each element will submit a written report documenting this review through the chain of command to their respective Bureau Commander by **April 1<sup>st</sup> of each year**. The report will contain the following:

- (1) Service provided.
    - (2) Fee amount.
    - (3) Whether the fee amount should remain the same or be changed.
    - (4) Supporting documentation, (e.g., cost information, justifying the recommended fee amount).
  - b. Bureau Commanders will forward all reports on fees to the Financial Services Unit by **May 1<sup>st</sup> of each year**.
  - c. The Financial Services Unit will:
    - (1) Review submitted reports to ensure the fees are calculated correctly.
    - (2) Forward a copy of the report to the Office of the General Counsel for review.
    - (3) Prepare a final report on all fees to be forwarded to the Executive Committee for review and approval by the Chief of Police.
    - (4) Ensure fees approved by the Chief of Police are scheduled for the June Board of Police Commissioners Meeting for review and approval.
    - (5) Ensure the fee analysis report is included as an agenda item in the public meeting notice issued by the Board of Police Commissioners for the June Board of Police Commissioners Meeting.
  - d. After Board of Police Commissioners approval, a schedule of fees will be posted at the respective elements and on the department's website.
  - e. The Budget Preparation and Control Section will prepare information to document fees charged to recipients of reports, record checks, etc., for those requesting such documentation.
5. Elements considering implementing a fee for a **new or existing service** must complete the following:
- a. Submit a written report documenting justification for the new service. The report will contain the same information as outlined in Section B, subsection 4, line a, 1, 2, and 4.

- b. Solicit an opinion from the Office of the General Counsel whether a proposed fee is allowable under applicable statutes.
- c. Once elements have received approval from the Office of the General Counsel to charge a fee, they will follow the procedure outlined above in Section B, subsection 4.
- d. **Elements will not charge a fee for a new service without prior approval by the Board of Police Commissioners.**