



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 7.2	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> May 30, 2014	<b>NUMBER OF PAGES:</b> 02
<b>CFA STANDARD:</b> 7 <b>SUBJECT:</b> Fiscal Management & Agency-Owned Property- <b>BUDGET</b>	<b>NEW (X) RESCINDS ( )</b> <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>   <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:** 7.01, 7.02M, 7.03, 7.04M, 7.05, 7.06M

**SECTIONS:**

- 7.2.1            Budget Process**
- 7.2.2            Annual Budget Preparation**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for fiscal management of the department; to provide guidelines for annual budget preparation.

**SCOPE:** All departmental personnel.

**POLICY:** It is the policy of this department to comply with all fiscal and budgeting policies established by the City of South Miami as stated in the City of South Miami Charter and Code of Ordinances.

**PROCEDURE:**

**7.2.1            Budget Process**

- A. The Office of the City Manager and Finance Department are responsible for the development of the annual budget for the City of South Miami and its various departments.
- B. The budget process begins with the distribution of budget request forms to the Police Department. The Chief of Police, the Assistant Chief, Bureau Captains, Division Lieutenants, and the Communications Manager, who are involved in the budget process, are responsible for compiling the budget figures for the Police Department.

- C. The Division Lieutenants will solicit input from each of their assigned unit supervisors. Each Commander, upon receipt of their units' budget requests, will compile all the information and justification for submission to the Chief of Police for possible inclusion in the budget.
- D. The Chief of Police will prepare the budget utilizing input from staff members, such as:
  - 1. Program Change: This includes a program description, title of the proposed program or position, and funding information.
  - 2. Justification: Includes the objective of the proposed program or position, advantages and disadvantages, etc.
  - 3. Budget Worksheet: A summary of the description(s) and a list of the proposed items and department requested funds.
- E. The Chief of Police will submit the completed budget request package to the City Manager. The Police Department budget is then reviewed and adjusted by the City Manager during a series of inter-departmental budget review meetings. The proposed budget document is presented to the City Commission. The Commission will by ordinance adopt the annual budget each year.

## **7.2.2 Annual Budget Preparation**

Each year during budget preparation, the Assistant Chief, Captains, Lieutenants, and other selected personnel will submit written budget recommendations to the Chief of Police concerning personnel and equipment needs for the upcoming budget year. Once all functions have submitted their proposed budget recommendations, each Bureau Captain will meet with the Chief of Police to discuss additional changes. The final decision on the budget to be presented rests with the Chief of Police.