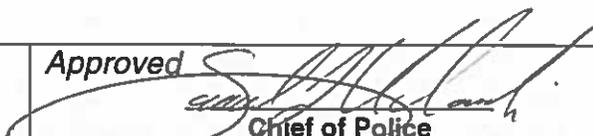


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 5, 2015		Amended Date		Directive 1.02.1	
Subject Budget					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 1.02		Review Date January 22, 2019	
				Pages 1	

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

SECTION 1 PURPOSE

The purpose of this policy is to guide the development, submission, and management of the Department budget.

SECTION 2 POLICY

It is the policy of the department that the Chief of Police is responsible for the development of an annual budget. An annual budget will be prepared and managed in accordance with the provisions set forth in this policy.

SECTION 3 PROCEDURES

- A. The Chief of Police has authority and responsibility for fiscal management of the department.
1. The Support Division Assistant Chief of Police will be responsible for management of the department budget. Administration will be responsible for preparing the annual budget.
 2. The Support and Operation Division Assistant Chiefs will submit their respective division budgets to the Chief of Police. Division Commanders shall also have responsibility for exercising responsible judgment and accountability for fiscal management of their respective division budgets.
 3. All City Ordinances, State Laws, City accounting procedures, and City Purchasing Manual reference to purchasing, auditing, and fund transfers will be followed.

B. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.