



# Abilene Police Department Operating Procedures

Subject:

*Miscellaneous Issues*

Issued:

07/30/2021

TBP:

1.02

Number:

**B-5**

## **Budget (TBP 1.02)**

The budgetary process is required by the City Charter and is an essential planning tool which enables the Department to organize its financial resources in an objective-directed effort to derive the maximum return for the tax dollars expended. It is the responsibility of the Chief of Police, or his designee, to prepare and manage the budget for the Department.

The Department budget represents an evaluation of relative needs within the Department based upon quantitative and qualitative data. It involves a decision regarding objective priorities with consideration given to the volume and type of work required and the costs involved.

Budgeting is a continuous process, which is the responsibility of each commanding officer. It involves the identification of objectives and determination of organizational needs based upon a reasonable evaluation of future requirements.

Commanding officers communicate their organizational needs by means of budget requests. Such requests should be limited to those items which are necessary to continue the present standard of service, materially improve standard of service or reduce the cost of service. It is the responsibility of commanding officers to weigh their needs carefully and to present budget estimates which incorporate reasonable and economically sound requests. If an item is requested on the basis of improving the standard of service, the justification should describe how this objective will be reached. The request should also detail how the cost of the item will be returned in some measurable manner.

## **Police Department Security Protocols**

The PD access code, key or card which unlocks any door, will not be given to anyone who does not work in the Department unless approved by Chief of Police. Select city employees will be given the access code by Police Administration.

Only departmental employees and city employees will be allowed into secure areas of the building unescorted. All others must have a departmental employee with them at all times both entering and exiting a secured area, unless otherwise approved by the Chief of Police.

Spouses, relatives, friends and reporters will wait in a public area for an escort. They may enter the secure area only after the employee they have come to see arrives to get them. That employee will stay with them at all times until they leave the secure area.

Delivery persons will report to the Records counter. They will be escorted by Records personnel, the DDO or any available employee, while making their delivery.



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Every employee should consider it their duty to challenge any person seen in a secure area that they do not recognize. If the person challenged is not a departmental employee or a city employee, they should be detained until further checking can be done.

Temporary workers should wear visitor identification cards at all times. Civilians not in a recognizable uniform should have their ID card visible at all times.

Secured area includes the Records section and all areas inside the PD to which the general public and other city employees do not have ready access through an unsecured door or entrance.