



Sheridan Police Department
Policies and Procedures
27.1
Chapter 27 – Fiscal Management
Section 1 – Budgeting

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Signature:

Budgeting is a planning process in which the department plans for maximum use of available resources and looks for the most cost effective ways to accomplish the department's mission.

27.1.1 Budget Responsibility

- A. The City of Sheridan maintains a centralized fiscal system in which the Mayor is ultimately accountable for the city's budget.
- B. The Chief of Police is responsible to the Mayor for the department's budget and to ensure the integrity and reliability of the department's fiscal matters.
- C. The Chief of Police prepares, submits for approval, and administers the department's budget with assistance from staff.

27.1.2 Budget Preparation

- A. The police department's budget will be prepared and presented to the city council each year in accordance with the schedule established by the Mayor and finance department.
- B. Bureau commanders should seek input from members of their command as to budget requests for the following year.
 - 1. Requests must be specific and must be justifiable.
 - 2. Budget requests shall relate to the unit's function and will be consistent with that unit's stated goals and objectives.
 - 3. Each budget request will include a detailed justification, including all anticipated costs (purchase costs, support and maintenance) and benefits.
- C. Every department employee is encouraged to participate in the budget process by analyzing his or her duties for more cost effective methods of performing them and submitting suggestions for improvement to the chief of police through the chain of command.
- D. Budget preparation shall include identifying sources of funding such as grants to supplement available city funds.